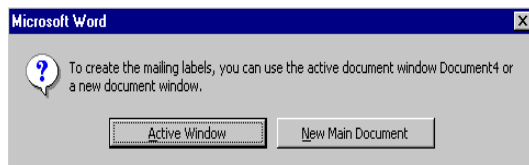
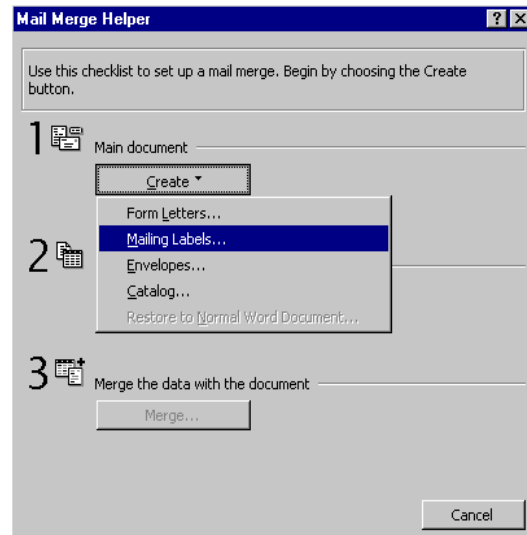


# Pay2k Tips & Tricks

## Mail Merging Pay2K Data into Microsoft Word

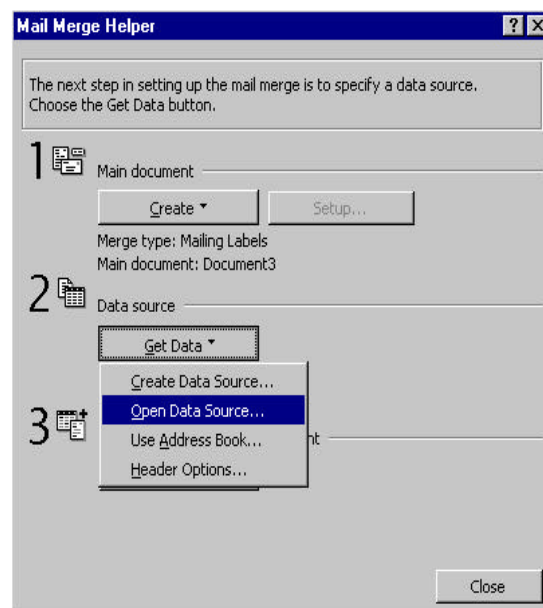
This guide will take you through the process of merging your selected Pay2K data into Microsoft Word so that you can print mailing labels. It also shows you how to create customised mailing labels for the style of labels that you have purchased. (Microsoft Word '97 is used for the following steps.)

1. Open word and go to Tools>Mail Merge on the main menu. The mail merge helper screen will appear.
2. Click the Create button and choose mailing labels from the dropdown list.



3. Click on the Active Window button. This means that you will use the new document that you opened in Word for the mail merge.

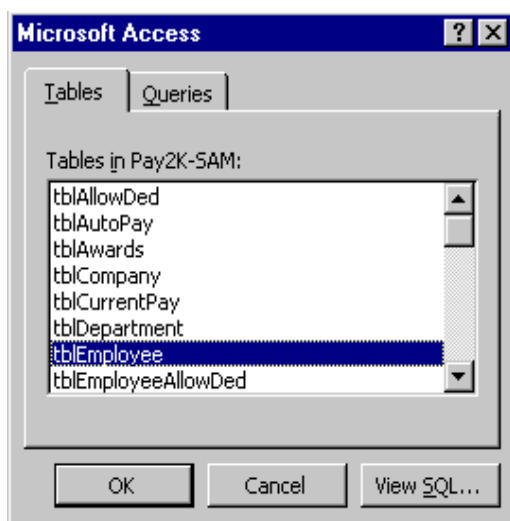
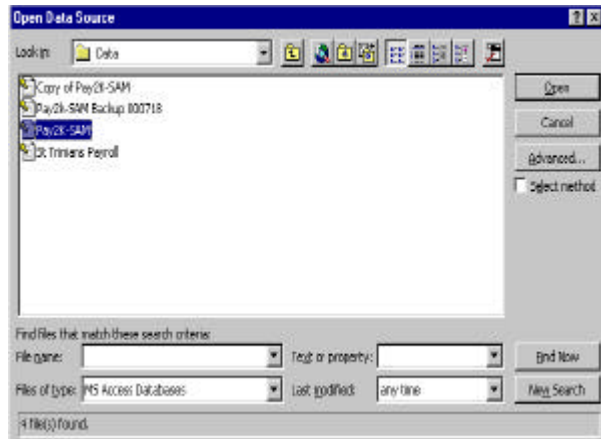
4. Now click the Get Data button in the Mail Merge Helper and choose the Open data source option from the dropdown menu.



# Pay2k Tips & Tricks

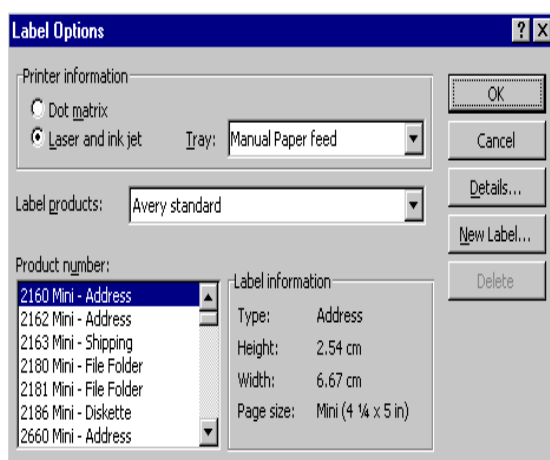
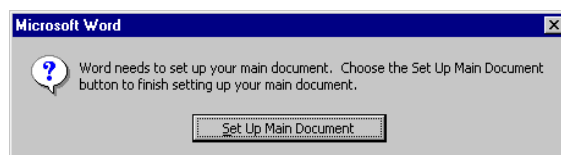
The Open Data Source screen will appear.

- ◆ In the File Type field choose MS Access Database to display all the Access files.
- ◆ Go to the c:\program files\Pay2k\data\ and open the Pay2k.samtest file.



5. In the MS Access window, choose Employee from the tables tab and click OK.

6. Click the Setup main Document button to display the Label Options window.

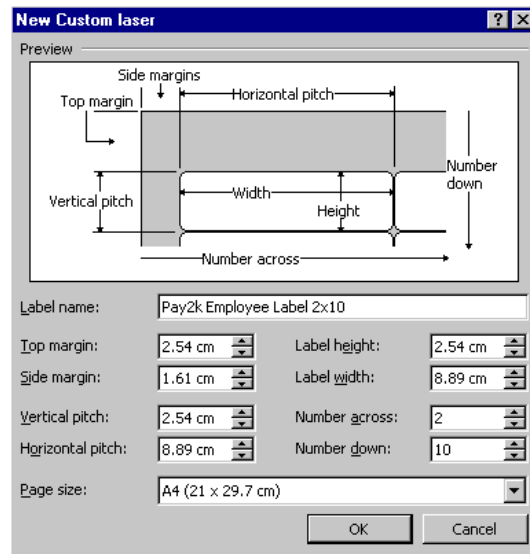


7. To create a custom label, click the New Label button. The New Custom Laser dialog box will appear.

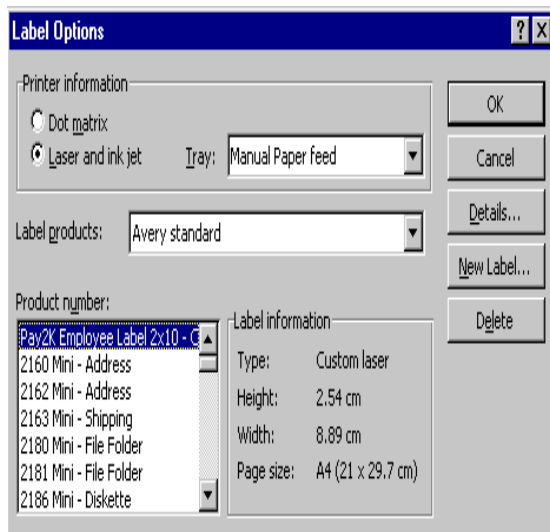
# Pay2k Tips & Tricks

- Enter the measurements of your label.
- Choose the page size A4 (21 x 29.7 cm).
- Type a name in the label name field. For example, "Pay2K Employee Label 2x10".
- Click OK.

**Tip:** Measurements in Word will default to inches, so if you wish to change this go to Tools>Options on the main menu, click the General tab and change your measurement units to centimetres.



The label options screen will now display the custom label that you have just created.

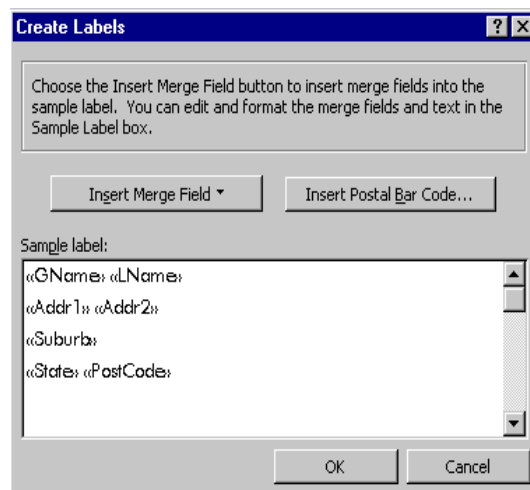


8. Choose the Pay2K Employee label 2x10 and click OK. The Create Labels window will now appear so you can continue your mail merge.

**Note:** Once you create a label it is then stored in the product number list for you to use next time.

9. Click the Insert Merge field button to display a list of fields, then click on a field to insert it into the Sample label window. In this case you would choose the name, address, suburb, state and postcode fields.


- ◆ Once you have entered these, click OK.



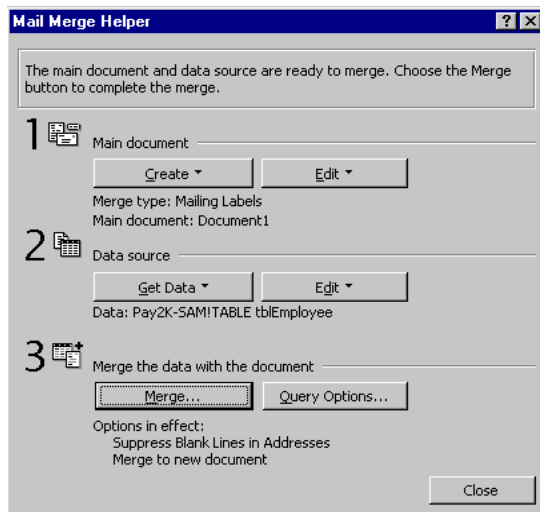
# Pay2k Tips & Tricks

Now the merge fields will appear in the new word document divided into sections resembling labels.

«GNName» «LName» «Addr1» «Addr2» «Suburb» «State» «PostCode»	«GNName» «LName» «Addr1» «Addr2» «Suburb» «State» «PostCode»
«GNName» «LName» «Addr1» «Addr2» «Suburb» «State» «PostCode»	«GNName» «LName» «Addr1» «Addr2» «Suburb» «State» «PostCode»

- At this point you can click on the View merged data button  to view the fields as merged data.

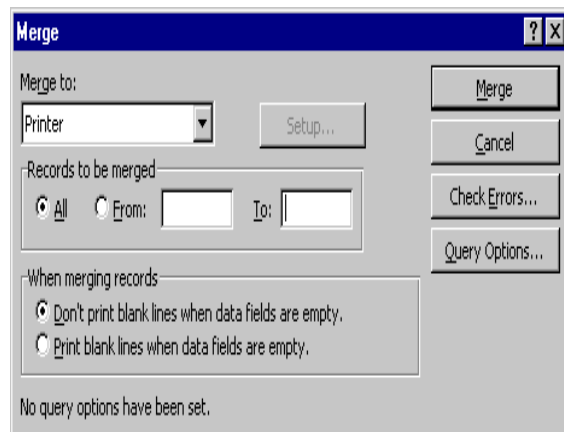
SUBT1/SUPER/TEA/JUN	SUBT1/SUPER/TEA/JUN
SUBT2/SUPER/TEA/JUN	Lo Annating 34 Alington St Windsor VIC 3161
Alexander Barnes 22 Orange St Dandenong VIC 3186	Diane Bedford 95 Victor St St Albans VIC 3182
Daniel Campbell 23 Deborah Rd Eatenwicks VIC 3185	Janet Connor 122 Hamilton St Glen Iris VIC 3146
Laadne Davidson 154 Glenferrie Rd East Malvern VIC 3145	Colleen Evans 101 Watcraf St Hoopden VIC 3188



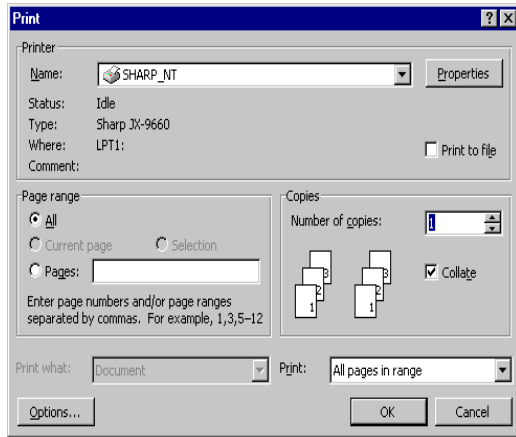
- 10. On the Mail Merge Helper that is also on the screen, click the Merge button.

- 11. In the Merge window choose “Printer” in the Merge to field.

- ◆ Select the All records button if you wish to merge all the data or click the From button to select a group of records.
- ◆ Click the Merge button

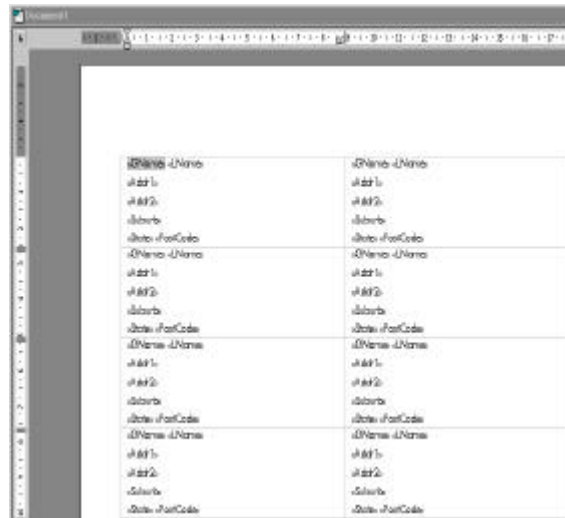



# Pay2k Tips & Tricks



12. In the Print window, click OK to print the labels.

13. Now save document 1 as a “Pay2K Employee merge fields” document.



**Tip:** The next time you need to print employee labels, you can open the saved merge fields document, click the Merge to Printer button  and Word will automatically search for the employee data, merge it, print, and also show any changes to the data (for example a new employee) since you last merged.