

Bits and Pieces Summer is here.

THREE YEAR ANIVERSARY!

SO WHAT IS THE BIG DEAL?

The June newsletter of this year, 2010, was posted on our website on schedule. In June of 2007 I took over the editing of your newsletter, having completed three years as editor, I believe that there must be somebody else in the Club with talent, ambition and initiative who would like to "take the helm" and be the Editor for the next three years. Yes?

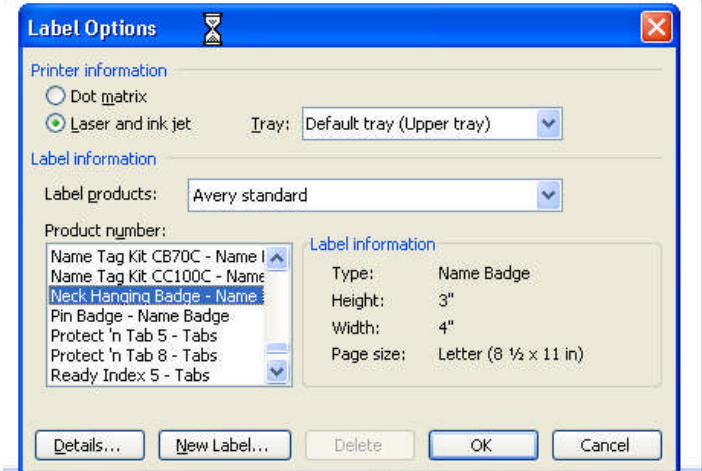
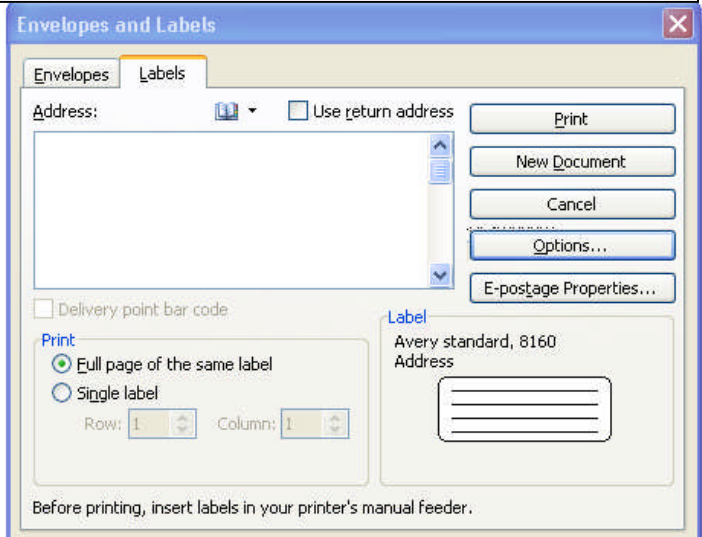
Summertime is partying time or at least a time for people to gather for the BBQ or simply to get together. Why not make the partying something special? Use your computer to prepare name tags for your guests, table tags for seating assignments, or simply signs to post where the women should do their thing and where the men should do their thing. In this issue I'll give you some ideas and how to put them to use with your computer.

Name Tags

The easiest way to make name tags for your guests is to buy the name tag blanks and holders but for just a few guests I am sure that you would like to do it the quick and dirty way. Here is how to create the template to work with:

1. Open a blank Word document.
2. Click on Tools then **Letters and Mailings**, then **Envelopes and Labels**. Make sure you are looking at the **Labels** tab. See the upper picture in the right column.
3. Click on the **Options** button and you'll get the lower picture in the right column.
4. In the **Product number** box scroll until you see **Neck Hanging Badge**. The lower picture shows that the badge is already selected.

(See next column).



5. Click on **OK** in the lower picture and then click on **New Document** in the upper picture. Now you have the template that you will work with for the next few steps.

On page 3 of this newsletter I show the template with one name tag filled out. Obviously, the template that you get in step 5 will be blank when you first create it.

In these next steps we will create two files using this template. You will see why we make two files. The first file will contain the text that will print on the labels. The second file will contain the art work or picture or whatever you want to put on the labels. Let's go! (Next page)



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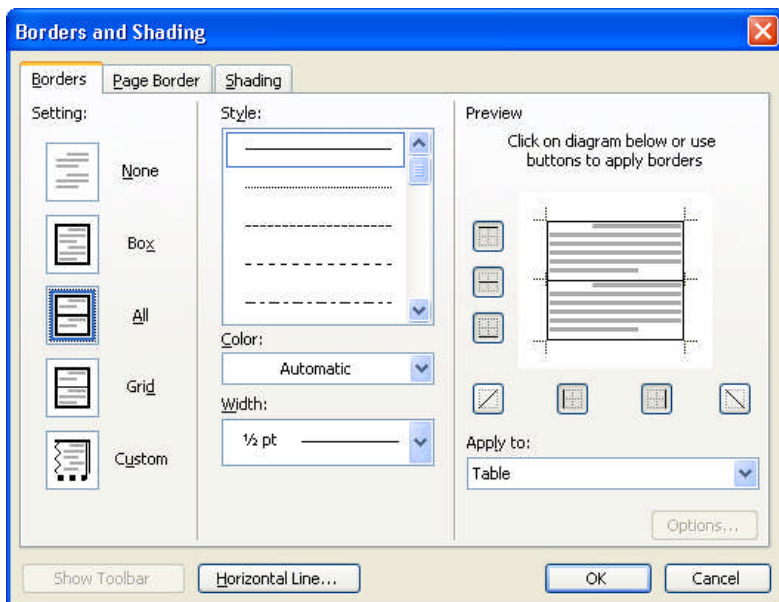
**Teachers & Assistants
are CCMV members and
volunteers..**

(Continued from page 1)

In step 5 when you created the template, it appears showing 5 blank name tags on each 8 1/2 X 11 page. But they are outlined in dotted lines which do not print. (The template on page 3 already has solid borders in order for you to be able to see them and to be able to cut along the lines.) * We will make the lines visible like this:

1. Right click on one of the name tag blanks.
2. In the drop down menu click on **Borders and Shading**.
3. Click on **All**.

You are telling Word that you want a border to show outlining blank labels. We will use the default settings as far as **Style, Color** and **Width** is concerned. Ignore all else for this program.



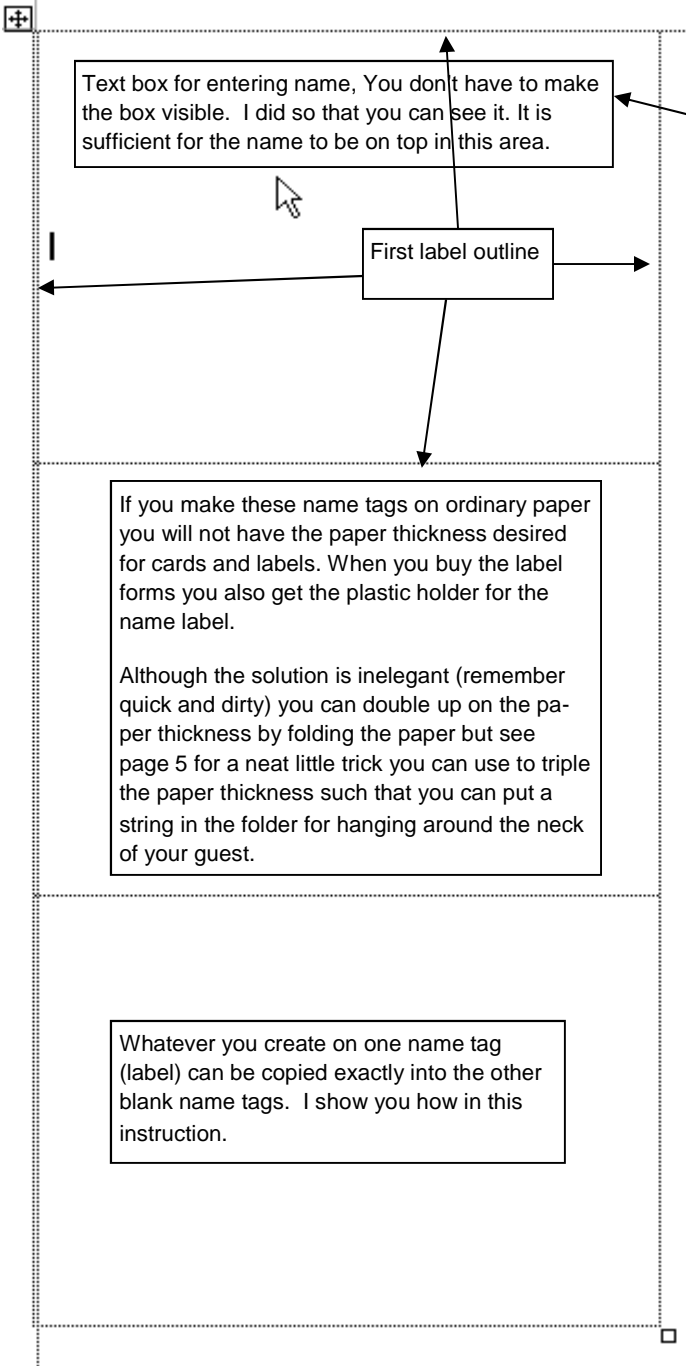
This is how I arrived at the template you see on page 3. When I talk about the *template*, this is what I mean. Keep in mind that much of what follows elsewhere in this newsletter with respect to making labels, cards or table name cards will use basically the same procedure. So it is wise at this stage to understand it. It is a powerful tool for you to use on your own in your own projects using various label sizes.

You can make address labels, shipping labels CD labels, index tabs, etc. You can buy all kinds and sizes of label blanks, from peel off to break apart. *If we used commercial name tag paper the labels would part along perforated lines. (I warned you. This is the quick and dirty method.) (See next page.)

Income and Expenses	
6/1/2010 – 6/30/2010	
Income (\$)	
Contributions	242.50
Interest	2.00
Equipment Sale	35.00
Textbook Sales	0.00
Tuition & Books	0.00
Total Income	279.50
Expenses (\$)	
Meeting Expenses	250.00
Newsletter Expenses	0.00
Insurance	0.00
Text Book Purchase	0.00
Total Expenses	250.00
Income Less Exp.	29.50



The actual "New Document" created (see step 5) has only three blank labels per page. I choose to show only half of the New Document that contains the three blank labels for instructional purposes. (For any quick and dirty procedure you can select any label size you want.) The label numbers you see when clicking on **Options** are label sizes that can be purchased at Staples or wherever sold. And they will have perforations for easy separation and the paper will be heavy stock, usually 64 pounds. If you do buy name tag labels they will also have clear plastic containers with a clasp to attach to clothing. I am betting here that you only want a few tags and that it does not justify buying anything other than paper.



I took the liberty of giving you additional instructions inside of the blank label forms. The end product will be shown on page 4.

Let's create our text file.

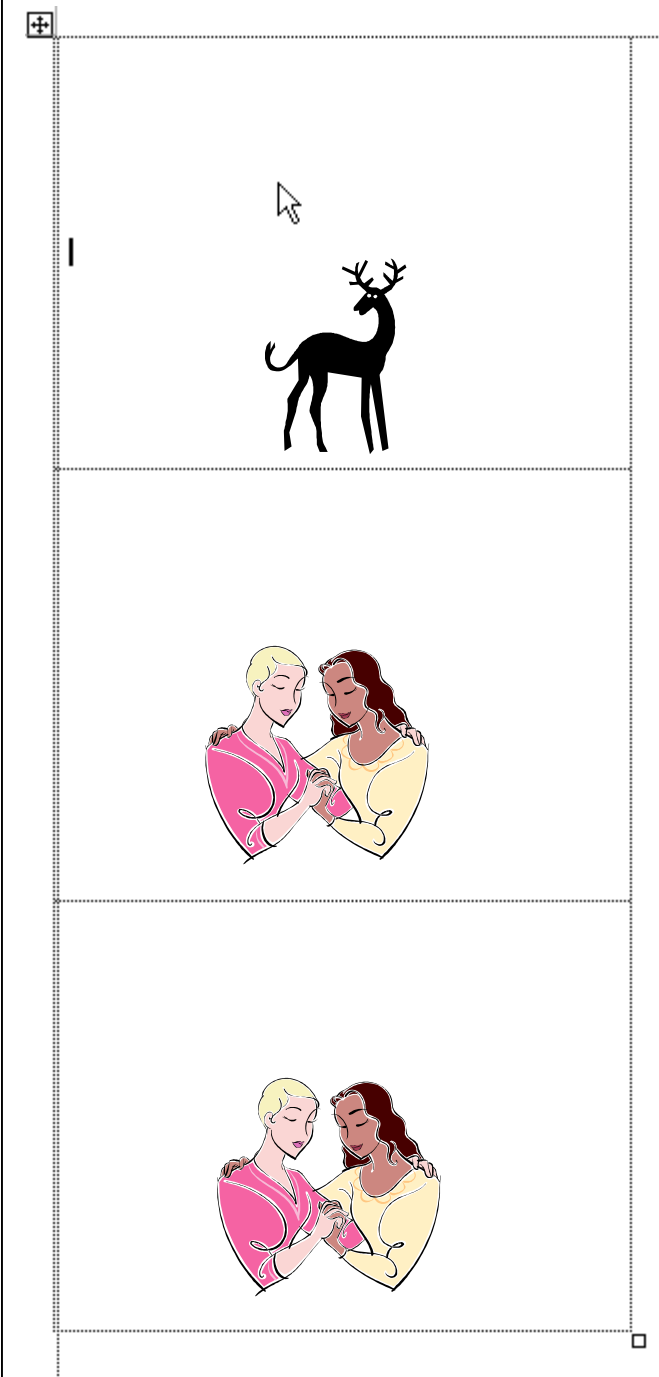
1. Open the template that you created at this point. It should be blank and the blank labels should have lined visible borders.
2. Click inside on the top blank label and then click on **Insert** in the **Menu** bar. Select **Text box**.
3. Put the cursor at a point where you want the top left corner of the text box to be, drag the mouse so that you create a rectangular box about the size in my sample in the left column here.
4. We want the text box in all of the label blanks in exactly the same place. Put the cursor at the top of the first label until it becomes a small arrow. **Right** click and then click on **Copy**.
5. Put the cursor again at the top of the first label until it becomes a small arrow. **Right** click and then **Left** click on **Paste as Nested Table**. The text box will appear in all the labels of that page in the same place.
6. Type names in each of the text boxes. Use 28 point type. And the Text file is done.

Now let's create your art file.

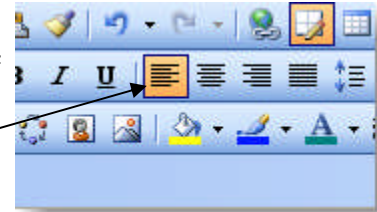
1. Open a separate *blank* template again. I've started another blank label on page 4.
2. Click on **Insert** in the **Menu** bar. Select **Picture** then **Clip Art**. It is up to you to select the art you want. For this exercise I will select something for a simple party. Since it takes no extra effort to amount to anything, and since the number of labels is relatively small, be creative and select a clip art to match each guest's temperament. Just for the fun of it let's pretend that you have a couple and a male friend (only three guests.) As an example I inserted clip art using my imagination. (See next page)



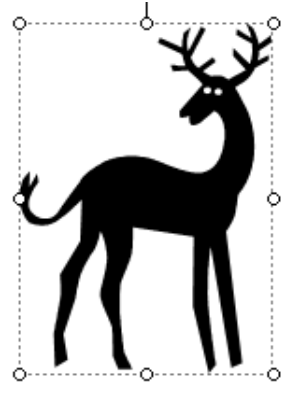
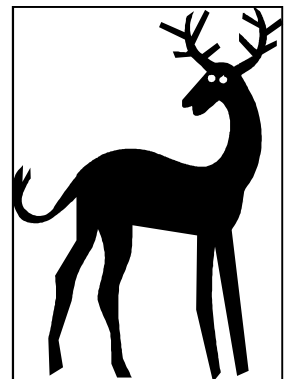
3. I tried to be creative with the names of your guests. It is not critical where you put the clipart, since each one is unique here. The actual mechanics of putting the clip art is not particularly complicated. When you find a clip art that you want to insert, one way is to *right* click on it and *left* click on **Copy**. But before you paste it in the blank label we need to establish an insertion point:



4. In the first label in the left column note the small vertical line. That is an insertion point. To get there click once inside of the blank label then press **Ctrl+E** or select left justified on the **Format Toolbar**.



5. Now *right* click inside of the label and then *left* click on **Paste**. Your clip art will appear but it will most likely be too big. Like this:
It will not fit this way.



6. Click on the clip art and you will see an outline enclosing the clipart with small circles in the four corners. See at left.

Put your cursor on a circle until you see a diagonal arrow. Hold the mouse key down and drag the mouse until the artwork is the size you want.

7. Finally you can use the arrow keys to move the artwork left or right or up or down. You may have to play with it to get 'the hang of it.' Do you see what I did with it here? (I even changed the antlers!)



8. Finally again, this is optional. If you do this in MS Publisher you can also flip, rotate, or invert the image. But let's stay directly with MS Word because that is where the Envelopes and Labels function is.



(Continued from page 4)

A NEAT TRICK

Note below the template again but with heavy borders which I think is a good way to mark off where you will cut.

In the template below note that I put the art and the text only in the middle blank label. Why? Well, in the "quick and dirty" method I described the one defect is the thickness of the paper. I like to use 64 pound paper. Ordinary paper is usually about 24 pounds or something like that. Three times 24 is Wait, I need to find my

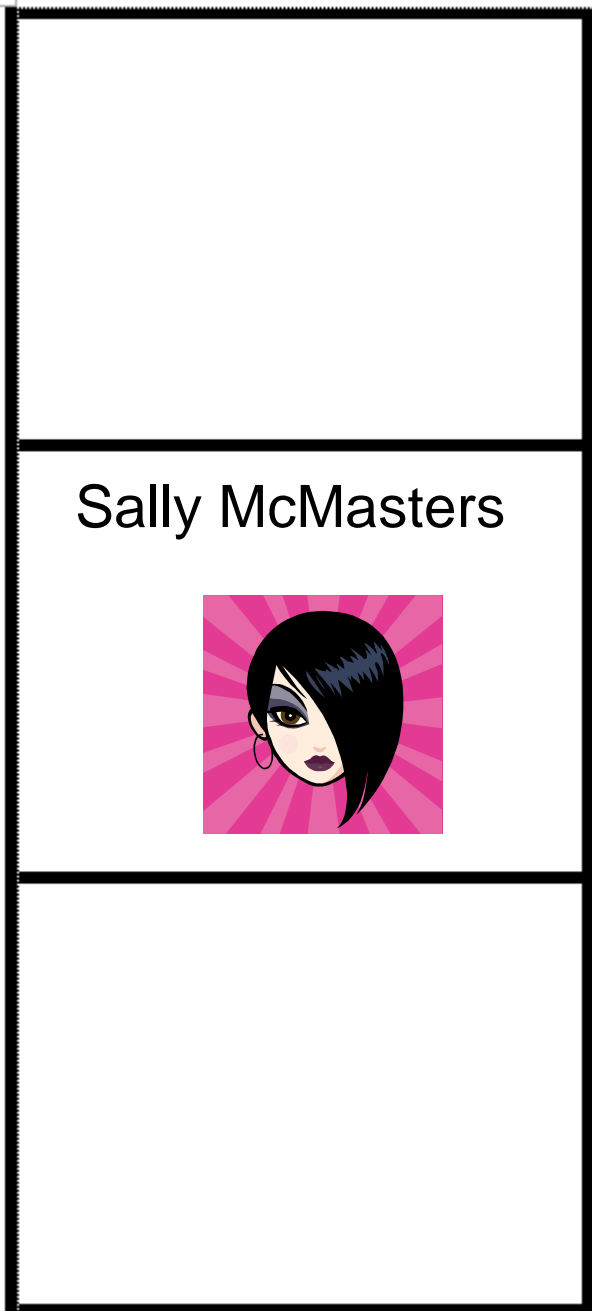
calculator

The thickness of three papers is about right. You can staple it or tape it. Insert a string in the fold and wrap it around the neck of the guest.

You can also use it as a table place card if you want your guests to sit in their respective seats. If you are serving drinks it helps each person remember who he/she is.

Admittedly you use more paper but you must also admit that it is a more elegant 'quick and dirty' way of doing this. No?

Now I had to pull your leg with this name-tag and put my number one mistress' picture in this name tag.



Fold here so that the middle label has a border all around

Fold here so that the middle label has a border all around

That is it for this issue of the newsletter. Is there going to be a July issue? Perhaps. I have a lot of material. Doing the newsletter this way is pretty neat since I don't have to worry about a specific number of pages.