

How to make Postcards in Microsoft Word

HACS Education Class – October 20, 2003

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1. Create your cards:

- Start Microsoft Word.
- From the **File** menu select **New** or click the **New Document** button.
- From the **Tools** menu, select **Envelopes and Labels**. (Under **Letters and Mailings** in Word 2002)
- Select the **Labels** tab, click **Options**, select the type of labels you want to create (match your selection to the type of labels you purchased, e.g. **Avery White Postcard 8387 – 4 card per sheet**), and then click **OK**.
- Click **New Document**.

2. Type and format the content of your card.

- Turn on table gridlines (borders) so that you can see the outline of your cards: from the **Table** menu, choose **Show Gridlines**.
- If you're creating a page of cards that will all look the same, type the text and format one card. We will use copy and paste to create the rest of the cards after inserting desired images.

3. Insert images into your card:

- From the **Insert** menu select **Picture** and then either **Clip Art** or **From File** and select the image you wish to insert.
- **Resize or move each image** as needed so that it fits in the card. (Double click on the image to format it – i.e., select how the text will flow around the image.)

4. To duplicate information (text and/or images) in every card on the sheet:

- Select the text and/or images from the card you want to duplicate.
- From the **Edit** menu, select **Copy**.
- Place your cursor in a card where you want to place the information.
- From the **Edit** menu, select **Paste**.
- Repeat the **Paste in each card on the sheet**.

5. Save your document:

- From the **File** menu, select **Save**.
- In the **Save As** window, locate and open the folder where you want to save the document.
- Type a name for your document, then click **Save**.

6. Preview and Print Your Cards

- From the **File** menu select **Print Preview**. If Ok close **Preview**.
- From the **File** menu select **Print** and enter the number of pages of cards to be printed – **Insert card pages in your printer** – and select **OK!**

How to Use Mail Merge in MS Word

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(Reference – parts extracted from http://www.geocities.com/prof_al/WORD3/mailmerge.html)

Mail merge provides a way to create custom documents for mass mailings. Merge in its simplicity combines a main document with a data source. For example, you may want to send a letter with the same basic information to several individuals. In this case, you create a basic form file—a letter. In Word, this basic form is called the main document. The parts of the form, which are different, are called fields. Labels and envelopes are other examples of form files.

The complementary file is a data source file, which contains field information to insert into the form. The data source is usually a mailing or address list of names—a database. A data source can be merged with several different main documents **to produce letters, mailing labels, and envelopes.**

The main document and the data source can always be modified and easily merged again if mistakes occur; otherwise, each individual document would have to be individually edited, (not unlike the days when each letter had to be typed individually).

Hint: For labels go to <http://avery.com> and select software to download their wizard for Word 97, Word 2000, or Word 2002.

CREATE DATA SOURCE FILE (Word 97 or 2000) (Word 2002 has a wizard)

1. Open a new document window if necessary.
2. Choose **Tools | Mail Merge...** from the Main menu bar.
3. Click the **[Create]** button on the **Mail Merge Helper** dialog box.
4. Select the type of document you want to create from the following: Form Letters..., Mailing Labels..., Envelopes..., Catalog..., choose:
5. Choose the **[Active Window]** button instead of the **[New Main Document]**
Tip: You will not create the form now. The data source will be created first.
6. Click the **[Get Data]** button and choose **[Create Data Source...]**. A Create Data Source dialog box appears.
7. Select the fields for the data source by deleting the fields you do not want. After the fields have been chosen, click **[OK]**.
8. Enter the name of the data source file. After the data source has been saved, choose the **[Edit Data Source]** button in the Microsoft Word box, which appears.
9. Fill in the data for each record in the Data Form. Use the **[Tab]** key to move from one field to the next. Press **[Enter]** or choose **[Add New]** to move to the next record to add new data.
10. Choose **[OK]** when all records have been added. Note that records display a number in the lower left corner of the screen. To view the records, choose the **View Source** button. All data source information displays as a table.
11. After entering the records, save the file with a name and location you will remember.

CREATE A LABELS MAIN DOCUMENT

1. Choose the **Mail Merge Helper** button on the Mail Merge toolbar (or choose **Tools | Mail Merge**).
2. Click **Create** and choose **Mailing Labels**; then click **New Main Document**.
3. Click **Get Data** and then click **Open Data Source**
4. Click **Set Up Main Document**. The Label Options dialog box appears
5. Choose **[OK]** to select the label. The label is now a main document.
6. On the screen displaying the label sheet, click on **Insert Merge Field** and choose the following
7. Save the file and Click **[OK]** to return to the Mail Merge Helper dialog box