

# CHRISTMAS ADDRESS LISTS

By Frank Varano

I am going to give you the real scoop on how to manage your address list for Christmas. Or for that matter any address list. Even your mistresses' list.

No, we are not going to use an Excel spread sheet with the complicated mail merge function. This is going to be the quick and dirty, no nonsense method that is geared for all of us who don't feel that we need a gold plated hammer to nail a thumb tack into a blob of Jello.

Let's start. And if you have your mistresses hanging around, that's OK. After all they might be on your Christmas list.



## OVERVIEW

We only need one document. It can be Word Perfect or MS Word, or MS Works, or WordPad. Any word processing software. Not all of the tricks are available in Works or WordPad. But that's ok. I'll forgive you. Our reference will be good Old MS Word. Whatever I write here will be with respect to MS Word and I don't care what version you have.

## STARTING POINT

OUABWD. That stands for "Open up a blank Word Document." I may need such abbreviations to get my story across in these few pages. I really don't care what your default settings are in MS Word. Just OUABWD and follow these Instructions.

Start typing the addresses. But do it in this format:

01

Frank Varano

4928 Via Leonardo da Vinci

Roma Italia

(That's not my real address, of course.) Then skip a line and type another address the same way.

Pretty easy to understand, isn't it? Skip another line and type another address, And another. And another. Get the idea? Look how simple it is. →

Of course, when you have typed your complete list of addresses you're going to have a multi-page document, depending, of course on how many Christmas cards you are going to send and also, how many mistresses you have.

## FORMAT THE ADDRESS LIST

If you have a lot of addresses, it would be nice to condense it so that you don't have to do a lot of scrolling to find an address. Even then, finding an address may be trying. I'll show you a trick to help you find a specific address. But first ....

Don't shudder at the thought of formatting. This is ridiculously simple. You now have a long list of addresses, one right after the other. You can leave it that way, if you wish but let's make it in two columns which will fit nicely on a standard sheet of paper if you wish to type it out. To arrange it in two columns may not be a feature in all word processing software. Since we are using Word, I know that it is available.

On the Menu bar (that's where you see File, Edit, View, etc.) click on **Format** first, and then click on **Columns**. You'll have several choices. For this project choose two columns and click OK.

## REARRANGING ADDRESSES

Don't bother with sorting the addresses alphabetically because MY METHOD (!) uses a TOC (table of contents) method which is easy to set up.

While you are typing the addresses, type a number on the line above the address (or you can do it after you have typed all of them). Starting with the number 01, of course. In case you are wondering, that is why I have 01 above my name in the left column. Although you can put it in front of the name too, I suggest that you put it above. You'll see why later.

Even if you screw up the numbering sequence it will not matter. The computer doesn't care what a number is. It is very obliging. That is why the TOC is so useful.

(Go to page 2!)



### Board of Directors

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### Help lines:

**Windows XP**

Bill Oberg—672-3387  
wobergr@verizon.net

### Microsoft Word, Excel & PowerPoint

Joannie Lenz—301-6226  
Joannie@  
RainbowFlair.com

### Web Page Address

www.ccmv.net

*Good info on our Web Site.*

*Read and download the newsletter at the web site. (No newsletter in August)*

### Club Meetings:

2nd and 4th Tuesdays  
9:00 a.m. to 11:00 a.m.  
Seventh-day Adventist Church  
29885 Bradley Road,  
Sun City, CA  
Many free magazines,  
books items and loaners.  
Pick up a copy of the  
current newsletter

Nov. and Dec.:  
only one meeting each  
month.

### CREATING THE TABLE OF CONTENTS

If you don't have many addresses, you can skip this part as far as your Christmas list is concerned. However, this part will be useful to you if you have a big file with many items listed in it. And also if you want to simply store a lot of addresses. I have joke files in all kinds of categories and I have to use a TOC when the number of jokes reach 25 or more.

Imagine that you have all your addresses typed up and forced into two columns; each address has a number as described on page 1. It is probably pretty obvious that the TOC would help in finding a certain person's address as long as each number in the TOC is associated with a name in the TOC.

There are two ways to link the TOC item to the actual address. The simplest way is to search for the number. For example if my name were associated with number 25 then just search for 25. The reason for using 01, 02, 03 etc, instead of 1, 2, 3, 4. etc. is to avoid confounding the search function.

Let's pretend that in the middle of your address list you have these two names:

01  
Blondie Buxomboli  
25 Roadway St  
City Terrace, Md 44456

02  
Sally McMasters  
1234 Wareami Blvd  
Nosuchplace, TY 55567

The first TOC entries would then look like this:

01 Blondie Buxomboli  
02 Sally McMasters

See? Simple! Even I can understand it.

Now the question is: Where are we going to put the TOC?. In the first column, that's where. All you have to do is to start typing at the top of the first column. All the addresses move down and out of the way as you would expect. And at the end of the first column the addresses that would otherwise be pushed off the paper merely go to the top of the second column. Hey, it's a win-win setup.

There is a way to dedicate the first page to the TOC but that would add a level of complexity to the otherwise quick and dirty method. There is also a way to use hyperlinks when the file gets really big. (I do that in my joke files.) It is really not necessary. Keep it simple, eh? (Next Page.)

### Department Leaders

#### Membership

Dee Morris  
MEMBERSHIP@ccmv.net

#### Material Distribution

Dorothy & George Metcalf  
GWDJM@Verizon.net

#### Shareware

Position Open  
Need Volunteer

#### Newsletter

Editor: Frank Varano

#### Reporters:

Send articles, comments  
and suggestions to:  
EDITOR@ccmv.net

#### Computer Lab

Technician  
Jim Richardson

#### Web Site

Jim Semanek  
WEBGUY@ccmv.net

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#### Instruction

#### Registrar

Sonnie Banisch  
REGISTRAR@ccmv.net

**Teachers & Assistants  
are CCMV members.**

#### Teaching Positions Would you like to teach?

*Would you like to help our teachers? Come to the meeting and tell us. Or email us.*

#### Computer Classes:

**We're in full swing  
Call for class  
information  
and sign-ups**



Monthly Income and Expenses

10/1/2008 – 10/31/2008 Chet Hartley, Treasurer

Income (\$)

Contributions	47.00
Interest	3.67
Shareware/freeware sales	5.00
Textbook sales	40.00
<b>Tuition</b>	<b>35.00</b>
<b>Tuition and book</b>	<b>800.67</b>
<b>Total Income</b>	<b>930.67</b>

Expenses (\$)

Church Usage	250.00
Newsletter expenses	12.14
Bookkeeping expenses	14.52
Textbook purchases	544.70
<b>Total Expenses</b>	<b>821.36</b>

Income less expenses 109.31

TOC XMAS LIST

- 1 Blondie Buxomboli
- 2 Sally McMasters

01  
Blondie Buxomboli  
25 Roadway St  
City Terrace, Md 44456

See how simple it is?  
You could do this with your  
nose tied behind your back.

02  
Sally McMasters  
1234 Wareami Blvd  
Nosuchplace, TY 55567

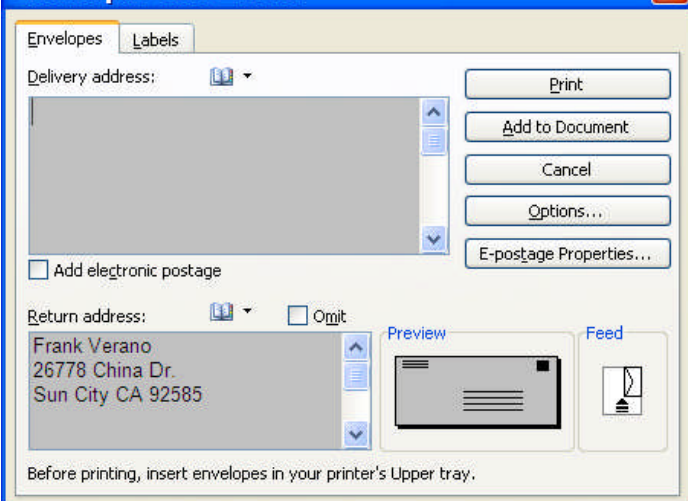
SETUP FOR PRINTING ENVELOPES

(In Word 2003, click on Tools, Letters and Mailings then Envelopes and Labels. In Word 2000, click on Tools then Envelopes and Labels.)

In the Envelopes and Labels window click on the Envelope tab then Options Button. In the envelope size box pick your size envelope. Now we all know that Christmas card envelopes can be all kinds of sizes. But if you are really cheap like me you'll get the Christmas cards in a box where all the sizes will be the same. Then you can measure the envelope and enter the size. If you are so snooty and



Envelopes and Labels



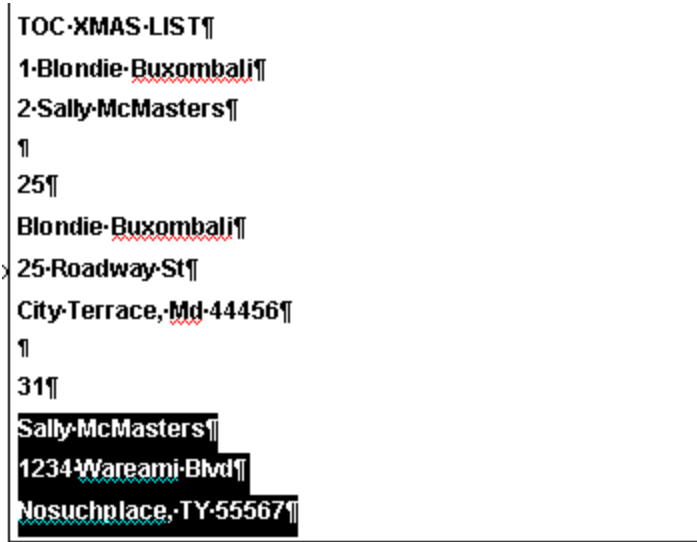
high class that you have to send all your mistresses different kinds of cards then scroll to the bottom of the Envelop size window so that you can customize your envelope size for each mistresses. I'll pray for you. (In Italian.)

THE FINAL STEP

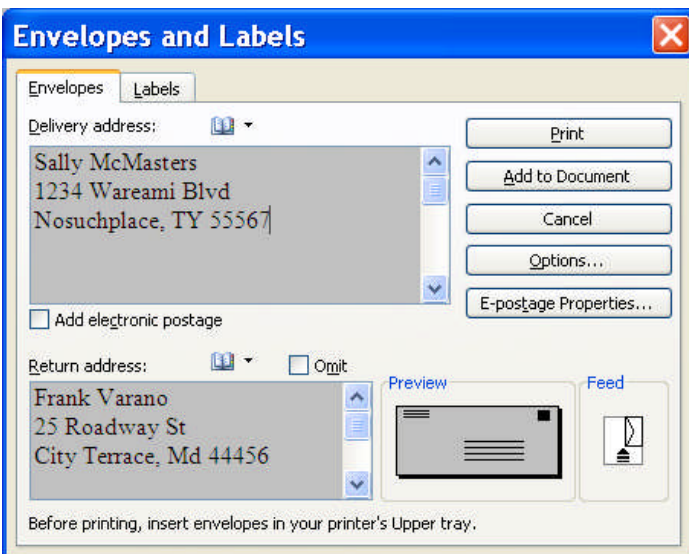
Here is where we learn how to copy the address and paste it into the printing form. (See page 4)



Remember the **Envelopes and Labels** form on page 3? Take a look at it again. We're going to copy an address from your file that contains your addresses and paste it in that **Envelopes and Labels** form. In the October issue of this newsletter I showed you how to copy and paste. Let's put the small address list here showing that Sally McMasters' address is selected: (She's my favorite.)



Here is the **Envelopes and Labels** form with the destination address and return address pasted in it. Now all you have to do is print. Of course, you must put your envelope in the printer.



The only thing undone here is how to put the envelopes in your printer. I suggest that if all your envelopes are the same run a blank paper through first to make sure you got it right. The test run of the blank paper will guide you.. (Go to next column.)

### WHAT ELSE CAN YOU DO?

For your information, I do indeed use this method of addressing envelopes for Christmas cards. However, I use it for more than Christmas cards. It is my main address list.

But simple as it is, can you justify going through this procedure just for Christmas cards? Perhaps it depends on how avid you are about the Christmas tradition in light of stamp costs today. Could you use a very simple address list which you can use to store more information than just addresses?

Here is the kind of information I store along with these addresses. Here is the address and other information of one of my fictional mistress:

**50**  
**Twinkie Dombrowski**  
**256 Tickmeelmo Lane**  
**Tweedledee, CA 92585**  
**Phone 1(901) 555 1212**  
**Xmas 2007 R S**  
**Ne 12-12-88**  
**No kids, Never married. Aging fast.**  
**Graduated from Podunk College Tijuana**  
**Mother died 2001**  
**Brother in prison for voter fraud as of 2008**  
**(etc.)**

Well, you can see that I can keep adding information as I learn more in communicating with her (or him). Also, as you can see, it is a file you may want to keep confidential by requiring a password to protect.

### PASSWORD PROTECTED

Oh, one more item before I pick up the bottle. In Word click on **File** and **Save as**. Instead of just saving it as a file that can be compromised make it password protected. On the tool bar (not the menu bar) click on the arrow next to **Tools**, then select **Security Options**.

Give your precious file with all those mistresses a password. Neat, eh? Now it is time for my drink. Sally, come here, Honey! And for Heaven's sake, put on some clothes. I have a headache tonight.