

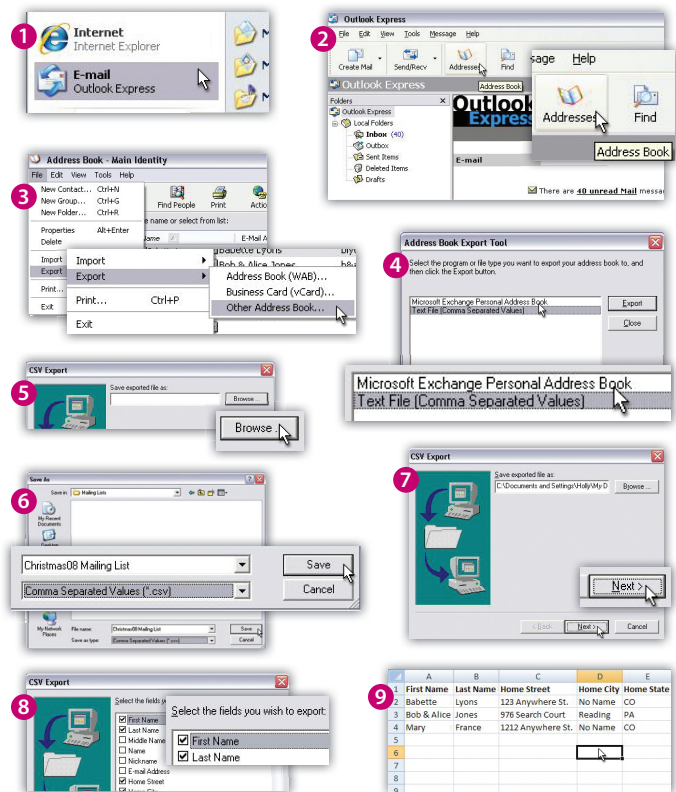
## TUTORIAL

### Exporting E-mail Address Book List Using ...

**E-mail Program:** Outlook Express 6

**Computer Operating System:** Windows XP SP2 Home Edition

1. Open Outlook Express by clicking your cursor arrow on the "Start" button located in the lower left corner of your screen. Then select Outlook Express 6 from the list.
2. With Outlook Express open, click on the "Addresses" icon on the toolbar. The Address Book-Main Identity window will appear showing a list of all of your saved contacts.
3. Click on "File" from the menu bar and select "Export" from the resulting drop-down menu. Then choose the format that you would like to use to export the contacts. For this tutorial, "Other Address Book..." will be selected.
4. The Address Book Export Tool window will appear. Select "Text File (Comma Separated Values)" and then click on the "Export" button. The CSV Export window will appear.
5. Click on the "Browse" button to choose a file path and file name for the exported file such as Documents/Mailing Lists/Christmas08 Mailing List.
6. Once you have successfully named your file, click on the "Save" button.
7. This will bring you back to the CSV Export window. Click on the "Next" button.
8. The next screen allows you to select the fields from your list of contacts that you want to export. Place a check mark in each of the boxes of your choice. Click on the "Finish" button to export the contact information.
9. Retrieve your mailing list from the file in which it was saved.



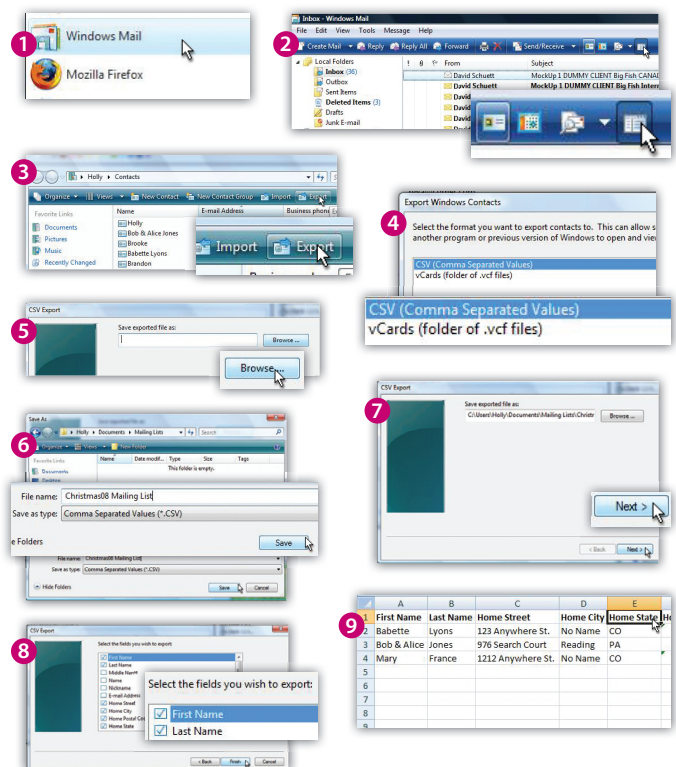
## TUTORIAL

### Exporting E-mail Address Book List Using ...

**E-mail Program:** Windows Mail

**Computer Operating System:** Windows Vista Home Premium

1. Open Windows Mail by clicking your cursor arrow on the "Start" button located in the lower left corner of your screen. Then select Windows Mail from the list.
2. With Windows Mail open, click on the "Contacts" icon on the toolbar. A window will appear showing a list of all your saved contacts.
3. Click on "Export" on the toolbar to export your contact information to another format. The Export Windows Contacts window will appear.
4. Choose the format that you would like to use to export the contacts. For this tutorial, CSV (Comma Separated Values) will be selected. Click on the "Export" button. The CSV Export window will appear.
5. Click on the "Browse" button to choose a file path and file name for the exported file such as Documents/Mailing Lists/Christmas08 Mailing List.
6. Once you have successfully named your file, click on the "Save" button.
7. This will bring you back to the CSV Export window. Click on the "Next" button.
8. The next screen allows you to select the fields from your list of contacts that you want to export. Place a check mark in each of the boxes of your choice. Click on the "Finish" button to export the contact information.
9. Retrieve your mailing list from the file in which it was saved.



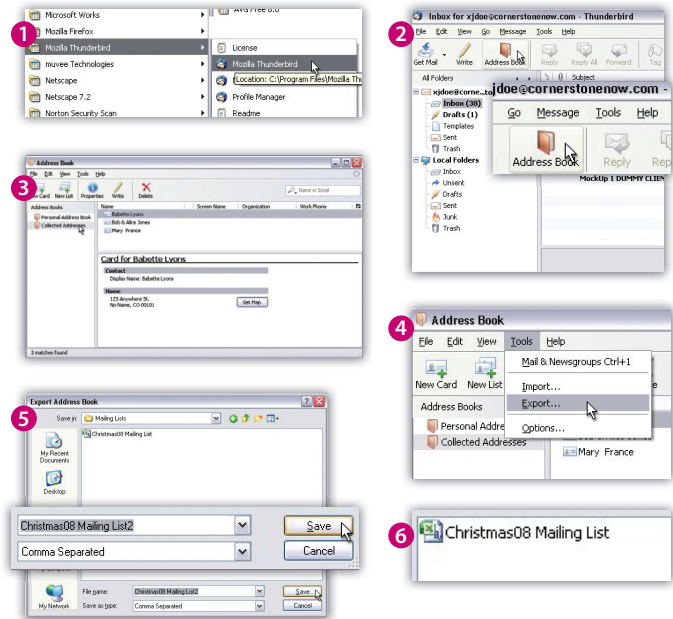
## TUTORIAL

### Exporting E-mail Address Book List Using ...

**E-mail Program:** Mozilla Thunderbird 2.0

**Computer Operating System:** Windows XP SP2 Home Edition and Windows Vista Home Premium

1. Open Mozilla Thunderbird by clicking your cursor arrow on the "Start" button located in the lower left corner of your screen. Then select Mozilla Thunderbird from the list.
2. With Mozilla Thunderbird open, click on the "Address Book" icon on the toolbar.
3. The Address Book window will appear showing a list of all of your saved contacts.
4. Click on "Tools" from the menu bar and select "Export ..." from the resulting drop-down menu. The Export Address Book window will appear.
5. Select the file path and then type in the name of the file in the "File name" field. From the drop-down list in the "Save as type" field, select "Comma Separated." The path and file name should be called something like Documents/Mailing Lists/Christmas08 Mailing List2. Click on the "Save" button.
6. Retrieve your mailing list from the file in which it was saved.



## TUTORIAL

### Printing Labels Using ...

**Microsoft Program:** Microsoft Works Word Processor

**Computer Operating System:** Windows XP SP2 Home Edition and Windows Vista Home Premium

1. Open Microsoft Works Word Processor by clicking your cursor arrow on the "Start" button located in the lower left corner of your screen. Then select Microsoft Works Word Processor from the list of available programs.
2. With Microsoft Works open, click on "Tools" from the menu bar and then select "Labels ..." from the drop-down menu.
3. The Labels window will appear asking you to select a label format. Select "Mailing label" and click on the "OK" button.
4. The Label Settings window will open. For this tutorial, "Printer Information" will be set to "Laser and ink jet," "Label products" under "Label Information" will be set to "Avery Standard," and "Product Number" will be set to "5160 - Address." Select the "New Document" button.
5. The Open Data Source window will open. Choose "Merge information from another type of file."
6. Double click on your saved mailing list.
7. A "Microsoft Works" pop-up box will appear asking if you want to use the first row of data as field names. Click on the "Yes" button.
8. The Select Separator Character window will appear asking you to select the appropriate character separator. Select "Comma" and click on the "OK" button.
9. The Insert Fields window will appear asking you to select the field names for your labels. Click on each field name that you want to appear on your label. Make sure that you insert a space, return, and/or a comma after each selection.
10. Your labels are now ready to print. Follow the instructions from your printer's manual on how to correctly insert the labels into your printer.

