

MS WORKS AND XMAS

I don't want to seem enigmatic with that header for this issue and this column. It is Saturday evening, December 4. A little while ago I got a voice mail from a woman whom I helped some time ago with a mail merge problem that she needed to use to manage a big mailing list for her church.

She turned over the 'job' (it was a big job for her) to another parishioner some time ago but her voice mail this time was about doing it again but on a smaller scale for her personal use, like Christmas mailings and individual birthday mailings to a given set of family addresses. But that was a different computer and a different Office program.

Fortunately, I had written a very good (at least I thought it was good) issue of this newsletter on that subject in 2009 using Office 2003. I referred her to that issue and waited for the questions from her. I couldn't do much to help her using Word 2007. It seemed like overkill to use her original mail merge program on her small personal address list. And I couldn't use exactly same write up of the 2009 newsletter.

So, on the spot over the telephone I described how to do the same thing (almost) as in the 2009



article using MS Works instead. It seemed like it was good material for the December issue of our newsletter. You can pretend that Santa brought you a gift in the form of a newsletter. So, here goes.

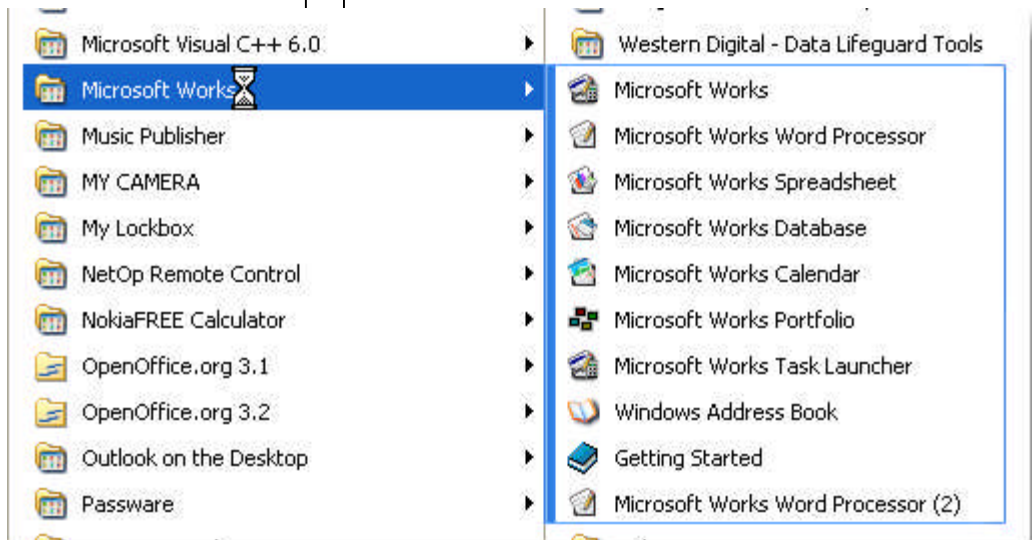
YOUR BASIC ADDRESS LIST

In keeping with my basic philosophy, I want to keep it very simple and still make it very useful, not only for Christmas mailings but also for any routine mailings you make during the year for birthdays, greetings, etc.

Actually wouldn't it be nice to be able to go to **My Documents** and to a folder called **Envelopes** to find a ready to print file that has a picture of the pre addressed envelope?

We will start with an address list anyhow because I want this instruction to be complete all by itself, as if you are starting from scratch. Keep in mind, though that you can skip this step if you already have your addresses available in a document in a format that you can copy and paste. OK? Capisce?

So, start by opening the word processing program in **MS Works**. Click on **Start, Programs, Microsoft Works**. Hey, here is a picture:

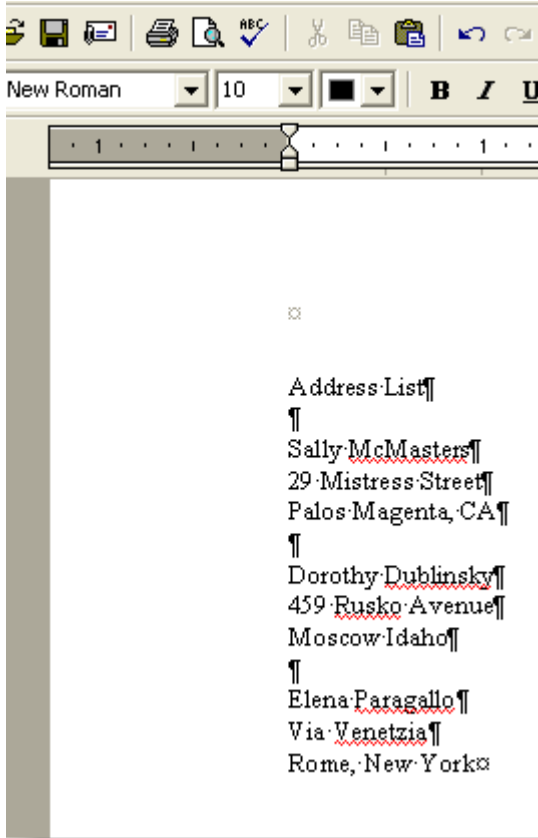


Open **Microsoft Works Word Processor**. See the picture on the next page. I am using version 7.0 of **MS Works**. In writing instructions like this I always worry that there may be variations in different versions of a program. **MS Works** has been pretty stable for several years. It is a surprisingly simple but useful program.

(Continued on next page).



Type your addresses in the word processing form. It will look something like this:



I want you to note that this is as simple as it gets. I am assuming that you are not going to be dealing with thousands or even hundreds of names. There is no special program or special format. Just type the names one after the other. It is sufficient only that they are separated by a line so that selecting and copying is easily done.

But also keep in mind that you can actually skip this step if you already have your addresses available elsewhere so that you can copy and paste. If you do have them elsewhere, it might be useful to copy and paste them in this format because of the way we will enter them in the forms to follow.

In my example above I am putting some of my mistresses at risk just for you. Isn't that nice.

When you have finished with your address list, save it of course.

(See next col.)

As an Aside

In the earlier version of this subject written in 2009, I described how you can use this list as a master address list but I used MS Word 2003 at that time. I created the picture on the left just for this newsletter. This list could also be your master address list.

I want to show part of my own master address list in my computer to illustrate what I am talking about. My master list in this picture shows my brother (who is 98 years old, by the way), one of his sons and family, and an old friend in Orange County. This happens to be a combination master address list and a Christmas record.

You can see that it is easy to copy only the address part for pasting onto a label or onto an envelope. Or anywhere.

What I want to stress here is that you don't need a complicated software to do such a simple function.

These days of fancy computers makes this type of master list very useful. If you have a web address associated with any of your addressees you can put in a hyperlink to the URL. If you have an audio file associated with the addressee put a hyperlink here to enable you to link to the file which may be elsewhere in your computer. Remember what I said back in 2009 and I repeat here: Keep it really simple so anybody can do it.. Let's continue.

Mick and Mary Varano
598 Pine St
Meadville PA 16335
My brother
RS04, S07, RS08, RS09
Jennifer and Glenn Varano
2136 Woodcrest Dr SE
Olympia WA 98501-3866
Mick's son
R04, S07, RS08, RS09
Shree and Alma Sharma
P.O. Box 1775
340 East First St
Tustin, CA 92781
Old friend from the 70s in OC
R04, S07-R07, RS08-RS09





Board of Directors

President,

Jim Richardson
PRESIDENT@ccmv.net

Vice Pres. - Larry McCuistioner
VP@ccmv.net

Secretary - Darlene Gayles
SECRETARY@ccmv.net

Treasurer - Chet Hartley
TREASURER@ccmv.net

Dir. at large - Jim Semanek

Help lines: **Windows XP**

Bill Oberg—672-3387

wobergr@verizon.net

MS Word, Excel & PowerPoint

Joannie Lenz—301-6226

Joannie@RainbowFlair.com

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 items and loaners.

Department Leaders

Membership

Diane Robinson

MEMBERSHIP@ccmv.net

Material Distribution

Dorothy & George Metcalf

GWDJM@Verizon.net

Shareware

Position Open, Need Volunteer

Newsletter

Editor - Frank Varano

Proof Reader, Marilyn Kirman

Send comments and suggestions to

EDITOR@ccmv.net

Computer Lab

Technician

Jim Richardson

Web Site

Jim Semanek

WEBGUY@ccmv.net

www.ccmv.net

All newsletters are posted.

Read in PDF and in color

Instruction Registrar

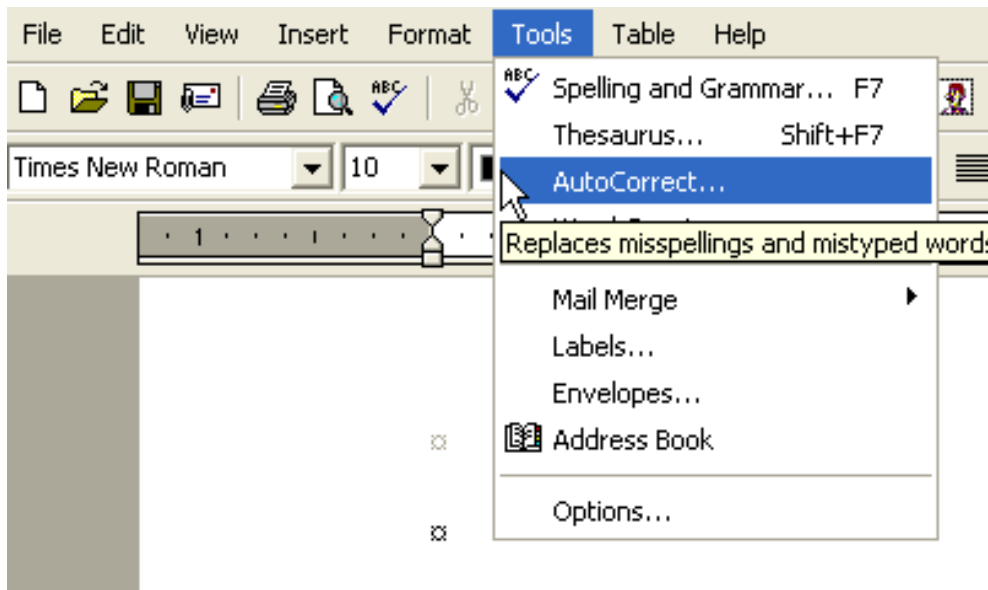
Sonnie Banisch

REGISTRAR@ccmv.net

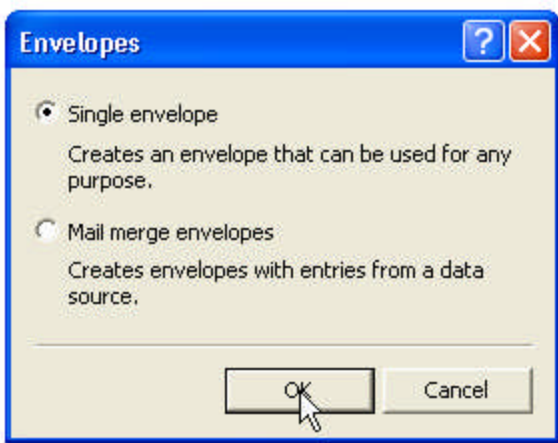
Training Registrar

Darlene Gayles

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



The picture above is part of the **MS Works Word Processor**. I included the **Menu** bar and the drop down menu from **Tools**. Click on **Envelopes**. Here is a picture of the Envelope widow. For our purposes **Single envelope** (the default selection) should be checked.



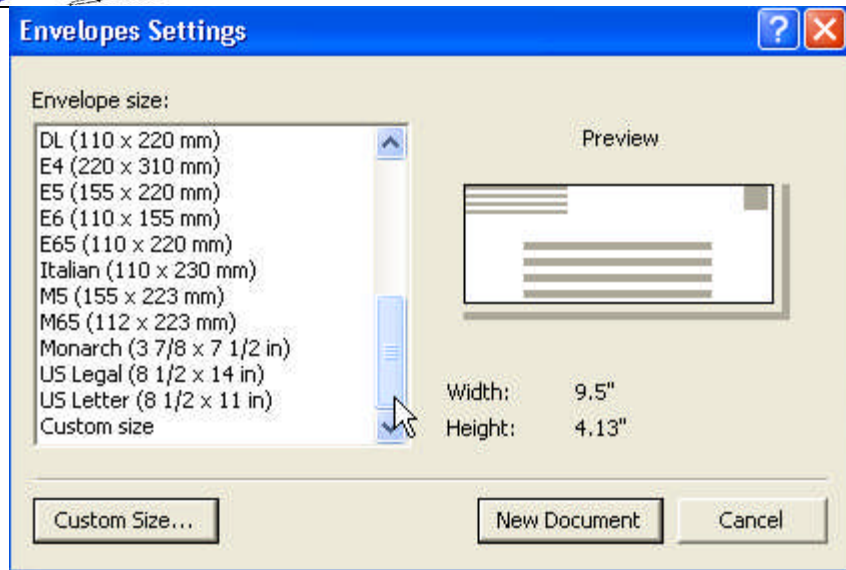
Then click on **OK**.. As we all know Christmas cards, Birthday cards, greeting cards, etc. come in various sizes. Frankly I wonder how the postal people cope.

I put the picture we get here on the next page because I don't want to shrink it to fit in this space. I need to give you a lot of information about the selection of the envelopes.

You *may* find your envelope in the list, but don't count on it.. Note the scroll bar. Before I took the picture I scrolled down so that you can see the word **Custom**. Naturally expect that the size of your envelope might not be a standard size.

(Continued on next page)

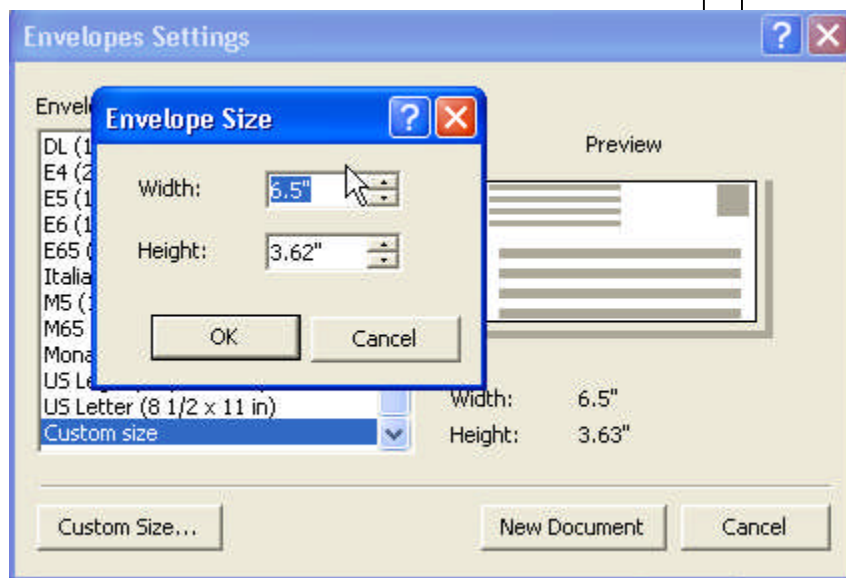
Annual Income and Expenses	
11/1/2009 through 11/30/2010	
Chet Hartley, Treasurer	
Income (\$)	
Contributions	26.00
Equipment Sale	0.00
Interest	1.46
Tips Card Sales	10.00
Textbook Sales	0.00
Tuition & Books	0.00
Total Inc.	37.46
Expenses (\$)	
Meeting Exp	125.00
Tuition Refund.	0.00
Internet Service	0.00
Bookkeeping Exp.	0.00
Insurance Exp.	0.00
Legal Exp.	0.00
Classroom	0.00
Textbook purchase	0.00
Total Exp.	125.00
Inc. Less Exp.(\$)	- 87.54



If you can find your size, use it. we will use the **Custom Size** setting so that we can go through the motions of creating our own envelope size.

Click on the **Custom Size** button and that opens an **Envelope Size** window superimposed on the **Envelope Settings** window.

Get your ruler out and measure **Width** and **Height** of the actual envelope you will be printing on. Enter those numbers in the **Envelope Size** window and click on **OK**.



TIP

Envelopes generally come in sizes down to 1/16 of an inch.. For example I have an envelope in hand that measures 4 and 5/16 high by 5 and 11/16 wide. Don't ask me why such dimensions are used! The dimensions in the window to the left use decimals.. Don't ask me why the window uses decimals, either!

The envelope dimensions in decimals are 4.3125 H X 5.6865 W. Make the Envelope size in the window 4.31 H X 5.69 W. As a rule select a dimension that is about the same or rounding off to the nearest .001. Remember, that it is not critical. You'll see in the next part why.

Then click on **New Document**. On the next page you'll see a page in which the addresses are pasted. You can understand here one of the reasons why envelope dimensions is not critical.

Further, when you finally put an envelope in the printer, it is the actual physical size of the envelope that determines where the envelope guides are positioned.

When you test your printing using a blank sheet of paper you will see where the printing is. Pay attention as to how the paper comes out of the printer. Usually there will be some kind of a guide which you must move to accommodate printing the envelope.

You need to consult the printing Preferences for your printer. Also pay attention to the fact the envelope has a flap with glue on it. Some printers feed from the top; others (notably Lexmark and HP feed from below. The printers that feed from the top do a better job of printing envelopes.

The other types require the envelope make a 180 degree turn around a roller. Envelopes can jam up a printer easily here and also cause registration problems where the printing does not appear where it should. Rollers in these printers need to be 'refreshed' occasionally so that the paper is grabbed and moved uniformly through the printer.



Here is a picture of the **New Document**, showing the outlined area of the envelope. It shows up in the middle of the window..

Note that you can vary the size of the address area. The envelope size is not critical. You can move the address within the address box. Optimally, the address should be centered neatly.

Of course, you may be writing or sending a card to some in your ad-

dress list more than once, during the year. You should then save the **New Document** as a file in your **Envelopes** folder (which should be in **My Documents**). (My file would be named **Sally**.) Whenever you need to address an envelope to a particular addressee, pull up that file and print it.

Oh, yes, we have to print it too. Printers vary in the way envelopes are fed. I recommend that you always use a blank sheet of paper to test your settings and match the printout with your actual envelope. The way the address is printed on the paper will also guide you as to how the envelope is fed to the printer.

We are not through yet. Can you think of a bug in this simple system of printing envelopes? Yes, I can. That file called **Sally** is really good for printing on a certain size envelope only to Sally. Are you going to use the same size envelope each time you send a card to an addressee? Not necessarily. You can arrange to do so but that puts a constraint on you. If you have a set of stationery paper and a stack of like envelopes, yes the system works fine.

In the case of changing dimensions of the envelopes you might use, it is relatively easy to create another **New Document** and copy and paste the address in the second **New Document** and save it also. Keep both files. You now have two forms for mailing envelopes to the same addressee. Good **File Management** practice would suggest that you now create a folder with that addressee name to hold both files. Then change the file name to the envelope dimensions so that you do not need to open the file see what envelope is used by that file.

Have a
Merry Christmas
And a
Happy New Year



OK, there you have it. This is delivered to you just in time for you to use it for your 2010 Christmas cards.

Don't forget that I still would like to give the job of this newsletter to another enterprising member of the club. In January, I will turn 93 and that is getting pretty old..