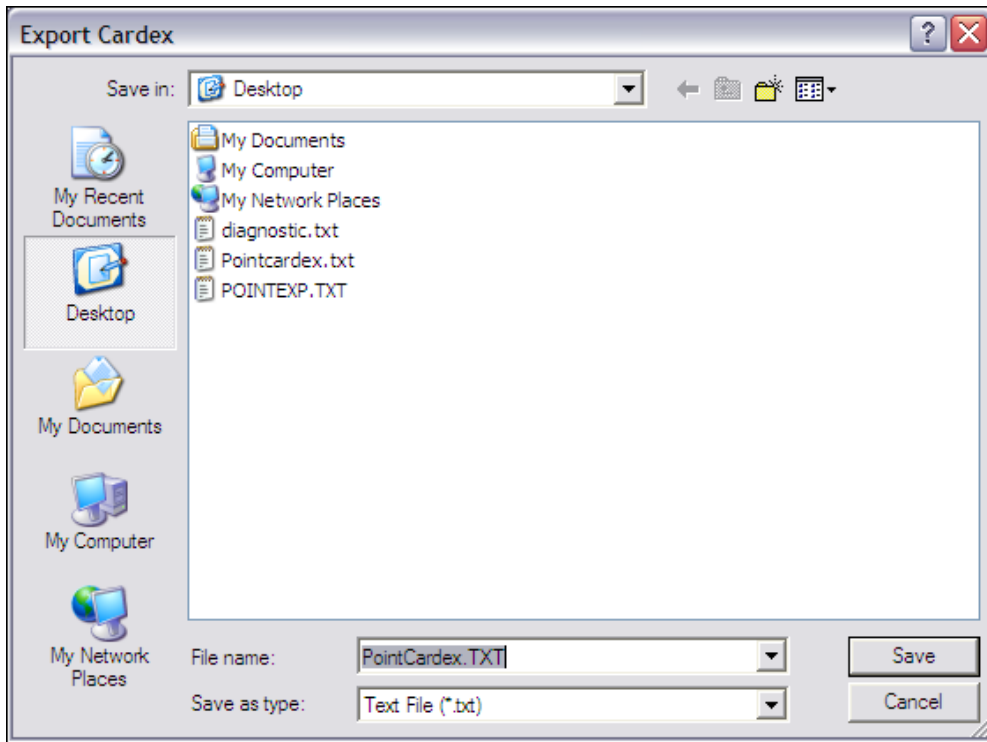


This procedure contains several steps to accomplish exporting the Cardex records to a text file and merging the exported Cardex data to Microsoft Word for address labels.

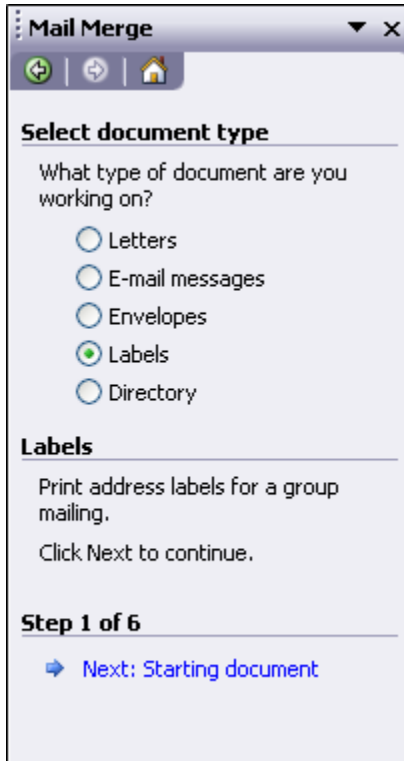
Exporting the Cardex records to a text file

1. Open Point.
2. From the Menu bar, select Utilities > Cardex Database.
3. From the Menu bar, select File > Export.
4. In the Export Custom ASCII window, keep the default options.
5. Click Export.
6. In the Export Cardex window, go to the Save in dropdown list and select Desktop.
7. In the File name field, keep the filename as Pointcardex.txt and click Save. This exports the Cardex records to a file on the Desktop called Pointcardex.txt.

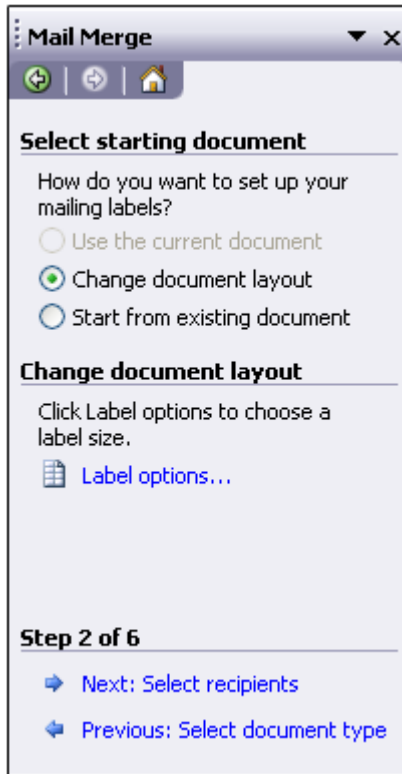


Merging the exported Cardex data to Microsoft Word for mailing labels

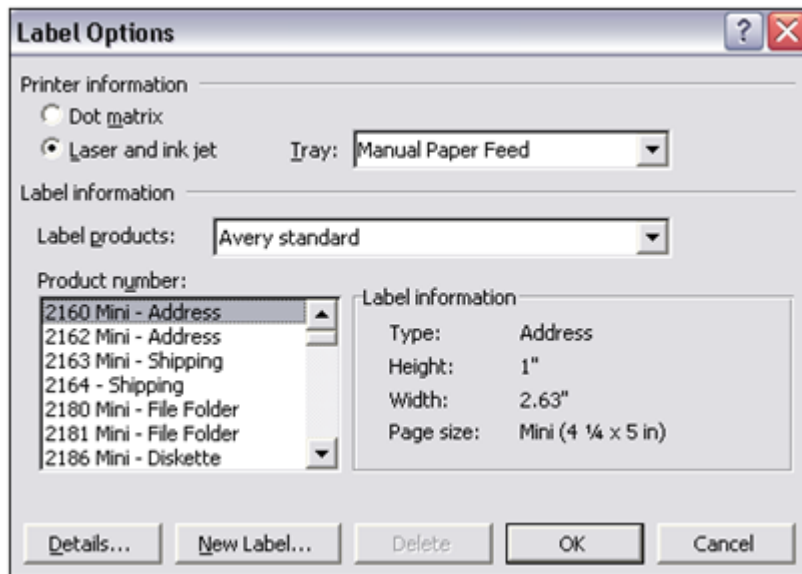
1. Open Microsoft Word 2002.
2. From the Menu bar, select Tools > Letters and Mailings > Mail Merge.
3. The Mail merge help window appears on the right side of the screen.



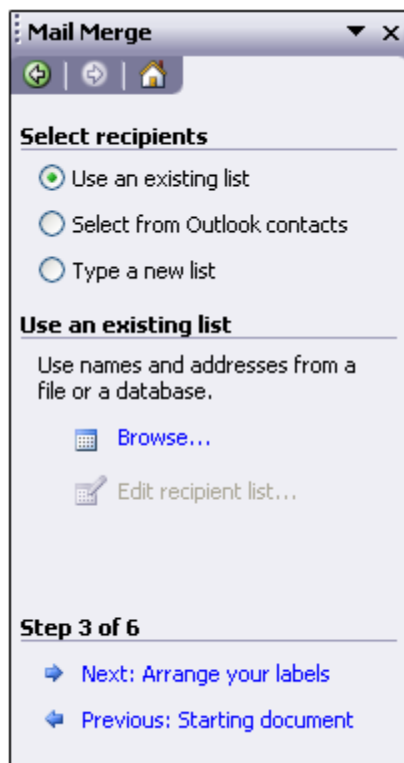
4. Under Select document type, select Labels.
5. Under Step 1 of 6 at the bottom of the Mail Merge help screen, click Next: Starting Document.



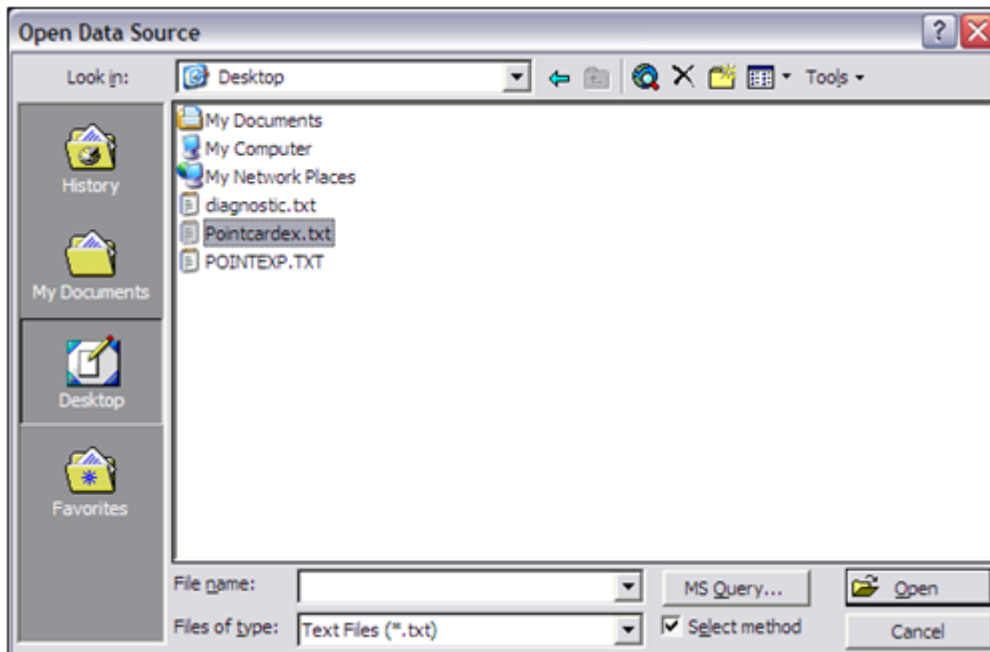
6. In the Step 2 of 6 Mail Merge help screen, find the Change document layout section.
7. Click the Label Options link. The Label Option window appears.



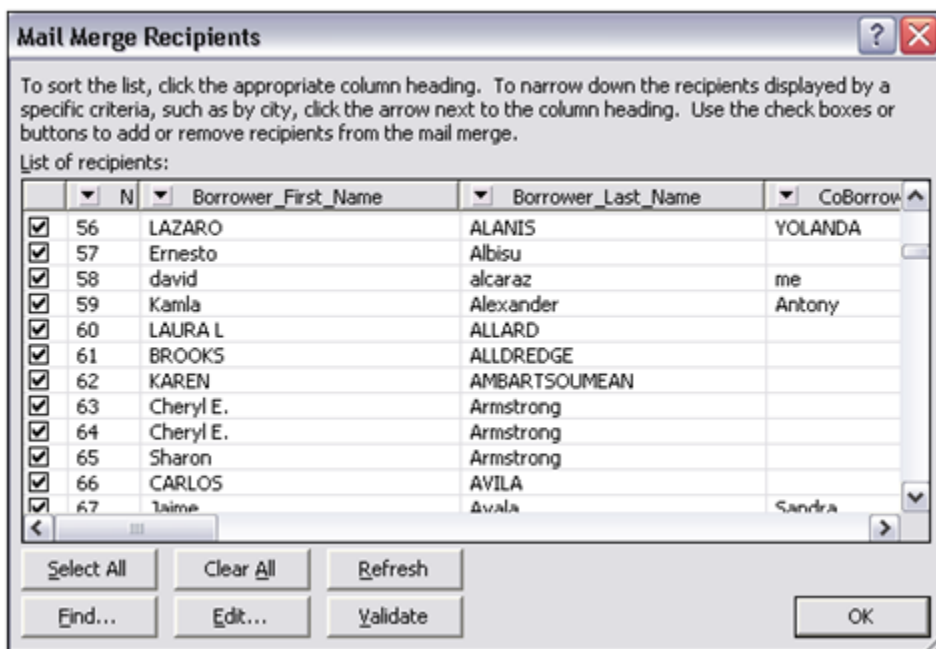
8. In the Product number section, select the type of label you are using and click OK.
9. In the Mail Merge help screen, click Next: Select recipients.
10. In the Step 3 of 6 Mail Merge help screen, go to the Use an existing list section and click Browse.



11. In the Select Data Source window, go to the Look in field and select Desktop.
12. In the Files of type dropdown list, select Text Files.
13. Double-click the exported Cardex file. It appears as Pointcardex.txt.



14. Your files appear in the list in the Mail Merge Recipients window. All checkmarks should appear by default, click OK. This returns you to the Word Document.

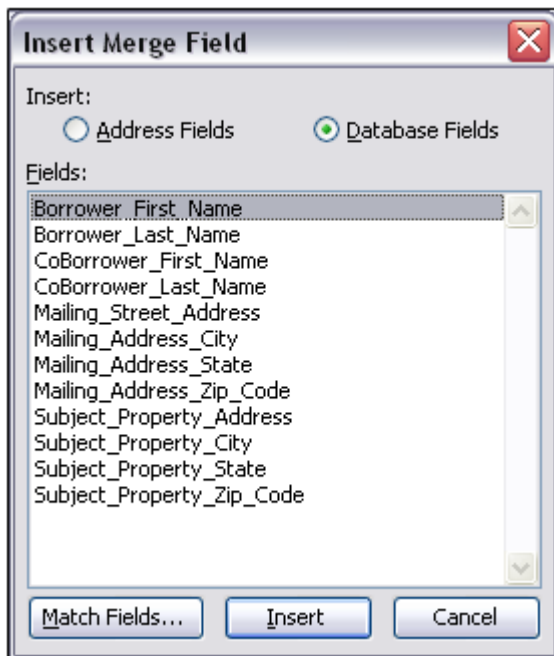


15. In the step 3 of 6 Mail Merge help screen, click Next: Arrange your labels.



16. All fields in the Word document appear as <<Next Record>> except for the first label. You modify the first label and that format is then used for all labels.

17. In the Arrange your labels section, click More items.



18. In the Insert Merge Field window, choose Borrower_First_Name and click Insert. This inserts a <<Borrower_First_Name>> field.
19. Click Cancel and press the space bar to place a space after the borrowers first name.
20. Click More items again.
21. Select Borrower_Last_Name and click Insert. This inserts a <<Borrower_Last_Name>> field.
22. Click Cancel and press the <Enter> key to move to the next line.
23. Click More Items.
24. Click <<Mailing_Street_Address>> and then click Insert. This inserts a <<Mailing_Street_Address>> field in your first label.
25. Continue to click Cancel and More items until you have added all the label fields.

It should look something like the example below:

```
<<Borrower_First_Name>>  
<<Mailing_Street_Address>>  
<<Mailing_Address_City>> <<Mailing_Address_State>><<Mailing_Address_Zip_Code>>
```

26. In the Replicate Labels section, click Update all labels. This replicates the format of the first label to all the labels.



27. Click Next: Preview your labels. You can only view one page at a time so if you want to view the other pages of labels, click the << >> arrows in the Preview your labels section to move to the next set of labels.



28. At the bottom of the Step 5 of 6 Mail Merge help screen, click Next Complete the merge.
29. Insert the labels into the printer and click Print to print the labels.