Open a new document

Click MAILINGS

Click 'Start Mail Merge'

Pick 'Step by Step Mail Merge Wizard'

In the right hand pane select 'labels'

Click 'Next: Starting Document'

Select 'Use current document'

Click 'Label Options' to select your labels

Pick your label type; eg; Click '5160 Easy Peel Address Labels'

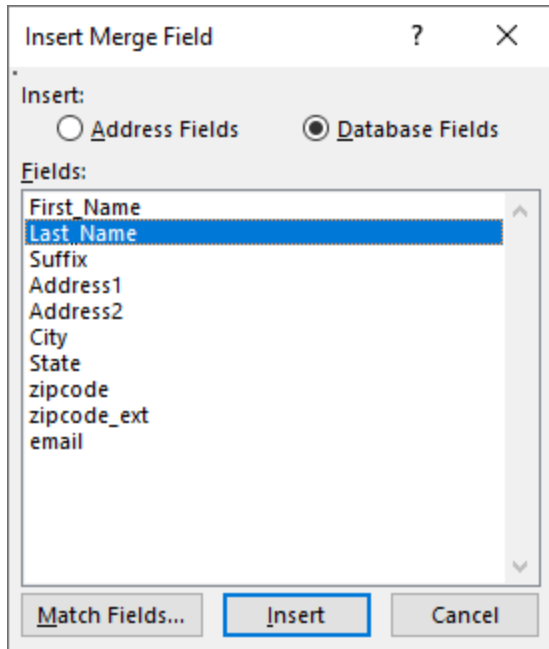Click 'Next: Select Recipients'

Select 'Use an existing list'

Click 'Browse' and browse to your bidder or consignor .csv file. It will be in your Downloads folder unless you saved it somewhere else.

You should have a document with the first label blank and the others <<Next Record>>

Keep the cursor I the blank label.

Click 'Next: Arrange Your Labels'

Click 'More Items'

Click on First_Name and click 'insert'.

Click on Last_name and click 'insert'.

Click on Cancel.

Edit the label to put a space between first and last name.

Position the cursor on the next line.

Click 'More Items' again

Click Address1 and click 'Insert'.

Repeat to create your label the way you want it to print with City, State zipcode

Click 'Cancel' to close the window.

Edit the first label to have a space between first and last name, city and state and a space between state and zipcode.

Click 'Update all labels'.

Click 'Next: Preview your labels'

Click 'Next: Complete the merge'

If it looks right click 'Print'