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How to:

1. Go to mailings
2. Start Mail Merge
3. Normal Word Document
4. Select Recipients
5. Use an existing list
6. Select recipients, choose data
7. Edit Recipients List, choose rows
8. Insert merge field
9. Choose column headings
10. After you choose Merge, right-click, toggle field codes, change “MERGEFIELD” to “MERGEBARCODE” then add qr behind “Merge”
11. Right-click again, edit barcode or toggle field code again