FirstName LastName

Street

City, State Zip

M: MobilePhone

Email

Church

**Notes:**

If you cannot see grey square brackets surrounding the individual fields above, click on the File tab and then Options. In the Options popup dialog box, click the Advanced section. About half way down the section, check the “Show bookmarks” option. Click OK to close the dialog box.



It might be easier to edit the bookmarks if you change the zoom to 200%. To change the zoom level you can use the slider in the lower right hand corner. You can also change the zoom by clicking on the View tab and then Zoom (magnifying glass) in the Zoom section. Click/select the desired zoom level and then close the dialog box by clicking OK.

**To update template table:**

Make edits **ONLY** to the bookmarks at the top of **THIS** page – do not edit the content on the second page

Place the cursor between the gray [ and the first letter in the bookmark, e.g. 

Type the text you want to appear in that bookmark, e.g. Billy 

Delete ALL of the original bookmark text, e.g. 

Repeat for each bookmark.

Select the entire document with control-A

Update all of the bookmarks by pressing the F9 key.

Print the second page only (3 pages at 30 labels per page to provide for the entire team).

The table is set to print on Avery 18160 Easy Peel Address Labels (labels size 1”x25/8” with 30 labels per sheet) for laser/inkjet printers or equivalent.

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