

CHRISTMAS ADDRESS LISTS

Hey, does this look familiar? Yes it does, because last November I wrote about it.

Why is it different this year?

Well for one, last year I used MS Word (in Office 2003) to write about Christmas lists. Not everyone has MS Office but everybody has MS Works. It comes as a bundle. And I think it has a pretty comprehensive suite of programs.

Set up the MS Works Processor

Some of you never opened the Works Processor. If you don't have a shortcut on the Desktop, click on **Start, All Programs** and then find **Microsoft Works** and in the extended menu click on **Microsoft Works Processor**.

Note: When I **boldface** things to click on it means that those words are what you will see that you will have to click on. I am using Windows XP, Home Edition. If you have Vista the words may be different. But since all of you who have Vista now had XP before, this should cause no problem.

The Works processor version I have does not give me the option to have text boundary lines which I like, so you'll see a blank word processing window. The cursor will be flashing in the first position. I typed the names of four of my mistresses (here I go again, an old man's dreams) with fictional addresses, of course. (What else?)

After you open a blank document, on the Menu bar click on **Format**, then **Columns**. In the drop down list menu under **Columns** select **3** in the column selection box and put a check in the box to put a line between the columns (that makes reading the columns a little easier).

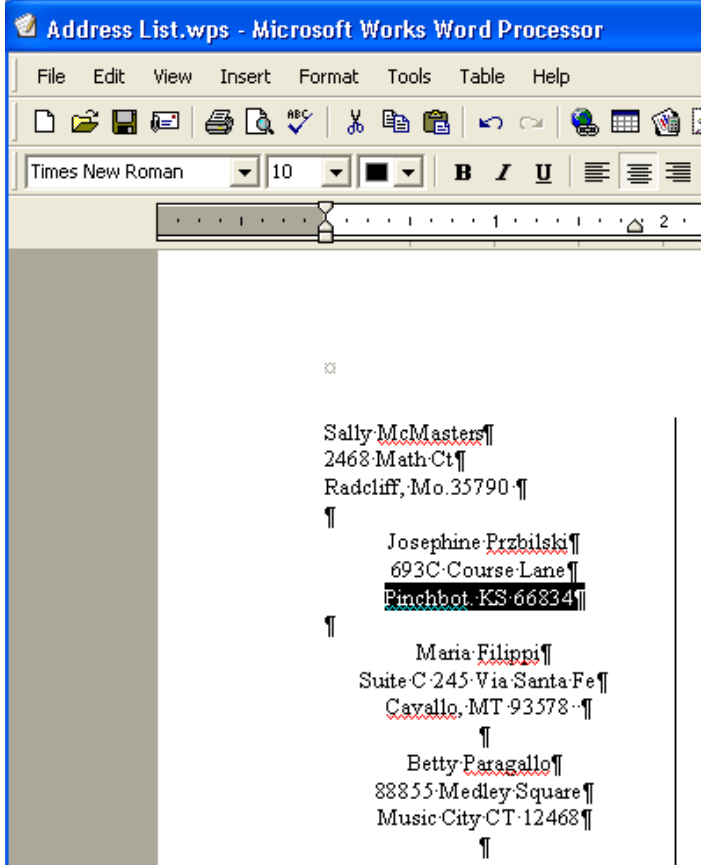
Here are some more set ups. Click on **View**, then put check marks on **Ruler**, and **All Characters**, click on **Toolbars** and put check marks on **Format** and **Standard** tool bars. (Next Col.)

I like to have the paragraph marks showing because it is easier to explain things and they also serve as guides. It's your option though.

Start typing the addresses

Although you may conclude that you want your addresses typed in a particular format. Here I show you a few that will help understand the process I will describe shortly.

The first address is typed simply with left justification centered vertically which is the preferred format for reasons I mentioned in last year's article. The first address shown before is shown in that format. I suggest that you use that format (not the mistress). (Continued., next page)





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2nd and 4th Tuesdays
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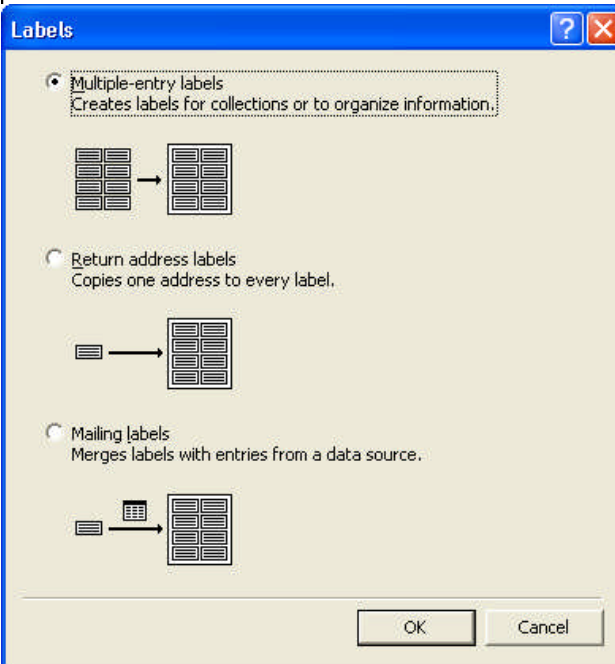
**Teachers & Assistants
are CCMV members and
volunteers..**

Let's talk about the picture. Note the vertical line that is between the rows. Only part of the first row is showing. Note particularly the format of the first address. It is simple and no special formatting is used. This time I skipped the notes to each address as I described in the November 2008 edition.

The other format for typing the address are for instructional purposes if you use this procedure strictly as your Christmas or address list. At this time I want you to click on **File, Save as** and put this wherever you want to but remember where! I assume that you now know how to do that. (Do not close the file yet. We need to work with it.)

Let's go to the labels file now

We need to open a new MS Works Word Processing file as you did with the address file. Click on **start, All Programs, Microsoft Works** and then on the extended menu click on **Microsoft Works Word Processor**. The new blank word processor document will lie on top of your Address document. On the **Menu** bar click on **Tools**, then **Labels**. You now have the **Label** window open. Here we have to make some selections..



Selections of any of the three will give you a label window from which you select the labels you bought. We will select the bottom one, **Mailing labels** but we will not use the sophisticated mail merge which is suitable for large recurring mailings. I like to call the system described here as the 'quick and dirty' system that does *not* require that you use a **Data Source** file along with a **Main Document**. Select the bottom one and the label selection window will open. (See next page.)

Income and Expenses 10/1/2009 – 10/31/2009 Chet Hartley, Treasurer

Income (\$)	
Contributions	37.00
Interest	2.62
Shareware/Freeware	0.00
Textbooks	0.00
Tuition & Books	0.00
Total Income	39.62
Expenses (\$)	
Meeting Expenses	125.00
Internet Service.	190.80
Insurance	0.00
Bookkeeping Exp.	14.12
Total Expenses	329.92
Income Less Exp.	- 290.30

File Management note

When you are dealing with a couple of files as in this instruction it is wise to save them to the desktop when you know you will be working with them for a relatively long period of time.

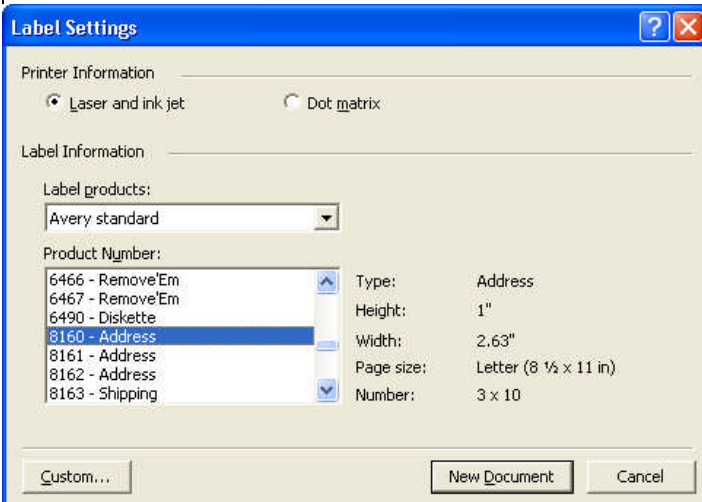
When you are through with them drag and drop them into a folder in **My Documents** folder to await the next Christmas season at which time you can go to www.ccmv.net to retrieve this issue of the newsletter.

Of course if you have a business where a mailing list and the mail merge function can be used regularly then by all means use the Mail Merge function. I have a detailed write up on doing it in Office 2003 that I wrote up for a 'client' but judging by what I see at the meetings, nobody has a business that requires such sophistication. Still if you want it say so and I will email it to you as an attachment.



(Continued from page 2)

After you select the mail merge option and then click on **OK** and the **Label Settings** window will open. Here it is showing that I selected **Avery Standard 8160**. Buy the Staples equivalent with same dimensions. Of course,



that may be a problem for you.. I had occasions where I had to use a large number of labels that justified buying them in multi-sheet packages. I used the labels as tickets for social events. It is doubtful that you will be using such large quantities so you are stuck with buying small packages which cost more per sheet. If many of you are really going to do your Christmas lists like this someone should buy a multi-sheet package and sell them at the table at the club meeting. (Maybe I'll have one of my mistresses do that for me.) Let's get back to the procedures. .

Click on **New Document** button in the **Label Settings** form and we will have a form with the labels outlined. Our next task is to copy the addresses in the address list into the label forms. That is next.

The two windows setup

I am writing now about the two-window display. On my screen, the upper half is occupied by the label sheet and the lower half is occupied by the address list. In writing I will use up all of page 3 to talk about it and all of page 4 for the picture and as much of page 5 that is needed. Right now take a peek at the page 4.

If you print this issue from the www.ccmv.net website, I suggest that you print only one side of the paper so that you can have the material of the picture and the text available to you when reading about it and when working with it. In the discussion here I will refer to the address file and the label file. Remember the two-window technique.

The address list shows you the formats which you can use to type up your Christmas list names. I strongly urge you to use the format of the first address. It is simple and typing it is straightforward. Stay with the default settings of left justified, with the font you want and size you want. Do all the formatting in the label page. (See next col.)

Working with the two windows

You'll see now why I suggest the format of the first address of Sally McMassters (she is my favorite mistress too.) We are going to copy Sally's (fictional) address and paste it in the first label. The first label is defined as the upper left label of the label sheet.

In the October newsletter of 2008 I wrote an exhaustive article on cut, copy and paste. If you can pull it up do so. But very briefly, to copy an address from the address list put the cursor at the beginning of Sally, hold the shift key down and press the down arrow key on the keyboard until you have selected the complete address *nothing more*. You can do this with the mouse too.

Now, referring to the picture on the left page place the cursor in the middle of the first label where you see the little square (the insertion point) then click on the left justification (on the tool bar.) It may already there by default. Select the top address from the address list, right click on it then left click on **Copy**. Move the cursor to the little square in the label sheet, right click and left click on **Paste**. The label will be in the position shown below the first label.

On the second label (middle one) place the cursor on the little square, click on the center justification tool on the format tool bar. The square will move to the center. Now select and copy the address again. Move the cursor to the label sheet, point to the little square, right click then left click on **Paste**.

On the third one, click inside the label sheet and on third label, then move the *left margin* to the right to give you the indentation you want to place the address in the center of the label. I moved it to 6 inches on the **Ruler** for this label. Place the mouse cursor on the little square of label 3. Now copy the address again as before, but this time on the label sheet, click on **Edit** on the Menu bar then click on **Paste Special**. In the next window select **Unformatted Unicode Text**.

You can see why, in order to keep the process simple it is better to select the simplest format for the address sheet and to simply place the label in the middle so that it looks balanced.

I talk about font size or color or type. That is a matter of your own choosing. For addresses at Christmas time, I would use some script type such as Caligraphy or Lucida Handwriting. Special fonts are not always easy to read. It looks nice for the addressee but the postal people would rather be able to read addresses easily. Of course, you run the risk of having any fancy font misread and the Christmas card may arrive at New Years. But, hey, who is more important to you, the postal clerk who is reading the address on the fly or the mistress at the receiving end of the delivery. *Enjoy!*



Well, this what it looks like when you keep two windows open, either side by side or one above the other. When you set this up on your computer keep in mind that to work with one window you must first click on it, sort of telling the computer that this is the window I am working with. You can copy anything from one window and paste it in the other window. Or you can select something from one window and drag it to the other window. This is a very file management tool as you can see. I shrunk the windows to fit this page but on your screen you can make each window the full width of the screen but only occupying the upper or lower half as here.

I show here three ways to put the addresses in the labels. One is justified to the left (not very good for looks but good if you have very small labels. The second one is center justified. And the third is indented to be in the middle of the label.

Labels.wps - Microsoft Works Word Processor

File Edit View Insert Format Tools Table Help

Times New Roman 10 B I U

The top 3 labels are intentionally left blank so that you can see where the insertion points are located just before pasting the address in each label.

Insertion Points

Sally McMasters
2468 Math Ct
Radcliff, Mo. 35790

Sally McMasters
2468 Math Ct
Radcliff, Mo. 35790

Sally McMasters
2468 Math Ct
Radcliff, Mo. 35790

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Address List.wps - Microsoft Works Word Processor

File Edit View Insert Format Tools Table Help

Times New Roman 10 B I U

:Left justified

Balanced and centered in the label

Balanced and centered in the label

Left justified but centered on the label

These lines Divide the columns

Sally McMasters
2468 Math Ct
Radcliff, Mo. 35790

Josephine Przbilski
693C Course Ln
Pinchot KS 66834

Maria Filippi
Suite C 245 Via Santa Fe
Cavallo, MT 93578

+ + Betty Paragallo
+ + 88855 Medley Square
+ + Music City CT 12468

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