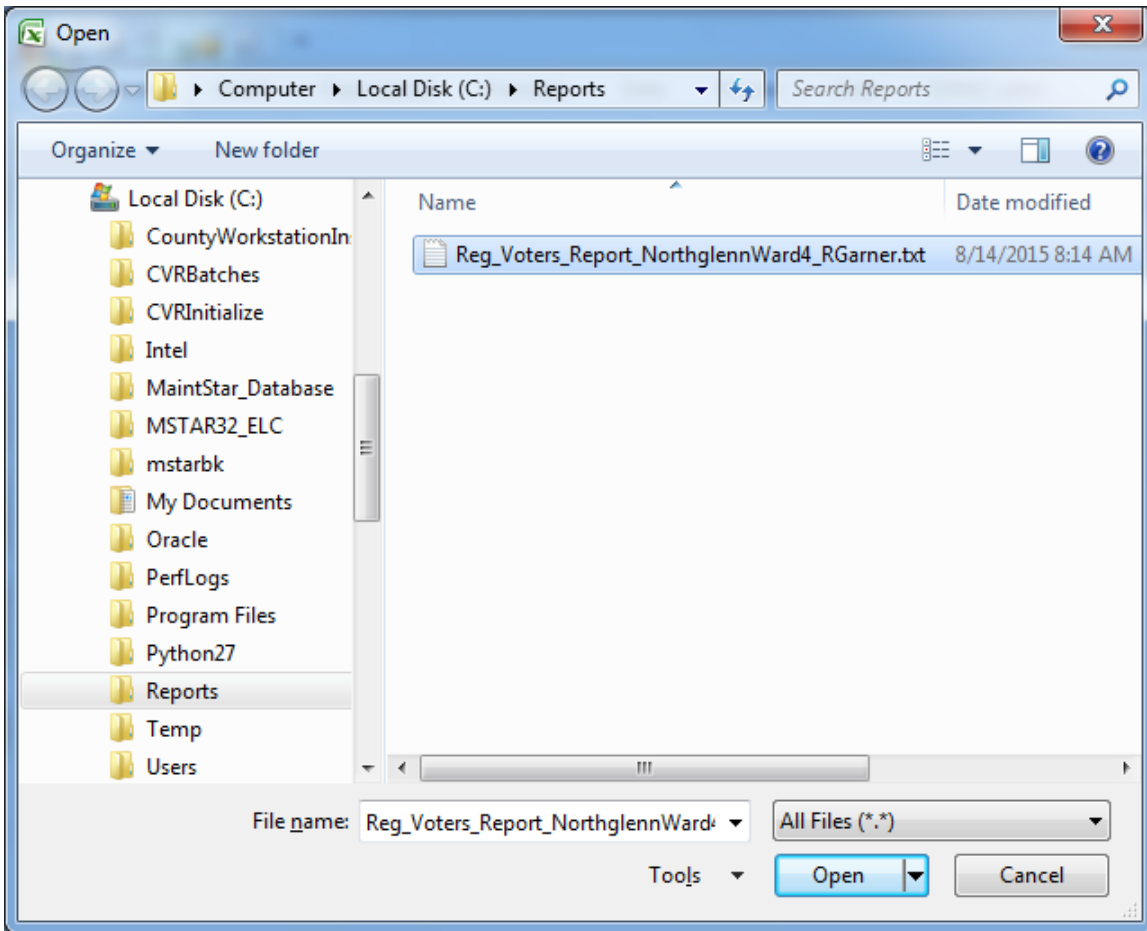
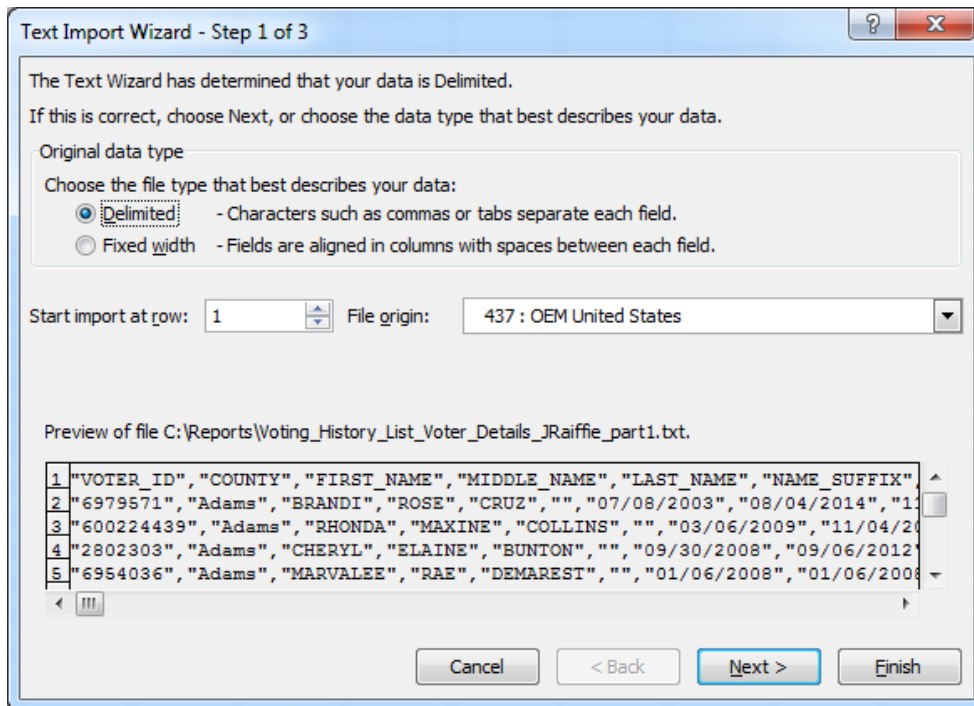


Save the report to your computer from the email. If the filename ends in .zip, it will need to be unzipped. This can usually be done by right clicking on the file and choosing Extract All. This will put the .txt file in the same place you downloaded the .zip file to.

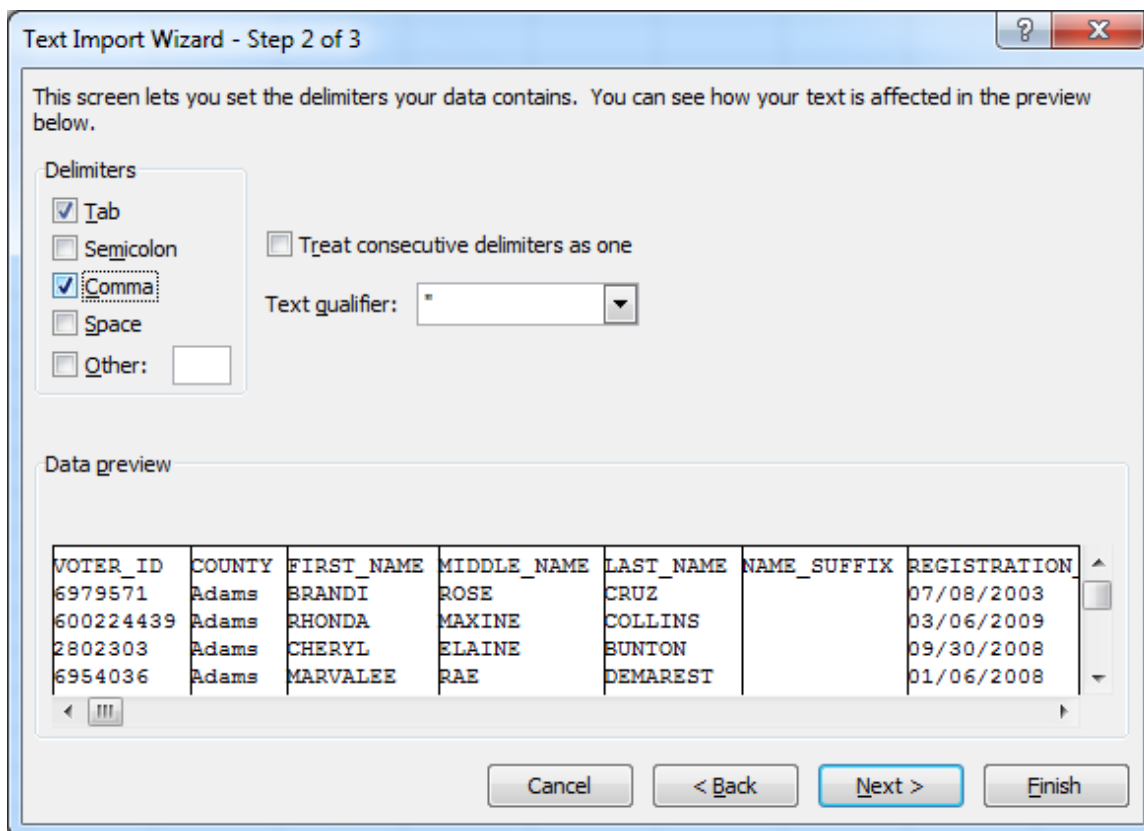
Open Excel. Choose the Open file, then go to where you saved the report and select it. If it does not show up, change the dropdown in the lower right to say All Files like this picture.



The following box will open up, make sure Delimited is selected and click the Next button:



Check the box marked Comma then click the Finish button. Excel will open the file with headers and the data. Use the Save As and save the file in the Excel format. Then you can remove any columns you don't need and the original data will be unaffected.



You can then use the file and walk thru the Mail Merge process in Word to create your mailing labels:

