

# Mail Merge

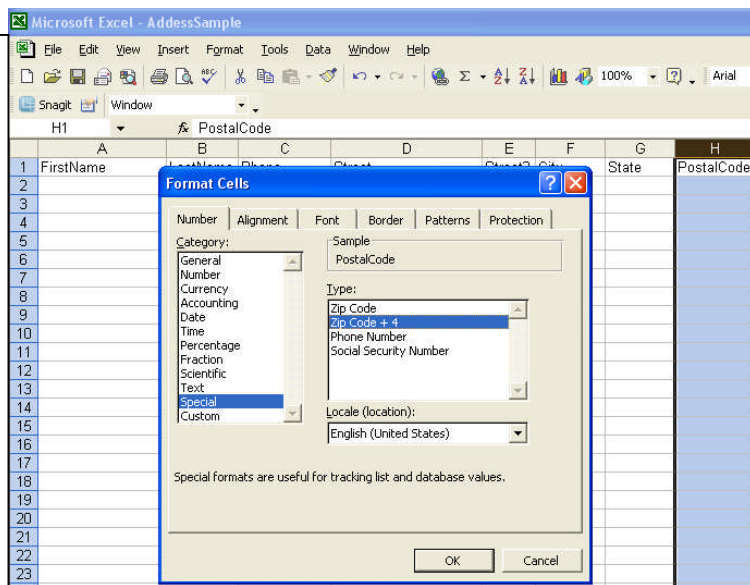
## 12/8/2010

I. Build an address template in Excel

FirstName  
 LastName  
 Street  
 Street2  
 City  
 State  
 PostalCode

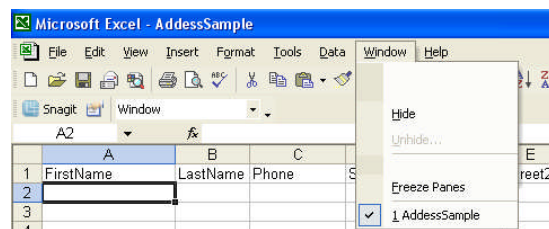
II. Format Cell  
Postal Code

1. Select whole row by selecting by clicking on rows H at top
2. Select Format from bar menu
3. Then Cell and for Format Cells form will appear
4. Number Tab should selected
5. Click on Category - Special
6. Click on Type Zip Code + 4



III. Freezing Cell (Freeze Title Row)

1. Click row below title row 2
2. Select Window from Bar Menu
3. Select Freeze Pane to freeze row 1



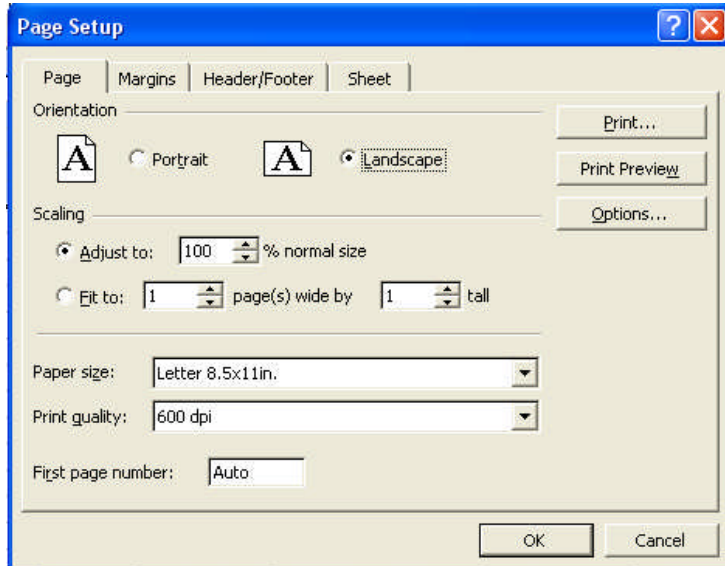
# Mail Merge

## 12/8/2010

### III. Page Setup

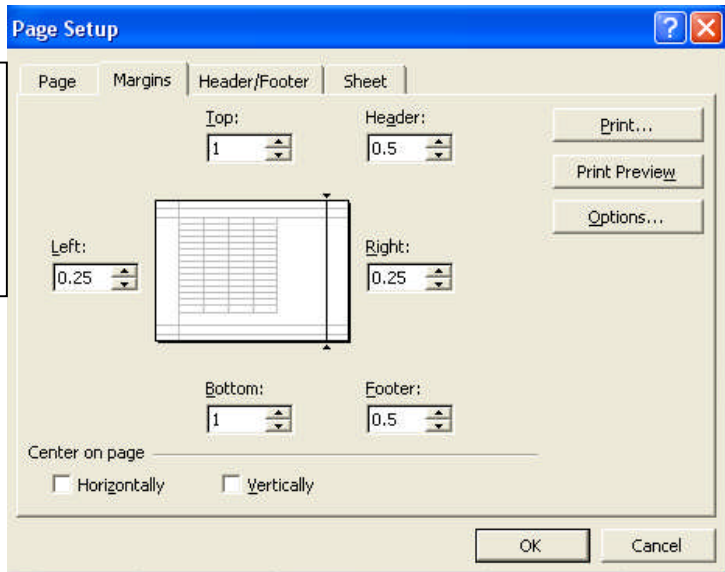
#### A. Page Tab

1. Select File from Bar Menu
2. Select Page Setup
3. Page Setup Form will appear
4. Change Orientation to Landscape
5. Then Click OK Button



#### B. Margin Tab

You can reduce the left and right margins to .25"  
Then Click OK Button

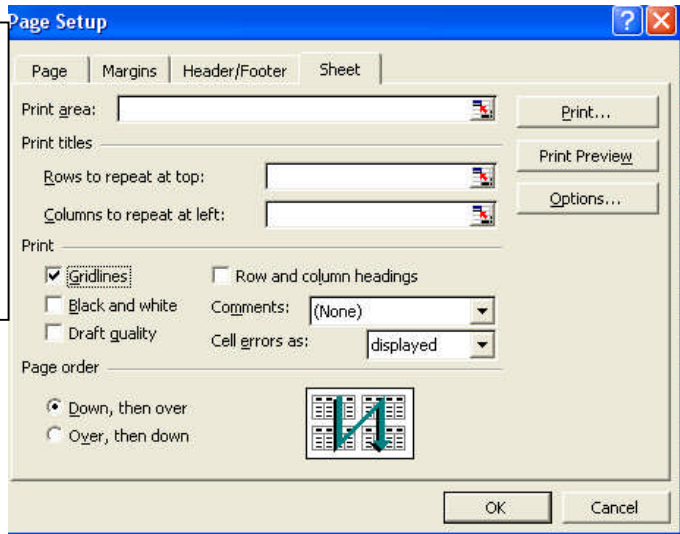


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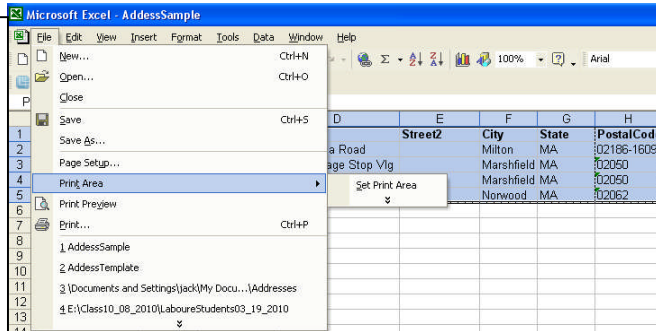
### C. Sheet Tab

1. Check Gridlines to have lines appear on Worksheet when printed
2. Then Click OK Button



### IV. Set Print Area

1. Select Area of Work Sheet to be printed
2. Select File on Bar Menu
3. Click Set Print Area
4. Select File on Bar Menu
5. Click on Print to Print Worksheet

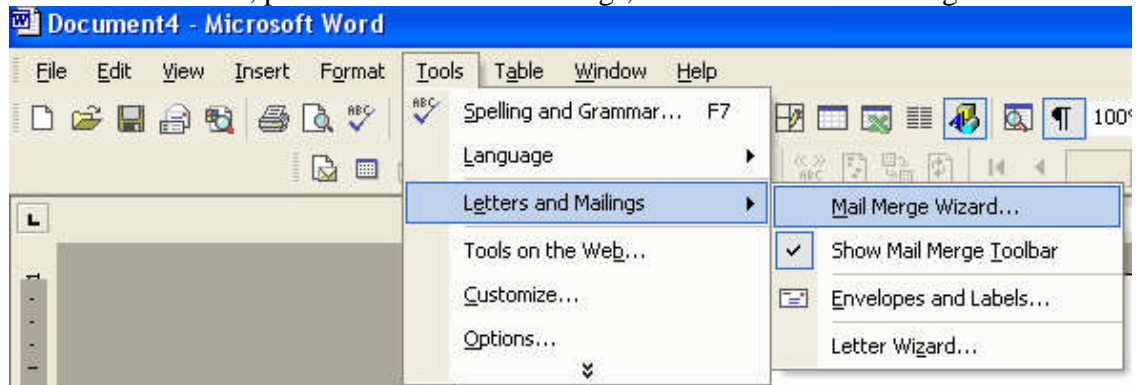


# Mail Merge

12/8/2010



Printing Labels in Word

On the Tools menu, point to Letters and Mailings, and then click Mail Merge Wizard



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## 12/8/2010

Mail Merge	Mail Merge	Mail Merge
<p><b>Select document type</b></p> <p>What type of document are you working on?</p> <p><input type="radio"/> Letters</p> <p><input type="radio"/> E-mail messages</p> <p><input type="radio"/> Envelopes</p> <p><input checked="" type="radio"/> Labels</p> <p><input type="radio"/> Directory</p> <p><b>Labels</b></p> <p>Print address labels for a group mailing.</p> <p>Click Next to continue.</p> <p><b>Step 1 of 6</b></p> <p>➔ <a href="#">Next: Starting document</a></p>	<p><b>Select starting document</b></p> <p>How do you want to set up your letters?</p> <p><input checked="" type="radio"/> Use the current document</p> <p><input type="radio"/> Start from a template</p> <p><input type="radio"/> Start from existing document</p> <p><b>Use the current document</b></p> <p>Start from the document shown here and use the Mail Merge wizard to add recipient information.</p> <p><b>Step 2 of 6</b></p> <p>➔ <a href="#">Next: Select recipients</a></p> <p>⬅ <a href="#">Previous: Select document type</a></p>	<p><b>Select recipients</b></p> <p><input checked="" type="radio"/> Use an existing list</p> <p><input type="radio"/> Select from Outlook contacts</p> <p><input type="radio"/> Type a new list</p> <p><b>Use an existing list</b></p> <p>Currently, your recipients are selected from:</p> <p>[Sheet1\$] in "AddressSample.xls"</p> <p> <a href="#">Select a different list...</a></p> <p> <a href="#">Edit recipient list...</a></p> <p><b>Step 3 of 6</b></p> <p>➔ <a href="#">Next: Write your letter</a></p> <p>⬅ <a href="#">Previous: Starting document</a></p>

# Mail Merge

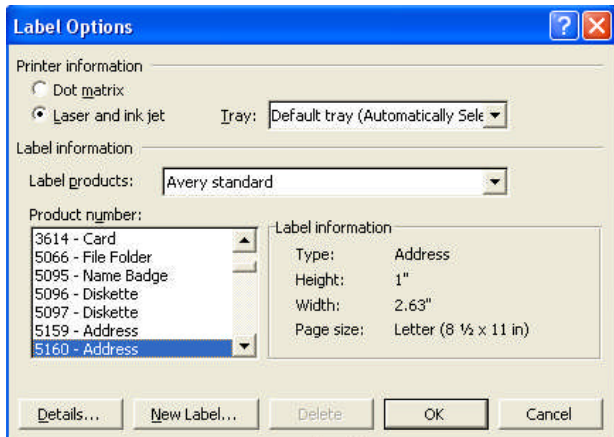
12/8/2010

The image shows three sequential screenshots of the Mail Merge wizard in a software application. Each window has a title bar that says "Mail Merge" and a close button (X).

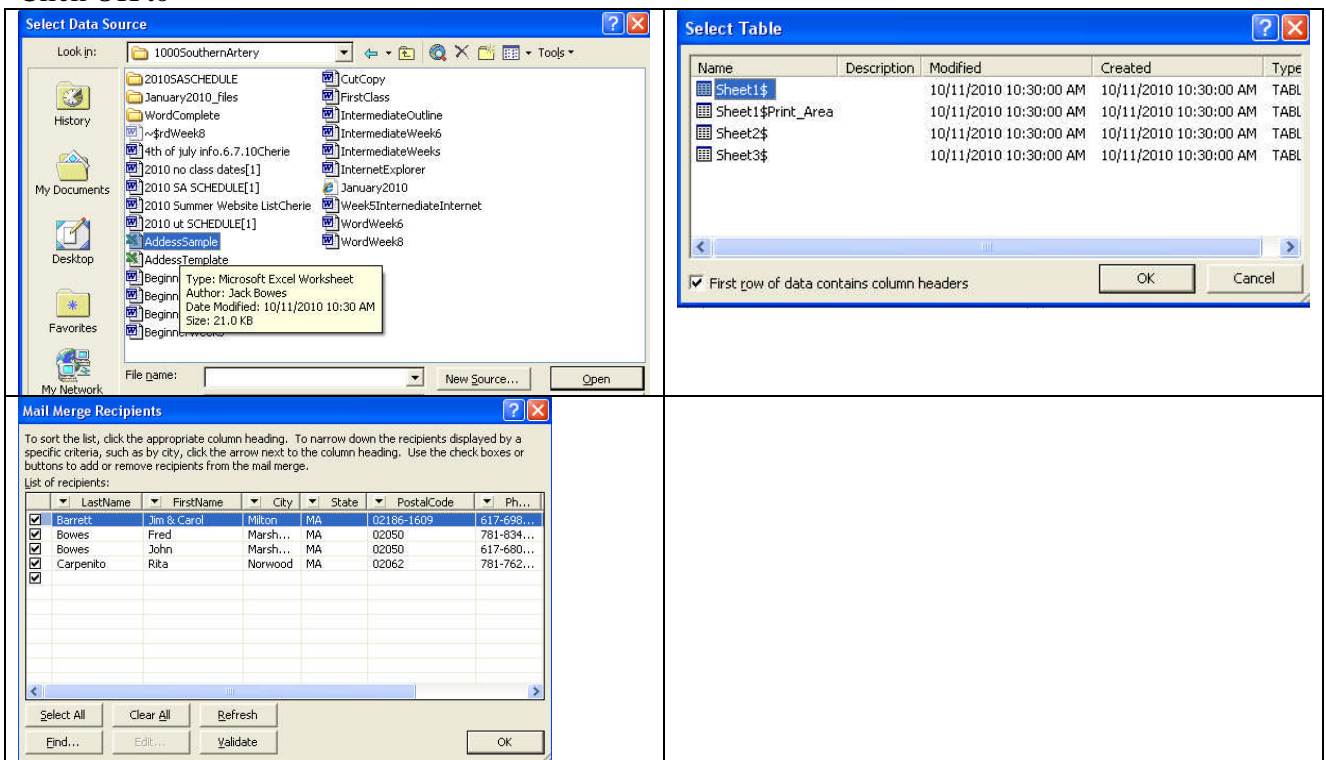
- Step 4 of 6: Arrange your labels**
  - Text: "If you have not already done so, lay out your label using the first label on the sheet." and "To add recipient information to your label, click a location in the first label, and then click one of the items below."
  - Buttons: "Address block...", "Greeting line...", "Electronic postage...", "Postal bar code...", "More items..."
  - Text: "When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes."
  - Section: "Replicate labels" with text: "You can copy the layout of the first label to the other labels on the page by clicking the button below." and a button "Update all labels".
  - Navigation: "Next: Preview your labels" and "Previous: Select recipients" (labeled "Next wizard step").
- Step 5 of 6: Preview your labels**
  - Text: "Some of the merged labels are previewed here. To preview another label, click one of the following:"
  - Buttons: "<< Recipient: 1 >>" and "Find a recipient..."
  - Section: "Make changes" with text: "You can also change your recipient list:" and a button "Edit recipient list..."
  - Text: "When you have finished previewing your labels, click Next. Then you can print the merged labels or edit individual labels to add personal comments."
  - Navigation: "Next: Complete the merge" and "Previous: Arrange your labels" (labeled "Next wizard step").
- Step 6 of 6: Complete the merge**
  - Text: "Mail Merge is ready to produce your mailing labels." and "To personalize your labels, click 'Edit Individual Labels.' This will open a new document with your merged labels. To make changes to all the labels, switch back to the original document."
  - Section: "Merge" with buttons "Print..." and "Edit individual labels..."
  - Navigation: "Previous: Preview your labels"

What type of document are working on?  
Check Labels  
Go to step 2  
Click Next: Starting Document.  
Click Label Options to check type of label

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Go to step 3  
 Click Next Select Receipts  
 Click Select a Different List  
 Click on Data Source and Click OK  
 Click OK to



Go to Step 3  
 Click Next: Arrange Your Labels  
 Click Address Block  
 Match list if necessary

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## 12/8/2010

The image shows two overlapping dialog boxes from Microsoft Word's Mail Merge feature. The 'Insert Address Block' dialog is on the left, and the 'Match Fields' dialog is on the right.

**Insert Address Block Dialog:**

- Specify address elements:**
  - Insert recipient's name in this format:
    - Joshua
    - Joshua Randall Jr.
    - Joshua Q. Randall Jr.
    - Mr. Josh Randall Jr.
    - Mr. Josh Q. Randall Jr.
    - Mr. Joshua Randall Jr. (selected)
  - Insert company name
  - Insert postal address:
    - Never include the country/region in the address
    - Always include the country/region in the address
    - Only include the country/region if different than:
- Preview:**

Mr. Joshua Randall Jr.  
Blue Sky Airlines  
1 Airport Way  
Kitty Hawk, NC 27700

**Match Fields Dialog:**

Mail Merge has special features for easily working with addresses. Please specify address field components to simplify address insertion.

**Optional information:**

- Middle Name: (not available)
- Suffix: (not available)
- Nickname: (not available)
- Phonetic Guide for Last Name: (not available)
- Phonetic Guide for First Name: (not available)
- Job Title: (not available)
- Department: (not available)
- Address 2: Street2
- Address 3: (not available)
- Country or Region: (not available)
- Business Phone: Phone

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)