



Obedience Lessons

Autumn 2013

Session 7 – Mail Marge Labels continued

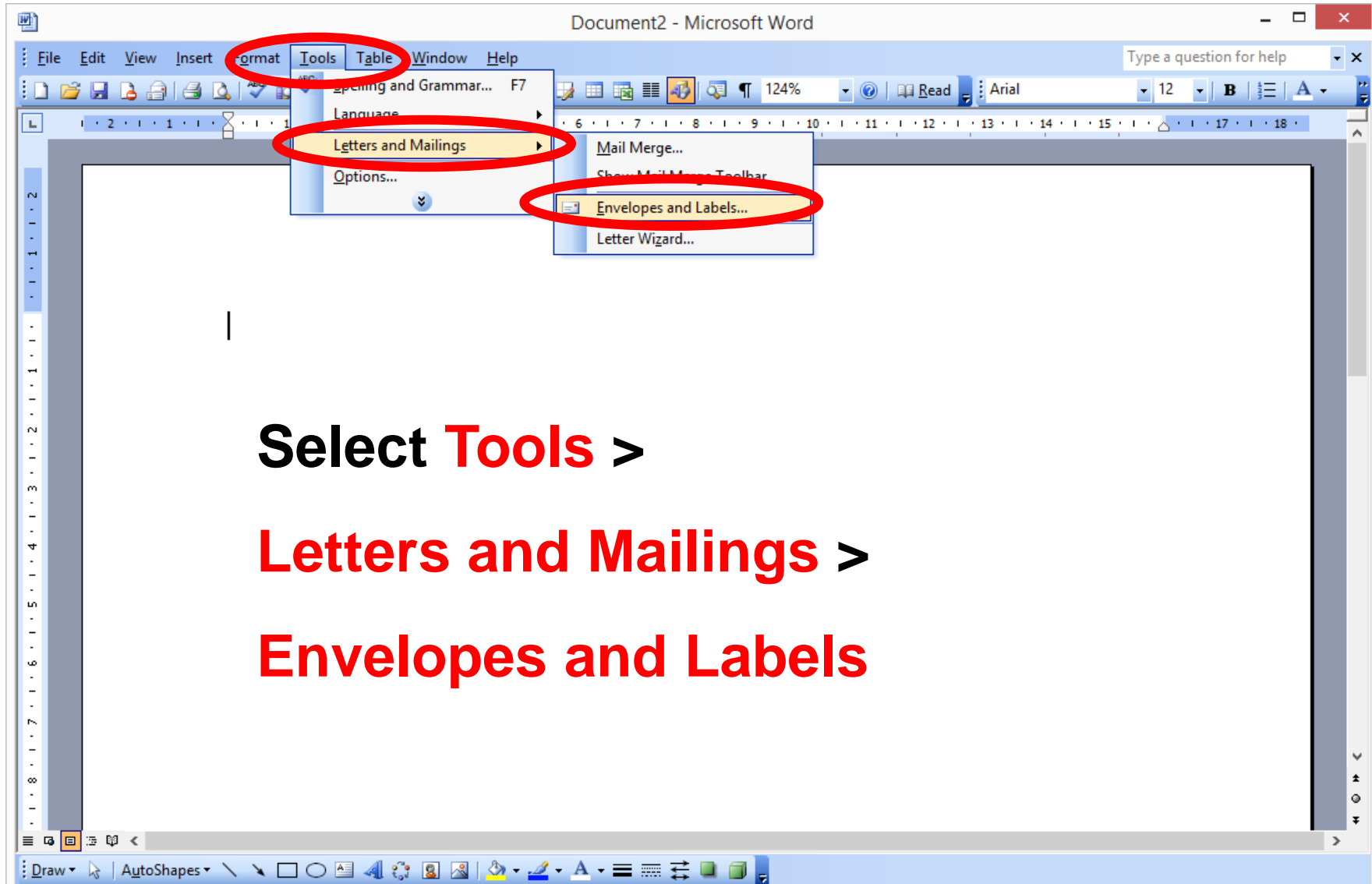
Recap on Last Session

Making labels

Making Labels Using Word

1) The Simple Version

Word 2003

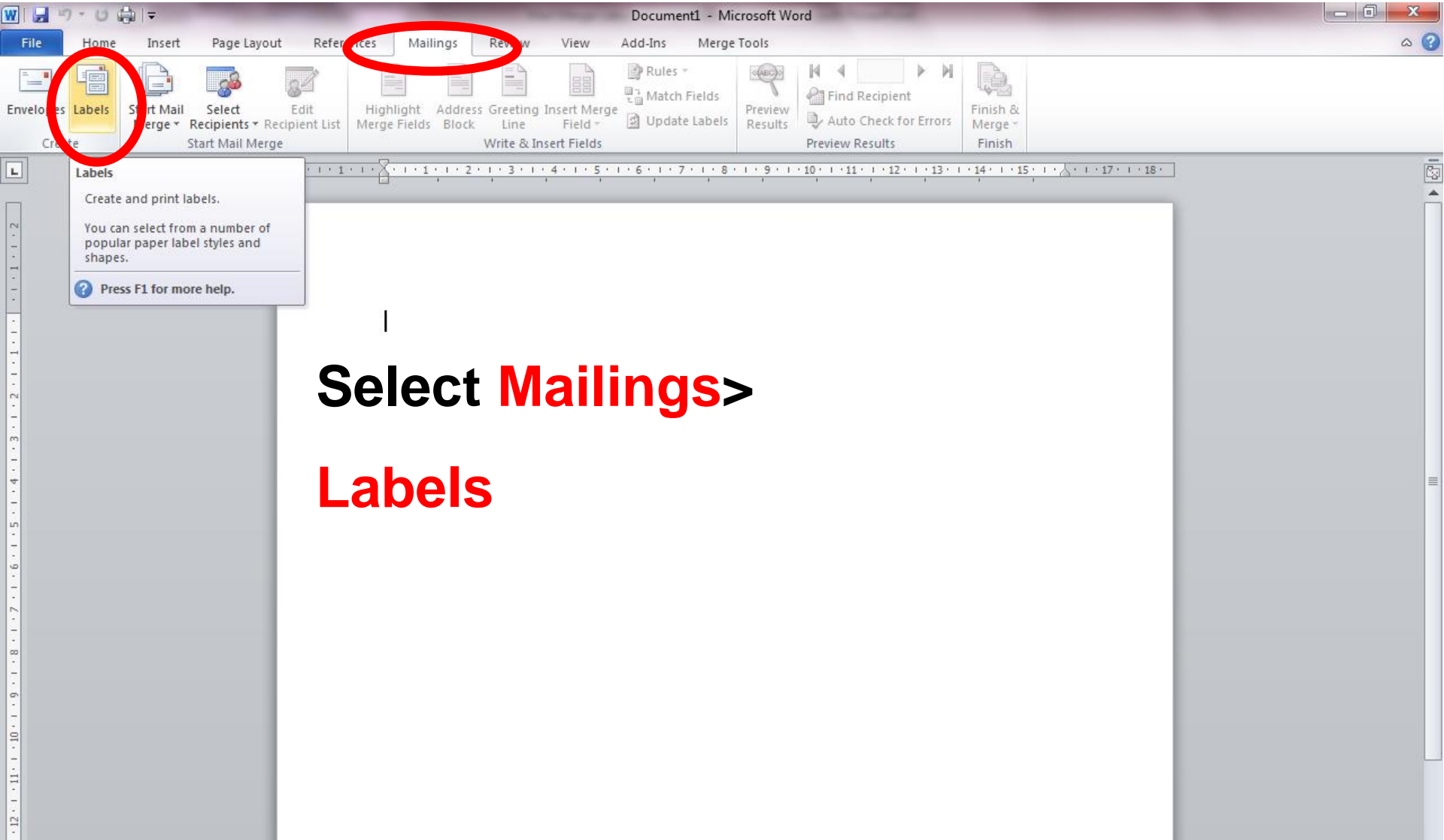


Select Tools >

Letters and Mailings >

Envelopes and Labels

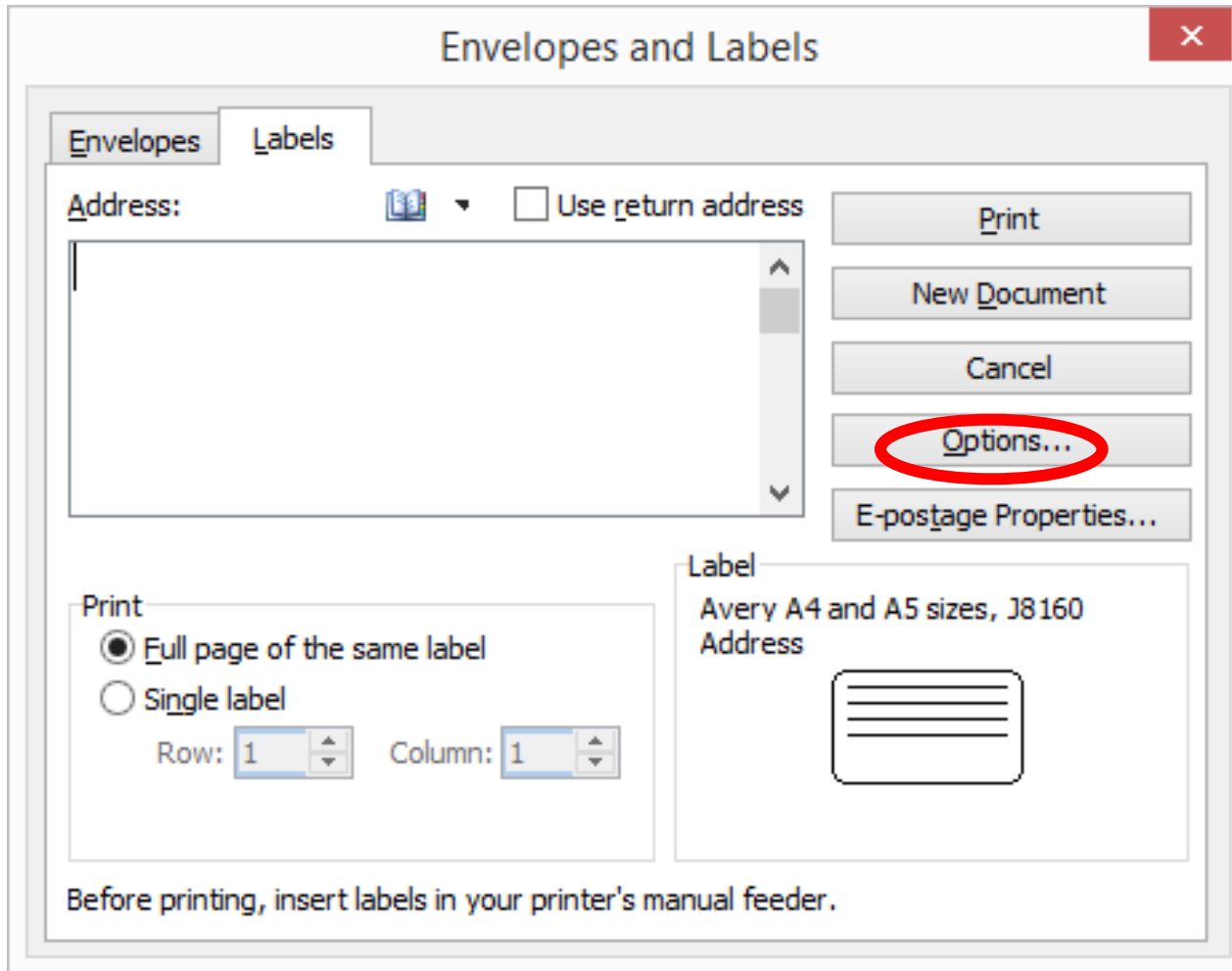
Word 2010



Select **Mailings**>

Labels

Select Label Options



Avery A4 and A5 sizes

Label Options

Printer information

Dot matrix

Laser and ink jet

Tray: Manual

Label information

Label products: Avery A4 and A5 sizes

Product number:

- J40065 - Parcel
- J400DK - Diskette
- J400SL - 35mm Slide
- J400VF - Video Face
- J400VS - Video Spine
- J8160 - Address
- J8160 - Address**

Label information

Type: Address

Height: 3.81 cm

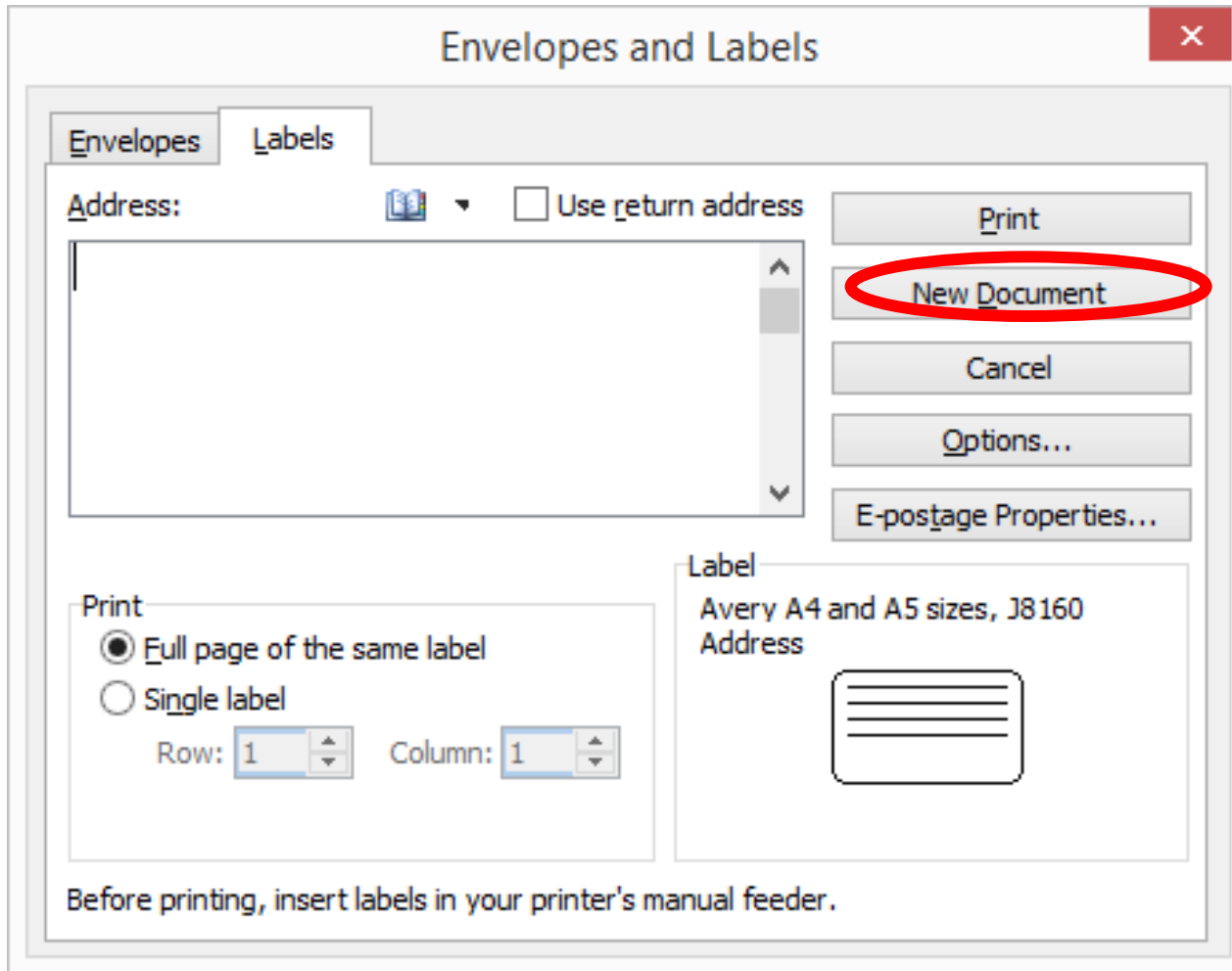
Width: 6.35 cm

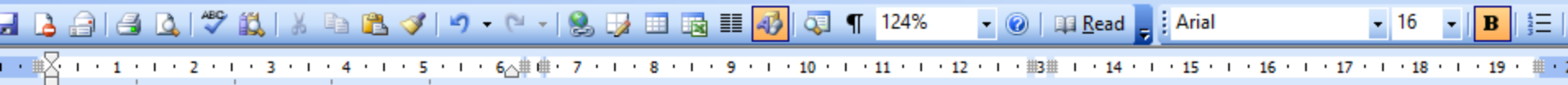
Page size: A4 (21 x 29.7 cm)

Details... New Label... Delete OK Cancel

J8160 - Address

New Document





Mr A Tregoning
“Ristie”
Littleham
Bideford
EX39 5HN

Type addresses
Format using
Ctrl Codes as
usual

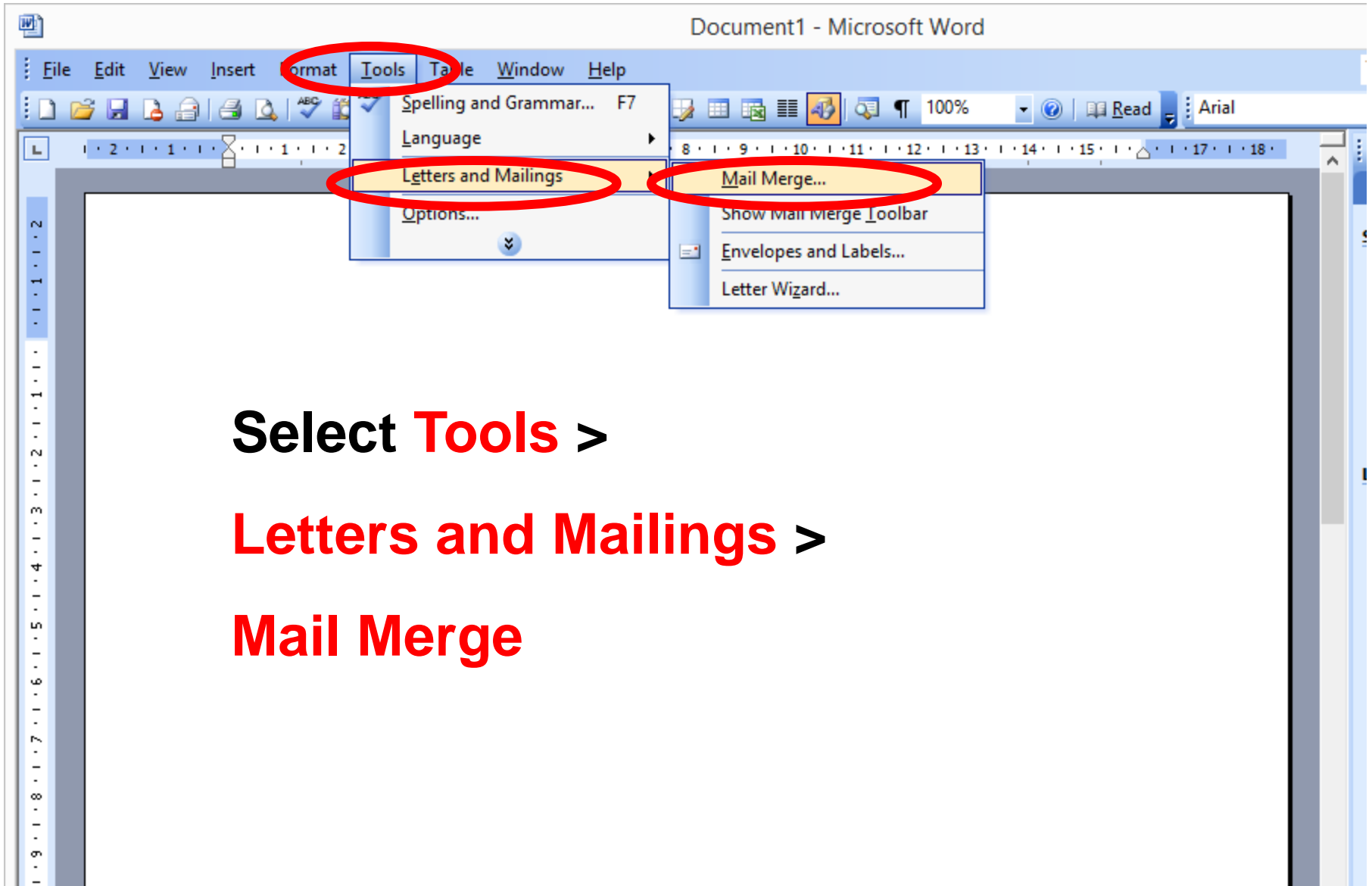
Making Labels Using Word

2) The Better Version

Set up **address_list.xls**

	A	B	C	D	E	F	G
1	Courtesy Title	Last Name	Address 1	Address 2	City	State	Postcode
2	Ms.A.	McLean	73 Guildry Street	Garrigill	Alnwick	NORTHUMBERLAND	CA9 5CO
3	Mrs.A.	Russell	76 Princes Street	Rodbridge Corner	Leicester		CO10 6PE
4	Mr.D.	Hawkins	The Pines, Lammas Street	Great Busby		HERTS	TS9 5JV
5	Mr.D.	Bevan	53 Walden Road	Greenmyre	Colchester	ESSEX	AB53 3EV
6	Ms.E.	Barker	32 Maidstone Road	Wellwood	Sudbury	SUFFOLK	KY12 1QI
7	Mr.E.	Coles	64 Hampton Court Rd	Southrey	Richmond		LN3 7YU
8	Eloise	Heath	97 Pendwyallt Road	Burrow Bridge		LINCS	TA7 9ZK
9	Mrs.E.	Rose	97 St Dunstans Street	Watchfield		CAMBRIDGE	TA9 9CF
10	Imogen	Cole	60 Church Way	Bradwell	Chelmsford	ESSEX	MK13 5NG
11	Isabella	Pritchard	67 Hudson St	Dundreggan		FIFE	IV3 7SI
12	Mr.J.	James	37 Park End St	Brooks	Bath		SY21 1JA
13	Mr and Mrs.P.	Nash	76 Woodstone Road	Welwyn		HERTS	AL6 9CQ
14	Mr.J.	Evans	69 Botley Road	Middletown	Swindon		CA22 2ZD
15	Josh	Knowles	72 Bouverie Road	Weston	Bristol		CW2 2QW
16	Mr.K.	Griffin	83 Hampton Court Rd	Sparkford		HANTS	BA22 4EC
17	Ms.L.	Brennan	52 Merthyr Road	Burmington	Bangor	CAERNARVON	CV36 5AA
18	Ms.	Cooper	93 Asfordby Rd	Aith	Motherwell	LANARKSHIRE	KW16 5ZY
19	Ms.	Nolan	91 Essex Rd	Tarlton		SUFOLK	GL7 1OE
20	Ms.	Lord	Field House, West Lane	Dalfad	Llandudno	CONWY	AB35 0KN
21	Mr.and Mrs. O.	Sharpe	62 Bishopthorpe Road	Pencoed	Milford Haven	PEMBROKE	CF35 7ZD
22	Mr.P.	Gough	46 Maidstone Road	West Aberthaw		POWYS	CF62 4UM
23	Mr.S	Wallace	83 Folkestone Road	Winchet Hill		ESSEX	TN17 4OI
24	Spencer	Chamberlain	78 Boroughbridge Road	Bishop's Tawton		DEVON	EX32 2DE
25	Mr.T	Sharp	64 Constitution St	Llangynog		POWYS	SA33 1TH
26	Zara	Cox	71 Old Chapel Road	Garvock	Winchester	HANTS	PA16 6MT
27							

Word 2003

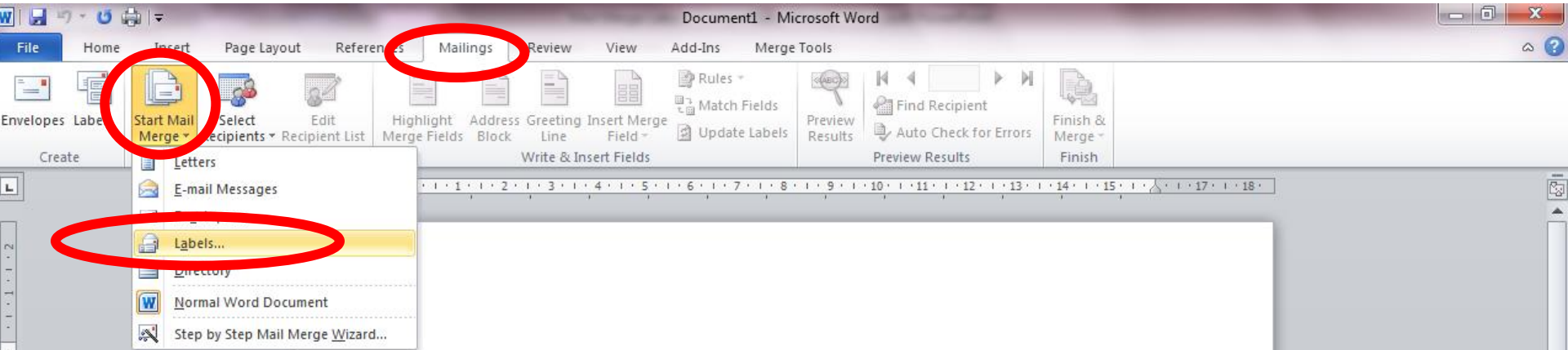


Select **Tools** >

Letters and Mailings >

Mail Merge

Word 2010



Select Mailings >

Start Mail Merge >

Labels

Follow the steps 1) **Labels** > **Options**

Label Options [X]

Printer information

Dot matrix

Laser and ink jet Tray: Default tray [v]

Label information

Label products: Avery A4 and A5 sizes [v]

Product number:

- J40065 - Parcel
- J400DK - Diskette
- J400SL - 35mm Slide
- J400VF - Video Face
- J400VS - Video Spine
- J8159 - Address
- J8160 - Address**

Label information

Type: Address

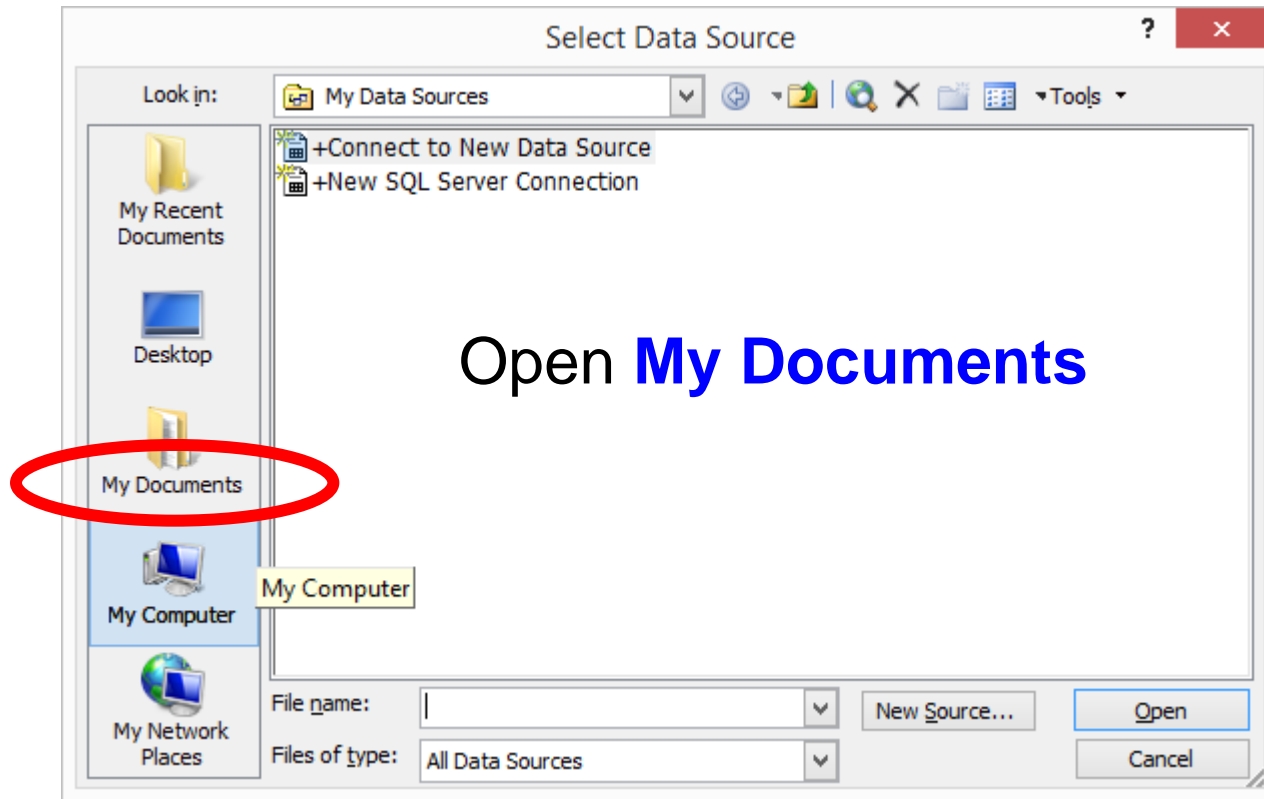
Height: 3.81 cm

Width: 6.35 cm

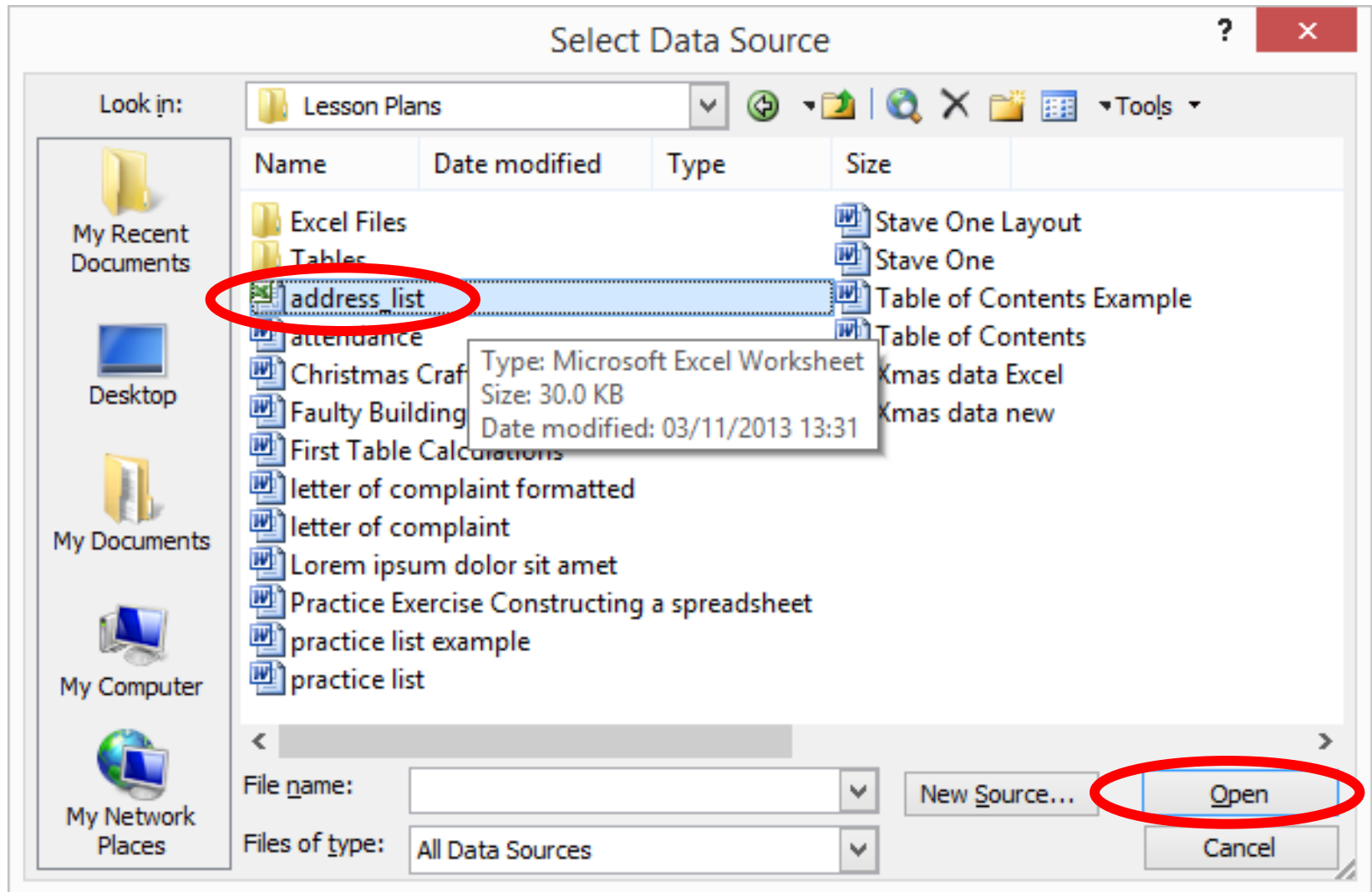
Page size: A4 (21 x 29.7 cm)

Details... New Label... Delete **OK** Cancel

2) Select Recipients > Use existing list



Navigate to “address_list.xls”



Open “Sheet1\$”

The screenshot shows a spreadsheet application window with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help) and a toolbar. A 'Select Table' dialog box is open, displaying a table of available tables. The 'Sheet1\$' entry is highlighted with a red circle. The 'OK' button is also highlighted with a red circle. The 'First row of data contains column headers' checkbox is checked.

Name	Description	Modified	Created	Type
Sheet1\$		12:00:00 AM	12:00:00 AM	TABLE
Sheet2\$		12:00:00 AM	12:00:00 AM	TABLE
Sheet3\$		12:00:00 AM	12:00:00 AM	TABLE

First row of data contains column headers

OK Cancel

Check the data

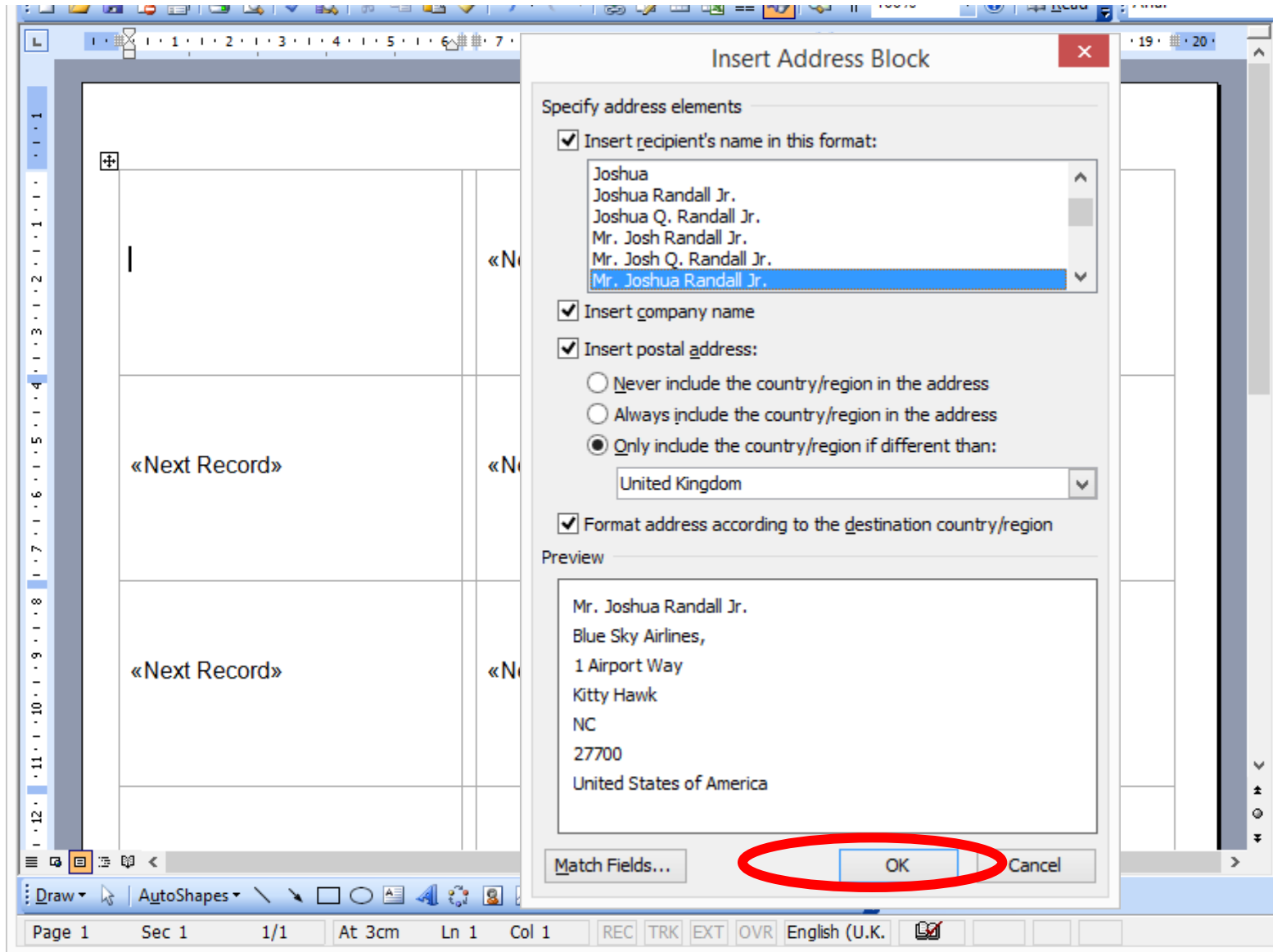
Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

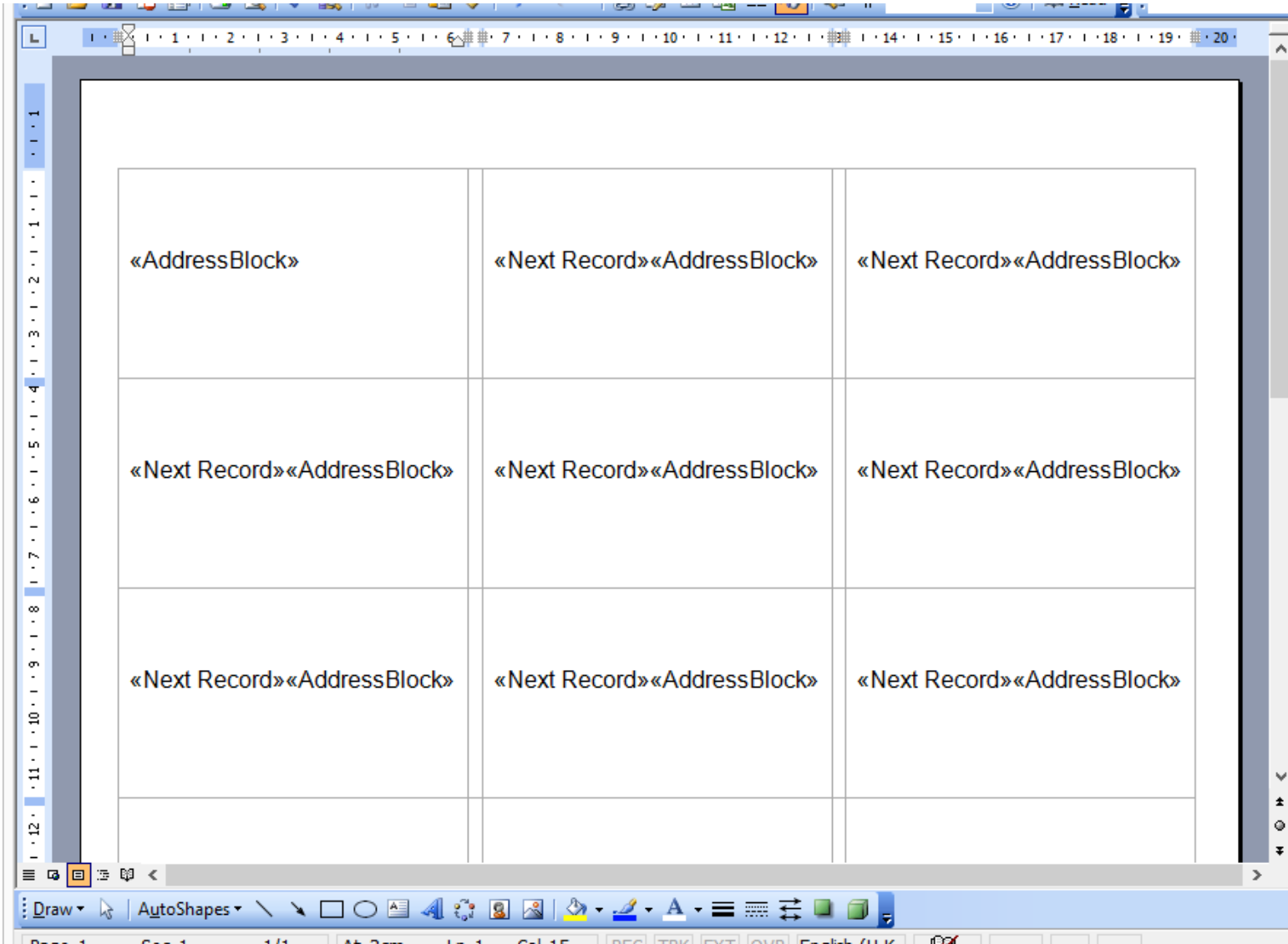
List of recipients:

<input type="checkbox"/>	▼ Last Name	▼ Courtesy Title	▼ Address 1	▼ Address 2	▼ City
<input checked="" type="checkbox"/>	McLean	Ms.A.	73 Guildry Str...	Garrigill	Alnw
<input checked="" type="checkbox"/>	Russell	Mrs.A.	76 Princes Str...	Rodbridge Co...	Leice
<input checked="" type="checkbox"/>	Hawkins	Mr.D.	The Pines, La...	Great Busby	
<input checked="" type="checkbox"/>	Bevan	Mr.D.	53 Walden Ro...	Greenmyre	Colch
<input checked="" type="checkbox"/>	Barker	Ms.E.	32 Maidstone ...	Wellwood	Sudb
<input checked="" type="checkbox"/>	Coles	Mr.E.	64 Hampton ...	Southrey	Richr
<input checked="" type="checkbox"/>	Heath	Eloise	97 Pendwyallt...	Burrow Bridge	
<input checked="" type="checkbox"/>	Rose	Mrs.E.	97 St Dunstan...	Watchfield	

3) Insert **Address block** > **Update all**



4) Then Preview your results

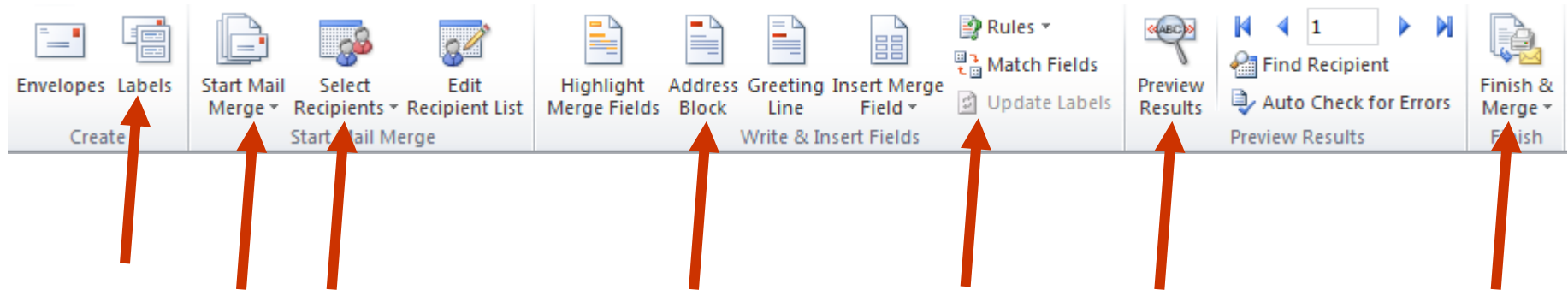


Format as required then print

Ms.A. McLean 73 Guildry Street Garrigill Alnwick NORTHUMBERLAND CA9 5CO	Mrs.A. Russell 76 Princes Street Rodbridge Comer Leicester CO10 6PE	Mr.D. Hawkins The Pines, Lammas Street Great Busby HERTS TS9 5JV
Mr.D. Bevan 53 Walden Road Greenmyre Colchester ESSEX AB53 3EV	Ms.E. Barker 32 Maidstone Road Wellwood Sudbury SUFFOLK KY12 1QI	Mr.E. Coles 64 Hampton Court Rd Southrey Richmond
Eloise Heath 97 Pendwyallt Road Burrow Bridge LINCS TA7 9ZK	Mrs.E. Rose 97 St Dunstans Street Watchfield CAMBRIDGE TA9 9CF	60 Church Way Bradwell Chelmsford ESSEX MK13 5NG
Isabella Pritchard 67 Hudson St	Mr.J. James 37 Park End St	Mr and Mrs.P. Nash 76 Woodstone Road

**Then Save it
(Ctrl S)**

Word 2010 – just work left to right!



Select Labels

Start Merge

Select Recipients

Insert Address Block

Update Labels

Preview Results

Finish and Merge

Filtering labels

Edit recipient list > select **Advanced**

The screenshot shows the 'Mail Merge Recipients' dialog box in Microsoft Word. The dialog is titled 'Mail Merge Recipients' and contains instructions: 'To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.' Below the instructions is a table of recipients with columns: Last Name, Courtesy Title, Address 1, and Address 2. A dropdown menu is open over the 'Last Name' column, showing options: (All), (Blanks), (Nonblanks), and (Advanced...). The (Advanced...) option is circled in red. Below the table are buttons: Select All, Clear All, Refresh, Find..., Edit..., Validate, and OK.

Ms.A. McLean
73 Guildry Street
Garrigill
Alnwick
NORTHUMBERLAND
CA9 5CQ

Mr.D. Bevan
53 Walden Road
Greenmyre
Colchester
ESSEX
AB53 3EV

Eloise Heath
97 Pendwyallt Road
Burrow Bridge
LINCS
TA7 9ZK

Isabella Pritchard
67 Hudson St

Watchfield
CAMBRIDGE
TA9 9CF

Mr.J. James
37 Park End St

Chelmsford
ESSEX
MK13 5NG

Mr and Mrs.P. Nash
76 Woodstone Road

	Last Name	Courtesy Title	Address 1	Address 2	
<input checked="" type="checkbox"/>	(All)		73 Guildry Str...	Garrigill	Alnw
<input checked="" type="checkbox"/>	(Blanks)		76 Princes Str...	Rodbridge Co...	Leice
<input checked="" type="checkbox"/>	(Nonblanks)		The Pines, La...	Great Busby	
<input checked="" type="checkbox"/>	(Advanced...)		53 Walden Ro...	Greenmyre	Colch
<input checked="" type="checkbox"/>			32 Maidstone ...	Wellwood	Sudb
<input checked="" type="checkbox"/>	Coles	Mr.E.	64 Hampton ...	Southrey	Richr
<input checked="" type="checkbox"/>	Heath	Eloise	97 Pendwyallt...	Burrow Bridge	
<input checked="" type="checkbox"/>	Rose	Mrs.E.	97 St Dunstan...	Watchfield	

From the **Field** list Select **Postcode**

Filter and Sort

Filter Records | Sort Records

Field:	Comparison:	Compare to:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> Address 1	<input type="text"/>	<input type="text"/>
<input type="text"/> Address 2	<input type="text"/>	<input type="text"/>
<input type="text"/> City	<input type="text"/>	<input type="text"/>
<input type="text"/> State	<input type="text"/>	<input type="text"/>
<input type="text"/> Postcode	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear All | OK | Cancel

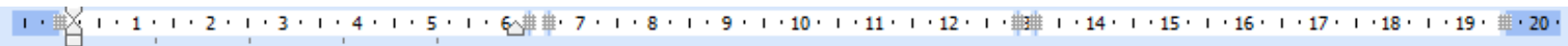
From the **Comparison** list Select **Contains**

Then in **Compare to:** type **EX39**

The image shows a 'Filter and Sort' dialog box with a red border. It has two tabs: 'Filter Records' (selected) and 'Sort Records'. The dialog contains a table for defining filter rules. The first row is populated with 'Postcode' in the 'Field' column, 'Contains' in the 'Comparison' column, and 'EX39' in the 'Compare to:' column. These three elements are circled in red. Below the first row are five empty rows, each starting with an 'And' dropdown menu. At the bottom of the dialog, there are three buttons: 'Clear All', 'OK' (circled in red), and 'Cancel'. A close button (X) is in the top right corner.

	Field:	Comparison:	Compare to:
	Postcode	Contains	EX39
And			

To reset edit recipient list > select **Advanced**



Mr A. Tregoning
Ristie
Littleham
Bideford
DEVON
EX39 5HN

Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

	Last Name	Courtesy Title	Address 1	Address 2	Ci...
<input checked="" type="checkbox"/>	(All)		Ristie	Littleham	Bidefo...
<input type="checkbox"/>	Tregoning				
<input type="checkbox"/>	(Blanks)				
<input type="checkbox"/>	(Nonblanks)				
<input type="checkbox"/>	(Advanced...)				

Select All Clear All Refresh

Find... Edit... Validate OK

Then **Clear All**

The image shows a 'Filter and Sort' dialog box with a red border and a close button (X) in the top right corner. It has two tabs: 'Filter Records' (selected) and 'Sort Records'. The main area contains a table with three columns: 'Field:', 'Comparison:', and 'Compare to:'. The first row in the table has a dotted border around its 'Field:' dropdown menu. At the bottom of the dialog, there are three buttons: 'Clear All', 'OK', and 'Cancel'. Both the 'Clear All' and 'OK' buttons are circled in red.

Field:	Comparison:	Compare to:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: **Clear All**, **OK**, Cancel

Practice Exercise

- Select only those recipients from Devon
- Select only those whose city is blank
- Select only those with Ms. In the title
- Select only those from Essex
- Select only those with KY in the postcode

Open **address_list.xls** and add a column



	A	B	C	D	E	F	G	H
1	Courtesy Title	Last Name	Address 1	Address 2	City	State	Postcode	Party
2	Ms.A.	McLean	73 Guildry Street	Garrigill	Alnwick	NORTHUMBERLAND	CA9 5CO	p
3	Mrs.A.	Russell	76 Princes Street	Rodbridge Corner	Leicester		CO10 6PE	
4	Mr.D.	Hawkins	The Pines, Lammas Street	Great Busby		HERTS	TS9 5JV	
5	Mr.D.	Bevan	53 Walden Road	Greenmyre	Colchester	ESSEX	AB53 3EV	
6	Ms.E.	Barker	32 Maidstone Road	Wellwood	Sudbury	SUFFOLK	KY12 1QI	p
7	Mr.E.	Coles	64 Hampton Court Rd	Southrey	Richmond		LN3 7YU	
8	Eloise	Heath	97 Pendwyallt Road	Burrow Bridge		LINCS	TA7 9ZK	
9	Mrs.E.	Rose	97 St Dunstons Street	Watchfield		CAMBRIDGE	TA9 9CF	p
10	Imogen	Cole	60 Church Way	Bradwell	Chelmsford	ESSEX	MK13 5NG	
11	Isabella	Pritchard	67 Hudson St	Dundreggan		FIFE	IV3 7SI	p
12	Mr.J.	James	37 Park End St	Brooks	Bath		SY21 1JA	p
13	Mr and Mrs.P.	Nash	76 Woodstone Road	Welwyn		HERTS	AL6 9CQ	
14	Mr.J.	Evans	69 Botley Road	Middletown	Swindon		CA22 2ZD	
15	Josh	Knowles	72 Bouverie Road	Wotton Bassett	Reading		CW2 2QW	
16	Mr.K.	Griffin	83 Hampton Road	Wotton Bassett	Reading	HANTS	BA22 4EC	
17	Ms.L.	Brennan	52 Merthyr Road	Wotton Bassett	Reading	CAERNARVON	CV36 5AA	p
18	Ms.	Cooper	93 Asfordby Road	Wotton Bassett	Reading	LANARKSHIRE	KW16 5ZY	p
19	Ms.	Nolan	91 Essex Road	Wotton Bassett	Reading	SUFOLK	GL7 1OE	p
20	Ms.	Lord	Field House, West Lane	Dairau	Llanidloes	CONWY	AB35 0KN	
21	Mr.and Mrs. O.	Sharpe	62 Bishopthorpe Road	Pencoed	Milford Haven	PEMBROKE	CF35 7ZD	
22	Mr.P.	Gough	46 Maidstone Road	West Aberthaw		POWYS	CF62 4UM	p
23	Mr.S	Wallace	83 Folkestone Road	Winchet Hill		ESSEX	TN17 4OI	
24	Spencer	Chamberlain	78 Boroughbridge Road	Bishop's Tawton		DEVON	EX32 2DE	
25	Mr.T	Sharp	64 Constitution St	Llangynog		POWYS	SA33 1TH	
26	Zara	Cox	71 Old Chapel Road	Garvock	Winchester	HANTS	PA16 6MT	
27	Mr A.	Tregoning	Ristie	Littleham	Bideford	DEVON	EX39 5HN	p

**Then Save it
(Ctrl S)**

Open your **label document** and check

Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

Address 2	Ci...	State	Postcode	Party	F	F..	F..
row Bridge		LINCS	TA7 9ZK				
dwell	Chelm...	ESSEX	MK13 5NG				
ndreggan		FIFE	IV3 7SI	p			
eston	Bristol		CW2 2QW				
leham	Bidefo...	DEVON	EX39 5HN	p			
elwyn		HERTS	AL6 9CQ				
eat Busby		HERTS	TS9 5JV				
eenmyre	Colch...	ESSEX	AB53 3EV				

< >

Select All Clear All Refresh

Find... Edit... Validate OK

Filter for **Party** equal to “P”

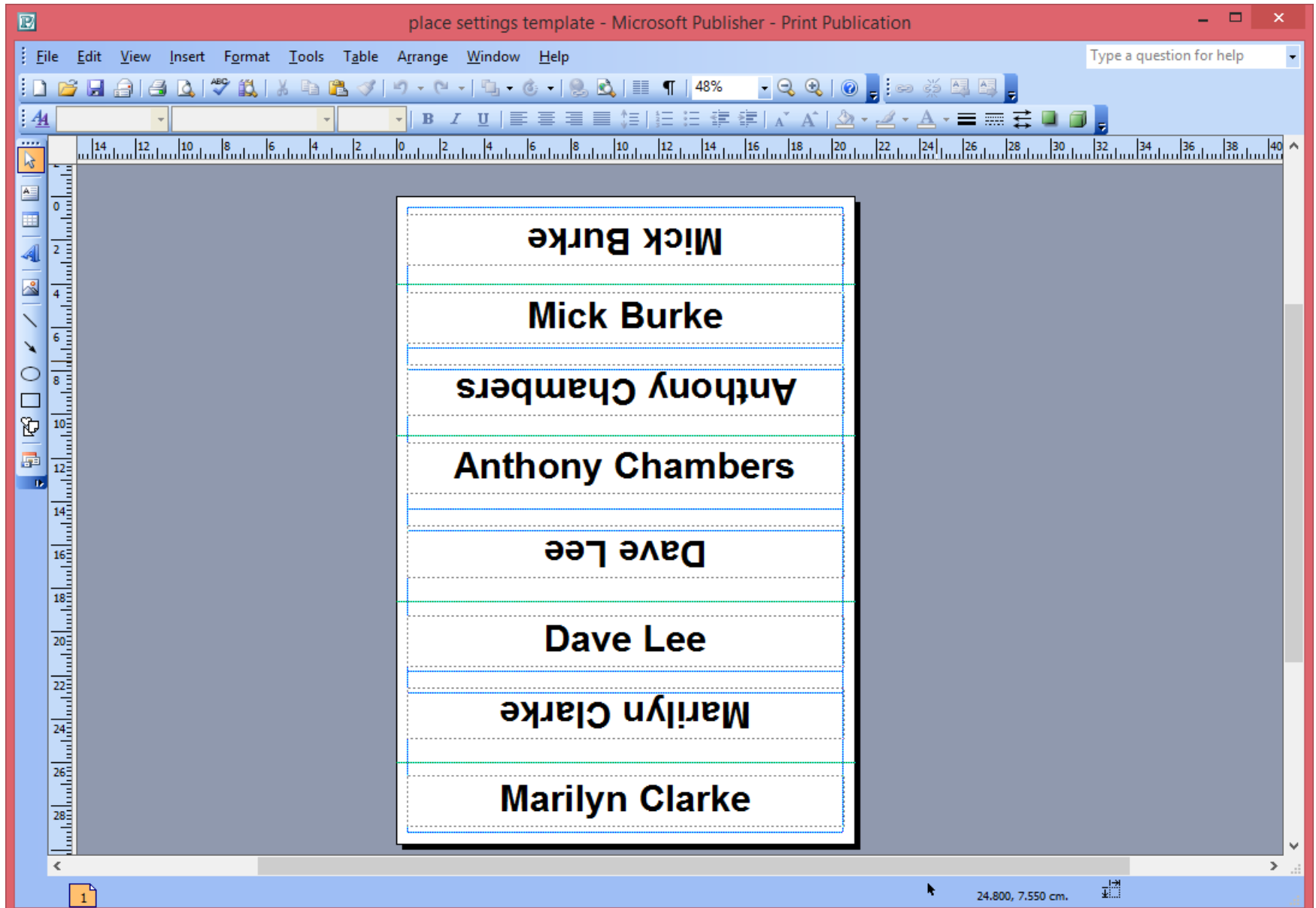
The image shows a 'Filter and Sort' dialog box with a red title bar and a close button (X) in the top right corner. The dialog has two tabs: 'Filter Records' (selected) and 'Sort Records'. The main area contains a table for defining filter rules. The first row is populated with 'Party' in the 'Field' column, 'Equal to' in the 'Comparison' column, and 'P' in the 'Compare to' column. The 'And' column has a dropdown menu with 'And' selected. Below this are four empty rows for additional filter rules. At the bottom of the dialog are three buttons: 'Clear All', 'OK', and 'Cancel'.

	Field:	Comparison:	Compare to:
	Party	Equal to	P
And			

Buttons: Clear All, OK, Cancel

Making Place Settings

Open the **Publisher** file “**Place settings**”



Edit as appropriate

Andrew Tregoning

Andrew Tregoning

Anthony Chambers

Anthony Chambers

Dave Lee

Dave Lee

Add Clipart + Rotate where needed

Andrew Tregoning

Andrew Tregoning

Anthony Chambers

Anthony Chambers

Dave Lee

Dave Lee

That's it folks!



You can all go for a lie down in a darkened room now!