

If you are using *American Greetings Create A Card Spiritual Expressions*:

1. Click **"Start from Scratch"**
  2. Choose **LABELS**
  3. Click **NEXT**
  4. Click **NEXT**
  5. Choose the correct label
  5. Click **FINISH**
  6. Click **ART** (if desired), double click on desired art (or click **PASTE**); close **ART** window
  7. Click **TEXT BOX**
  8. Double click inside the text box
  9. Click **MERGE FIELD**
  10. Click on each **MERGE FIELD** you want to include and
  11. Click **ADD** after each choice
  12. Click **INSERT**
  13. Separate the **MERGE FIELDS** with a space or pressing the **ENTER** key after every question mark
- DO NOT REMOVE THE QUESTION MARKS!**
14. Click **FINISH**
  15. Select **PRINT PROJECT**
  16. Click **NEXT**
  17. Click on **MERGE NAMES**
  18. Select recipients (or select all)
  19. Click **OK**
  20. Click **PRINT**

**Revised 6/23/2009 JMM**