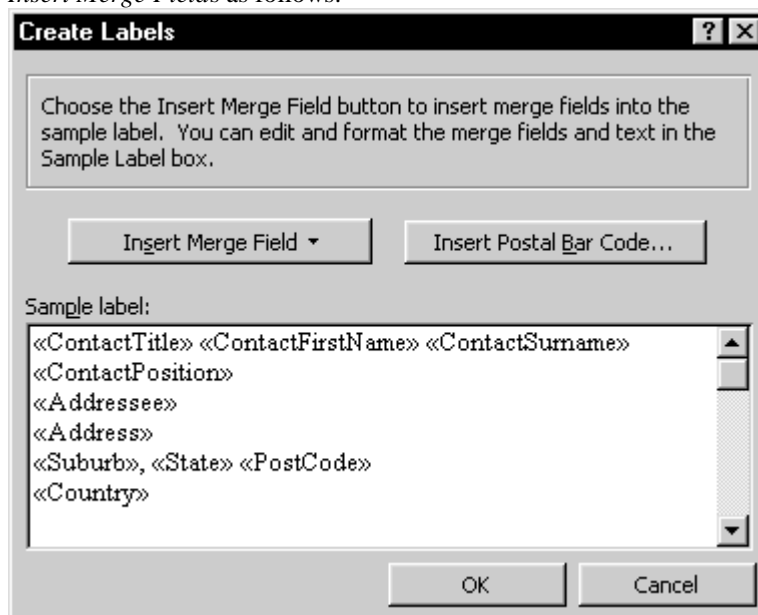


HOW TO CREATE MAILING LABELS with data from CDSCOPE2000 - Summary


- 1) SEARCH for the properties you want to mail to the owners or occupants of.
 - In CDSCOPE2000, click *Searches, Create new property search* and then *Next*.
 - Fill in some search criteria clicking *Next* as you step through the various criteria groupings.
 - Type in a name for your search and click *Search*. Click *Next*. If asked, don't save the active list.

- 2) A MAILING LABELS file now needs to be created & exported containing the details for these contacts.
 - Click *Mailing Labels, [Property Owners -or- Cityscope Occupants]* and then *Next*.
 - Select your label preferences, then click *Next*. Click *Next* again.
 - Select *Export Label To A File* then *Microsoft Excel*.
 - The *Destination Directory* is where on the computer your merge file (Excel File) will go.
 - The *Destination File* is what the merge file (Excel File) will be called. Click *Finish*.
 - Click *Build Labels*. Once the "labels" appear click *Output Labels*. Click *OK*.
 - ✦ Make a note of these, you will need them later.

- 3) Open a blank document in MICROSOFT WORD to create your Mailing Labels.
 - In Word 2000, click *Tools, Mail Merge, Create, Mailing Labels, Active Window, Get Data, Open Data Source*.
 - Next to *Files of Type* select *MS Excel Worksheets*.
 - Navigate to the *Destination Directory* you selected back in CDSCOPE2000.
 - Select the Excel file that you entered under *Destination File* back in CDSCOPE2000. Click *Open*.
 - Entire Spreadsheet will be selected. Click *OK*. Click *Set Up Main Document*.
 - *Label products: Avery A4 and A5 sizes.* *Product Number: L7162 – Address*. Click *OK*.
 - *These are samples. You can choose other label types if you wish.*
 - *Insert Merge Fields* as follows:



Note: Use the space and Enter keys to layout the merge fields as shown.

- Click *OK*. Click *Close*.
- Put some *labels* into your printer and click the *Merge to Printer* button. 
 - ✦ Use label type chosen earlier