

WORD PROCESSING

Using MS Word

MERGE

WP LESSON FIVE

Acknowledgements

John Sandercock

for use of files

MERGING

Understanding Merge

There are many uses for the **Merge** command in Word. One of which is to produce Challenges for your cat show with just a few clicks instead of endless cut and paste.

Firstly we will cover Word for Apple Mac, then later we will cover Word for Windows.

You might be using a slightly different version of Word, or Word for Apple.

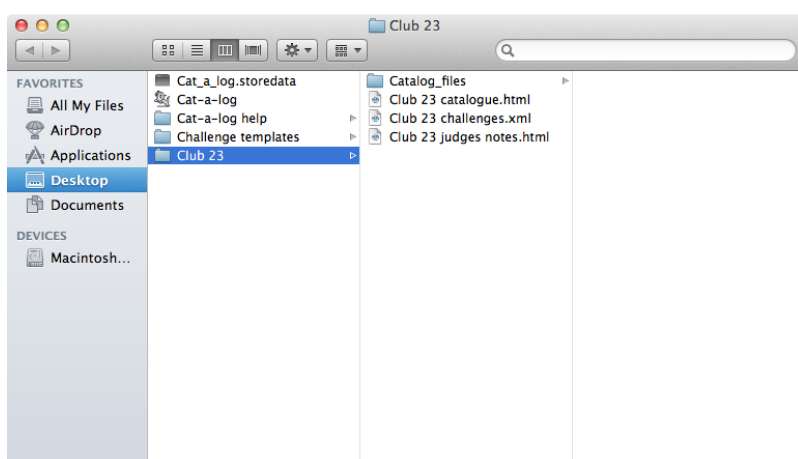
The instructions will still be there but might be in a slightly different place, have a look around and you will find it

Formatting you data file for the merge using Word for Apple Mac.

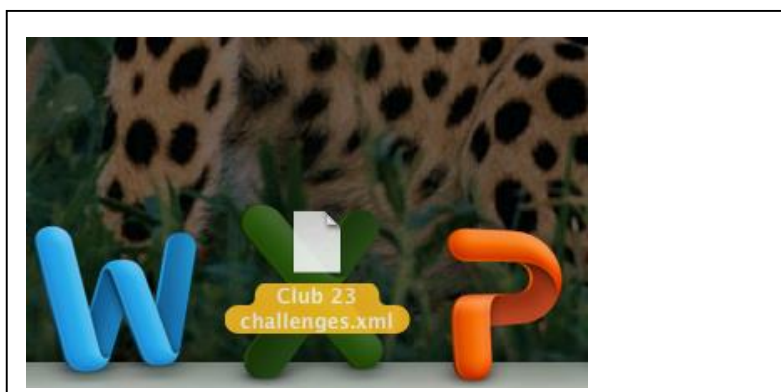
Exercise 1

The following exercise teaches you how to set up the data file for the merge.

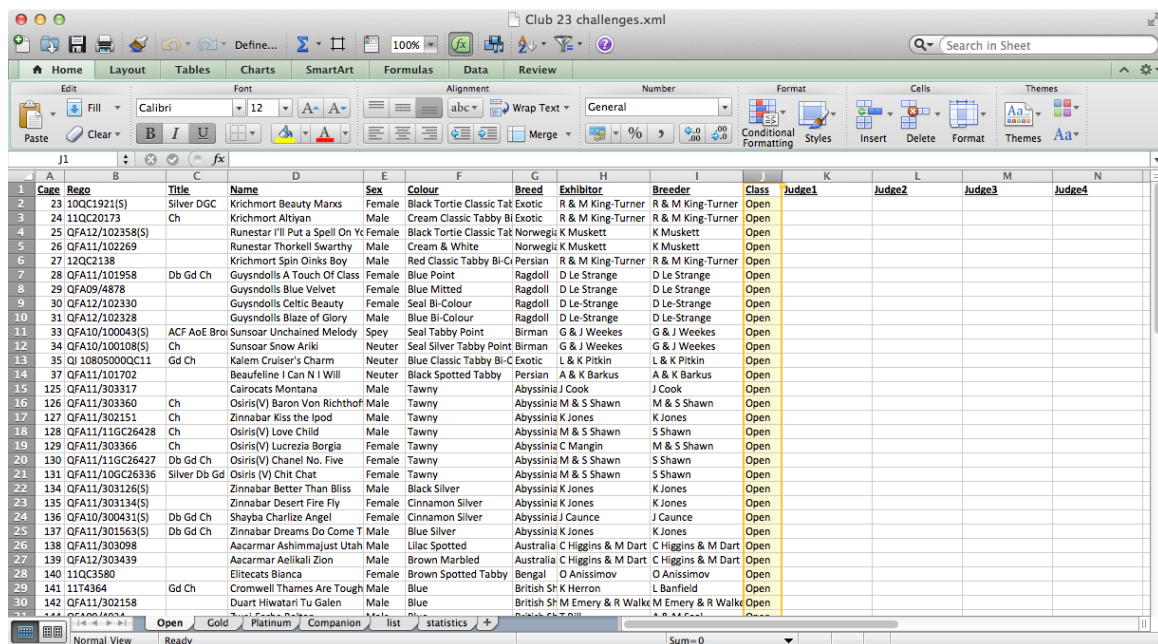
1. Open the Folder “Club 23”



2. Find the file Club 23 challenges.xml
3. Click and Drag this file down to the bottom of the computer screen and drop it in the Excel program (It looks like a Big X along the bar at the bottom)



- This will open the challenges file in MS Excel

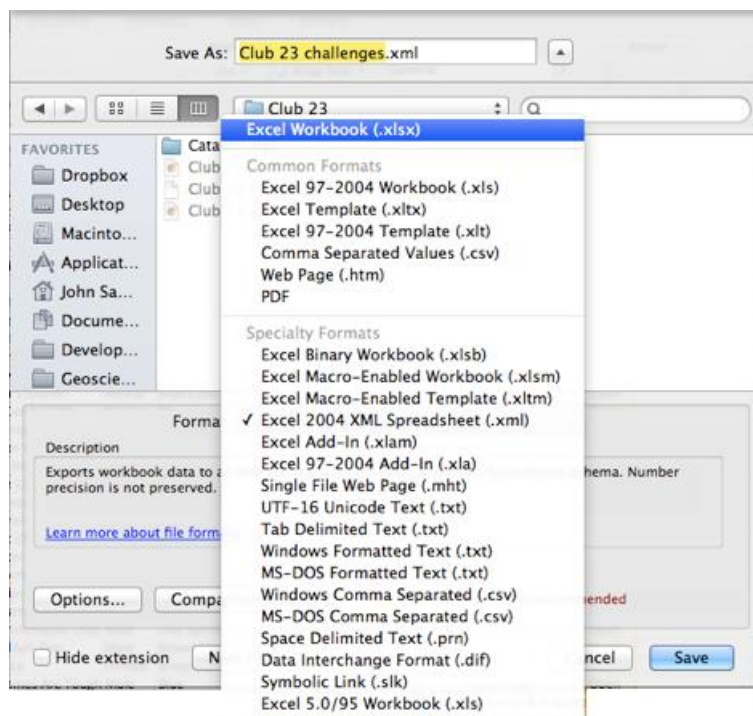


- An alternative way to open the file is to firstly open the program MS Excel, and then use the program's open command to go and find the document entitled "Club 23 challenges.xml" and open it.
- There are seven tabs in the MS Excel File



- The first four worksheets ("Open", "Gold", "Platinum" and "Companion") are lists of the cats competing for that class of challenge, with all their details, ready for a mail merge. After them is a worksheet giving details of all the kittens in the show. The next ("list") is a list of all the cats, giving their cage number, exhibitor's name, breed, gender, and cage size, to use for setup. The last ("statistics") gives you the numbers of each breed, a list of all the people hiring cages, and a list of people volunteering to help at the show. This is all information you have entered in the Cat-A-Log program when entering each cat into the show. This is where all this information is put in lists for you to use for various purposes for the show.
- Use the LIST tab, print out the list and use this to double check against your entries that you have captured ALL the cats in the show.
- Step 7 is VERY IMPORTANT to do before you call the show CLOSED and then begin your processing.

- Save the file as an .xlsx file. This will give you the full capabilities that MS Excel program has. E.g. Club 23 Challenges.xlsx.



- Select the Open tab

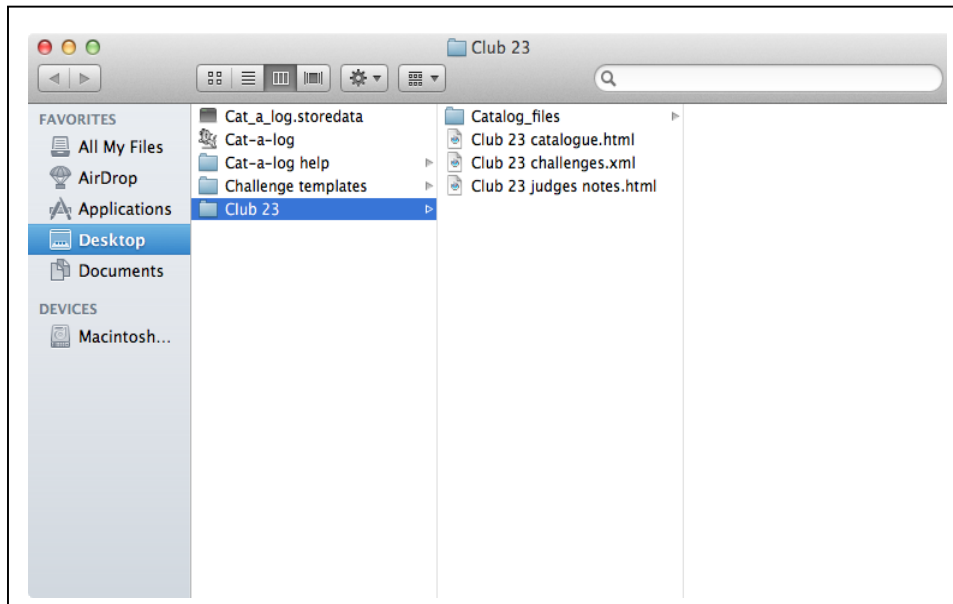
Case	Race	Title	Name	Sex	Colour	Breed	Exhibitor	Breeder	Class	Judge1	Judge2	Judge3	Judge4
23	19QC19215	Silver DGC	Krichmort Beauty Marks	Female	Black Tortie Classic Tab	Exotic	R & M King-Turner	R & M King-Turner	Open				
24	11QC20173	Ch	Krichmort Albany	Male	Cream Classic Tabby Bi	Exotic	R & M King-Turner	R & M King-Turner	Open				
25	QFA12/102358		Runestar I'll Put a Spell On Yc	Female	Black Tortie Classic Tab	Norwegic	K Muskett	K Muskett	Open				
26	QFA11/102269		Runestar Thorkeill Swarthy	Male	Cream & White	Norwegic	K Muskett	K Muskett	Open				
27	12QC2138		Krichmort Spin Oinks Boy	Male	Red Classic Tabby Bi-Ci	Persian	R & M King-Turner	R & M King-Turner	Open				
28	QFA11/101958	Db Gd Ch	Guysndolls A Touch Of Class	Female	Blue Point	Ragdoll	D Le Strange	D Le Strange	Open				
29	QFA09/4878		Guysndolls Blue Velvet	Female	Blue Mitted	Ragdoll	D Le Strange	D Le Strange	Open				
30	QFA12/102330		Guysndolls Celtic Beauty	Female	Seal Bi-Colour	Ragdoll	D Le-Strange	D Le-Strange	Open				
31	QFA12/102328		Guysndolls Blaze of Glory	Male	Blue Bi-Colour	Ragdoll	D Le-Strange	D Le-Strange	Open				
33	QFA10/100043	ACF AoE Bro	Sunsor Unchained Melody	Spey	Seal Tabby Point	Birman	G & J Weekes	G & J Weekes	Open				
34	QFA10/100108	Ch	Sunsor Snow Arki	Neuter	Seal Silver Tabby Point	Birman	G & J Weekes	G & J Weekes	Open				
35	Q10805000C11	Gd Ch	Kalem Cruiser's Charm	Neuter	Blue Classic Tabby Bi-C	Exotic	L & K Pitkin	L & K Pitkin	Open				
37	QFA11/101702		Beaufeline I Can N I Will	Neuter	Black Spotted Tabby	Persian	A & K Barkus	A & K Barkus	Open				
125	QFA11/303317		Cairocats Montana	Male	Tawny	Abyssinia	J Cook	J Cook	Open				
126	QFA11/303360	Ch	Osiris(V) Baron Von Richthof	Male	Tawny	Abyssinia	M & S Shawn	M & S Shawn	Open				
127	QFA11/302151	Ch	Zinnabar Kiss the Ipod	Male	Tawny	Abyssinia	K Jones	K Jones	Open				
128	QFA11/10162428	Ch	Osiris(V) Love Child	Male	Tawny	Abyssinia	M & S Shawn	S Shawn	Open				
129	QFA11/303366	Ch	Osiris(V) Lucrezia Borgia	Female	Tawny	Abyssinia	C Mangin	M & S Shawn	Open				
130	QFA11/11G26427	Db Gd Ch	Osiris(V) Chanel No. Five	Female	Tawny	Abyssinia	M & S Shawn	S Shawn	Open				
131	QFA11/10G26336	Silver Db Gd	Osiris (V) Chit Chat	Female	Tawny	Abyssinia	M & S Shawn	S Shawn	Open				
134	QFA11/303126		Zinnabar Better Than Bliss	Male	Black Silver	Abyssinia	K Jones	K Jones	Open				
135	QFA11/303134		Zinnabar Desert Fire Fly	Female	Cinnamon Silver	Abyssinia	K Jones	K Jones	Open				
136	QFA10/300431	Db Gd Ch	Shayba Charlize Angel	Female	Cinnamon Silver	Abyssinia	J Caunce	J Caunce	Open				
137	QFA11/301563	Db Gd Ch	Zinnabar Dreams Do Come T	Male	Blue Silver	Abyssinia	K Jones	K Jones	Open				
138	QFA11/303098		Aacarmar Ashimajust Utah	Male	Lilac Spotted	Australia	C Higgins & M Dart	C Higgins & M Dart	Open				
139	QFA12/303439		Aacarmar Aelkai Zion	Male	Brown Marbled	Australia	C Higgins & M Dart	C Higgins & M Dart	Open				
140	11QC2380		Elitecats Bianca	Female	Brown Spotted Tabby	Bengal	O Anisimov	O Anisimov	Open				
141	11174364	Gd Ch	Cromwell Thames Are Tough	Male	Blue	British SH	M Herron	L Banfield	Open				
142	QFA11/302158		Duart Hiwatari Tu Galen	Male	Blue	British SH	M Emery & R Walke	M Emery & R Walke	Open				

- Look for the column headings Judge 1, Judge 2, Judge 3, Judge 4.
- Here you must type the judges names to appear in the correct spaces on a challenge. Be careful to put the judges for longhair section against the longhair cats and the judges for shorthair section against the shorthair cats.
- Do this for each tab. i.e. Gold tab, Platinum tab, and Companion tab.
- Save the file again. Remember where it is and its name because during the merge process in Word the first thing we will do is go and find this file.
- Close the file and close MS Excel.

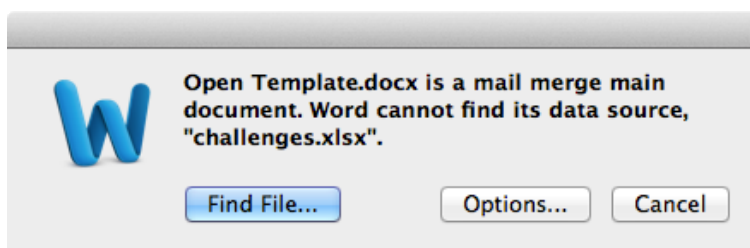
Formatting your merge file.

Exercise 2

1. Go back to the desktop, or where your folders are kept and find the folder called challenge templates.

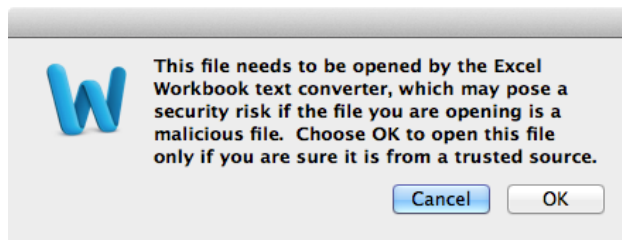


2. Open the folder and double click on the Open template.
3. A dialogue box will appear asking you to find the data source, click **Find File**....

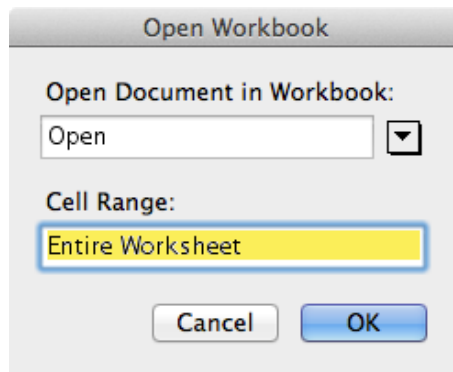


4. This will then open a mini finder to allow you to find the file. Find and Select the Excel file that you saved in Exercise 1.

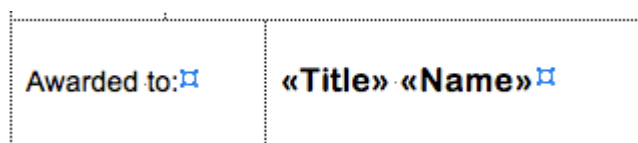
5. ...Another dialogue box will appear asking whether this file is from a trusted source, Click OK



6. You will then get yet another dialogue box asking which sheet to open in the spreadsheet. So to do open challenges with the *Open Challenge Template*, select *Open* in the Open Document in Workbook section. For *Gold Challenges* you would select *Gold* etc. Ensure the Cell Range is *Entire Worksheet*.Click OK



7. A Word document will appear with the *Mail Merge Manager* open beside it. This is a standard MS Word document, except for some test between double angle braces (<< >>)



8. The text between these braces are **placeholders**. In the above example the placeholder <<Title>> is where the cats title will be printed, and the placeholder <<Name>> is where the cats name will be printed. **Do Not change the placeholders**. They can be moved but **DO NOT** change them.
9. In the document you will find there are some are normal text fields which have only one brace e.g <Name of Show> or <Show Manager> Lets call these **Names**. You need to type in the details required in these fields.
10. Select the words <Name of Show> make sure to include the single braces < or > and delete.
11. While still in this space type in the correct name of the show, or name of show manager when deleting the Show Manager **Name**.

Inserting your Logo.

At the top left hand corner is a place for your club Logo. You can delete any other Logo that shows there and use the insert command to put in your own logo. We will do this in the next exercise

Exercise 3

1. Open the document Carpets and Vacuum Cleaners.doc
2. Click your cursor in the area and highlight the words **PUT PICTURE HERE** this is where you want to insert your logo and by highlighting the words, the picture you insert will delete the words PUT PICTURE HERE.
3. Select **Insert** tab
4. Click on Pictures, this will open a find file dialogue box, go and find your logo file **Vacuuming.jpg** on your computer.
5. Select the file, Click **Insert**
6. If the logo comes into the document in the wrong size, and the document lose its shape, do not panic, click anywhere inside the logo picture, grab a corner of the logo picture with your pointer by grabbing the small double sided arrow which will show when you hover over the corner, and slide the logo picture the the size you want, you will see the rest of the document will re-form back into place
7. If you hover your pointer over the logo picture you will see your pointer change to a grab tool and you can grab it by holding your finger down. Gently slide the picture sideways to the correct position.



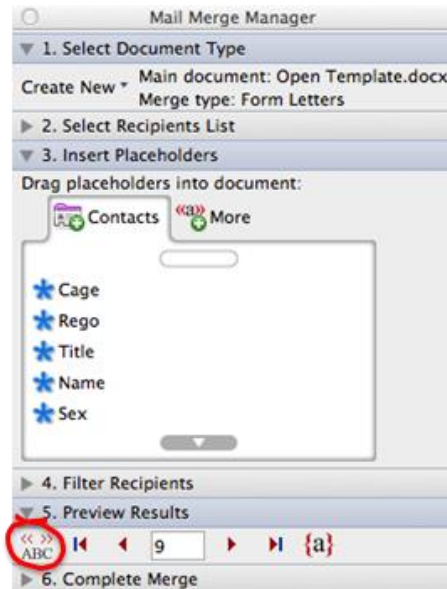
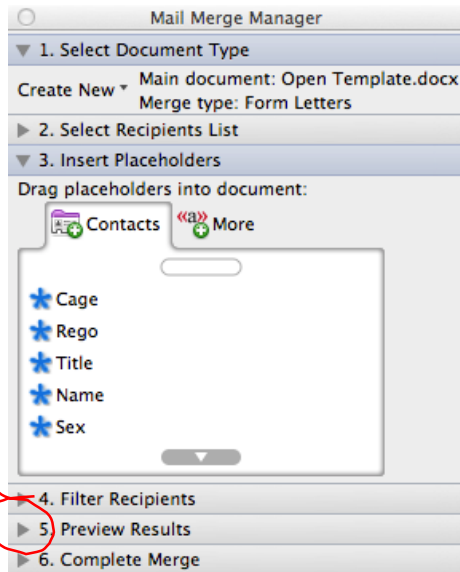
8. If the above method does not work for you here is another method.
9. Firstly insert a text box as follows: Select the **Insert** tab.
10. Click the Text Box item on the ribbon menu.
11. Select Simple Text Box and click.
12. This will insert a small box in your document,
13. now move it to where you want it by hovering your pointer over it and waiting till the seize and move tool appears
14. now select all the writing within the text box
15. next repeat steps 2 to 5 above.
16. The logo will now appear INSIDE the text box and will fit into the size you made the text box.
17. If you do not want a border on the text box, select the border – which will be selecting the text box, right click your mouse and a formatting floating menu will come up, along the very bottom is a *Format Shape* option, this will bring up a Format Shape Manager, select LINE, and select No Border. Turn off the Manager by clicking the X on the upper right hand side.

Preview your challenges.

Exercise 4

Once you have made the changes you need to your challenges template with the merge process, you can preview how the challenges will look by clicking on the selection number 5 within the Mail Merge Manager.

1. Make the options in number 5 show by clicking on the sideways arrow on the left hand side of the number 5.



2. Click the ABC Button which is showing below the double braces symbol << >>
3. Your document will show your challenges for you to see.
4. You can page through the challenges by using the > symbol beside the number.
5. If there is something you have forgotten, this is where to check

Complete your challenges.

Exercise 5

1. Once you are satisfied all is correct, click the number 6 option in the Mail Merge Manager
2. Click the *Merge to File* icon (pictured below circled)



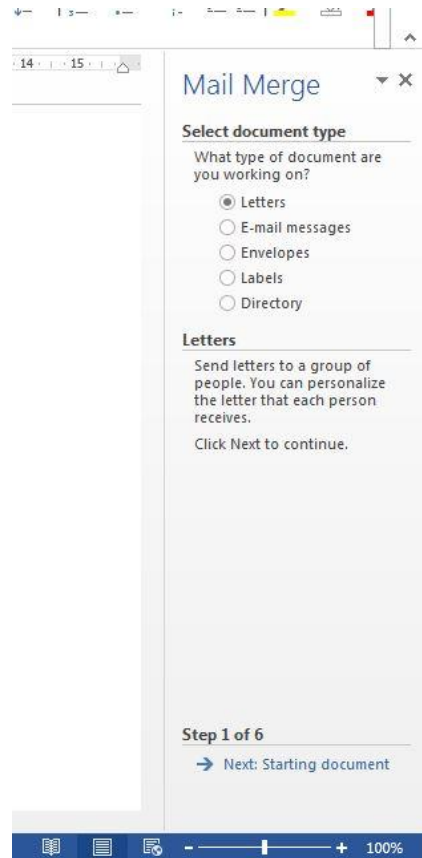
3. This creates all your challenges in the selected group in a document.
4. Save this document as a document e.g. Open Challenges Completed.doc in a place on your computer.
5. Repeat the whole Merge process from the beginning for each type of challenge. Till you have documents containing all your challenges.
6. Before printing the challenges double check that the cage numbers coincide with the correct cats numbers in your catalogue and judges slips.
7. Change the paper in your printer to the paper you wish to print your challenges on.
8. Open you completed challenges documents and print your challenges.

Formatting your data file for the merge using Word for Windows.

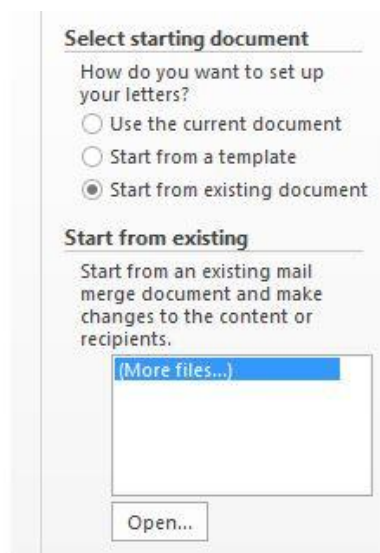
Exercise 1

The following exercise teaches you how to set up the data file for the merge.

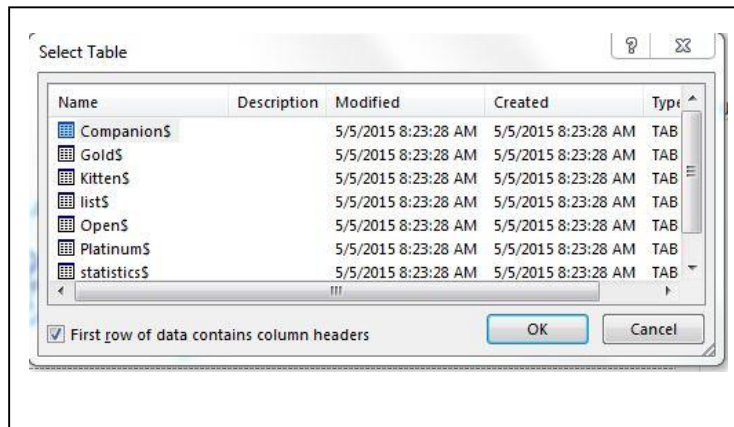
1. Open a new document in Word
2. Open the *Mailings* tab
3. Click the Start Mail merge Option on the Ribbon Menu, click “Step-by-Step-Mail Merge Wizard”



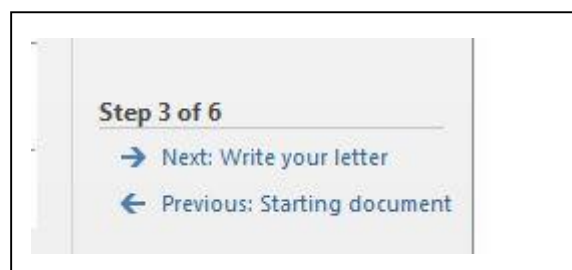
4. The Mail Merge Manager will open on the right hand side of your document. At the upper part of the manager are options to select, and at the bottom part is written Step 1 of 6. You can toggle back and forth in the 6 Steps if something is not correct and you want to change it.
5. Step 1 of 6 Leave the selection on Letters, and click ➔ Next: Starting Document
6. Step 2 of 6 Click on the selection “Start from existing document” and then click Open... which is written just below the upper part of the menu,




7. Then find the Folder **Club Templates**, and click on “Open Template.docx ”
8. Then under Step 2 of 6, click ➔ Next: Select Recipients
9. Leave the selection: ☒ Use an existing list, Click on Browse, find the **Exercise files** folder, Find the Excel file called Club 23 Challenges.xlsx. A dialogue box appears select Open\$ challenges to match the template you have open which is the Open Challenge Template.

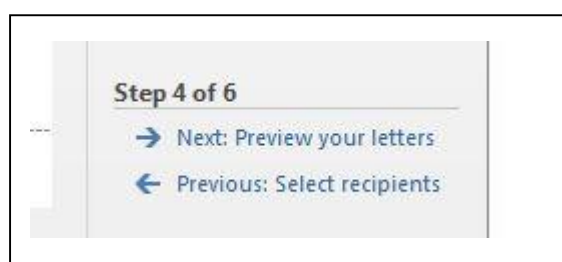


10. Another dialogue box appears called Mail Merge Recipients. Here you want to make sure all your cats getting challenges are ticked, they should already be all ticked. But if you were just re-doing one challenge for one cat you could untick all the other cats and leave him ticked at this point.
11. Click OK to accept your recipients list
12. Step 3 of 6 Click ➔ Next: Write your letter.



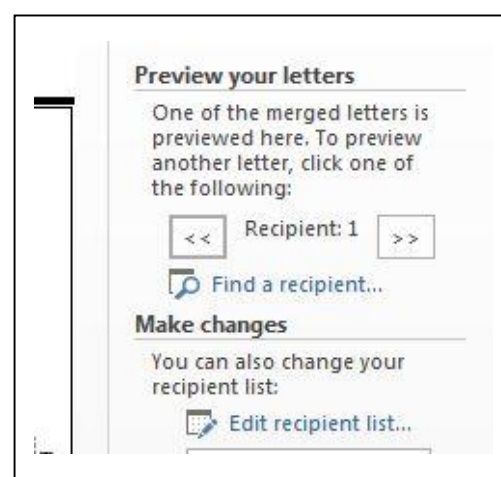
13. Step 3 of 6. *Write Your Letter*. This is your template. (It is not actually a letter) Here we can add important information for the show and can change the way the Challenge Template looks to make it suit your cat show. BUT DO NOT CHANGE THE PLACEHOLDERS. The placeholders are the parts accompanied by a double brace before and after (e.g. <<Title>>) Do not touch those.
14. Change the Club name at the top from My Cat Club Inc to your own Cat Club Name.
15. Insert your own logo. Delete the current Logo and the words <insert your logo here>, and use the *Insert* tab, go and find your club logo on your computer and click Insert. As a practice, go to the folder **Exercise files** and choose *cartoon-cat.gif*, and press enter. It is too big, so grab one corner of the picture and slide it to a smaller size so that the whole challenge fits on one page again.

16. Change the Date of the Cat show
17. Change the Show Managers Name
18. Change the QFA Rep's Name to the correct person.
19. Format the Template by adding a page border. Make sure your cursor is in the document
Select the **Table Tools Design** tab. Click the Borders Launcher  Select Page Border tab in the dialogue box that appears. Select a Box Border, then pick a border e.g. double thick lines and click OK.
20. Make sure at all times the Template only fits on one page and does not spill onto the next page, if it does, make something smaller to shrink the Template back to one page.
21. When you are happy with the Template, click Step 4 of 6 ➔ Next: Preview your letters



22. Step 4 of 6 Preview your letters. The upper part of the Mail merge Manager now has a Preview your Letters title and there is a part where in the middle is listed recipient 1 with two boxes, one either side with double braces in the boxes. This mechanism lets you toggle through your challenges or letters. Try clicking the right hand side box with braces and you will see you can view the next cats challenge.

23. If you want to get a better view of what the challenge will look like finished do a print preview (but don't print yet) by Clicking the *File* tab and select print. You will see a better image of what the challenge will look like when finished. You can toggle back and change something if you wish like I explained in number 4 above.



24. Return to the document by hitting the back arrow. ⏮
25. Let us complete it.....Click Step 5 of 6 ➔ Next: Complete the Merge
26. Now make sure your special challenge paper is in the printer, click print and your printer dialogue box should appear so you can print your challenges.
27. Printed
28. Close the file, if you want to save, save the file in a convenient place and print later.
29. Start again for Gold challenges, etc.

[illegible]