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# **OverNet Computer Services**

## **Mechanic helpdesk query**

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### **How To Print Customer Addresses Onto Labels.**

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This document defines the steps used to print customer addresses onto labels.

This process is quite generic and flexible, but may appear to be different if you have a different version of Microsoft Word.

This process can be modified to use a different label or even to print letters with the customer address / information on them.

#### **STEP 1: Export the Mechanic data into a text file...**

In Mechanic, from the main menu...

1. Select 5,13,1. Arrow down and select FULL ADDRESS. Press "X" to export the data and [ENTER] on the filename.
2. Press [ESC] back to the main menu.

#### **STEP 2: Create labels using the customer addresses...**

In Word (it needs to be a Pro version 2003 or later)...

1. Select File, New, Letters & Faxes, Mailing Label Wizard, OK.
2. Click on create labels for mailing list, Click on OK.
3. Next to item 2, click on GET DATA and then click on OPEN DATA SOURCE.
4. Type in the filename as... C:\CUSTOMER.CSV and click on open.
5. Click on ENTIRE SPREADSHEET and click on OK.
6. Click on SETUP MAIN DOCUMENT.
7. Select the Avery L7159 label code, (You can buy these labels at Officeworks).
8. Click on insert field and select the customer name, click on insert field and select the first address line, click on insert field and select the second address line, click on insert field and select the suburb, etc. Select OK.
9. Click on merge and it will create the document with all the labels.
10. Print one page of labels and verify that it's formatted correctly before printing all the remaining pages.

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