



Issue No. 230 July - 2018

**TRAINING SHIP RAHAMAN**  
**(Nautical Education & Training)**

Capt Arun Agharkar attended "Mind Over Water Annual Leadership Talks" at Cricket Club of India, Mumbai on 30th June.

**INVITATION**

Captain Shoukat Mukherjee  
requests the pleasure of your company at a unique  
Learning and Development event

**"MIND OVER WATER**  
Annual Leadership Talks"  
with

> Mr. Prahlad Kakkar - 'Ad Guru' and Mentor  
> Dr. Mrs. Vandana Lulla - Director, Podar Group of International Schools  
> Mr. Deepak Shetty - IRS, Ex-Director General of Shipping  
> Dr. A. P. Jayaraman - Sr. Nuclear Scientist and expert in scientific storytelling

**Chief Guest:**  
Dr. Mrs. Malini Shankar  
Director General of Shipping

**Venue :**  
Cricket Club of India (CCI),  
C. K. Naidu Hall, Stadium House,  
Block No 3, Veer Nariman Road,  
Entrance From Badminton Court end,  
Churchgate, Mumbai  
Maharashtra 400020  
Tel No. - 022 6785 3600

\* Club rules apply  
\* Please be seated by 5:45 pm  
\* Entry by invitation (above 18 yrs only)  
\* Dress Code: Smart casuals  
\* RSVP: 9433078830 / 9433078830  
Capt. Shoukat Mukherjee: 9433078830  
\* Please join us for cocktails and dinner  
\* Parking outside club gates

**Date :**  
Saturday,  
30th June 2018

**Time :**  
6 pm - 8 pm Interactive event  
8 pm - 10 pm Cocktails & Dinner

In Association with

IMI  
BUDVANCY  
BEST MARINE  
CROSSWORD

Event Organised and Managed by

**'MIND OVER WATER'**  
Annual Leadership Talks

The Cricket Club of India  
is a registered society.  
No. 100/2000/SC/Regd.  
Regd. Office: 10, C. K. Naidu Hall,  
Stadium House, Block No. 3,  
Veer Nariman Road,  
Churchgate, Mumbai - 400020.

Photo showing the audience seated at tables in a large hall, facing a stage where a speaker is presenting. A large screen behind the stage displays the event title 'MIND OVER WATER Annual Leadership Talks'.

New batch of 120 GP Ratings (Batch 62) Commenced on 2nd July.



Second Yoga batch started from 3rd July for faculty & cadets.



Capt. Rohan Sabnis, Goodwood Ship Management conducted campus interviews for IMU DNS August 2018 batch on 3rd July.

"Online test" conducted in Fleet Management office, Seawood for IMU DNS course August 2018 batch on 3rd July. Seven students appeared for the test & three were successful.

Capt Anil Rai, Capt Bajpai & Mr. Sachin Gaikwad, Anglo Eastern Ship Management conducted campus interviews for GP Ratings on 5th July. Results are awaited.

Three students reported to Fleet Management Office, Andheri for IMU DNS course August 2018 batch on 5th July.

Capt. Dinesh Jairam, Global Talent Acquisition (GTA) Head & Mr Gurmeet Singh Ranghar (Training & Development Manager), Seaspan Crew Management India Private Limited visited campus on 12th July.



New Batch (Batch 14) of Three Years Degree course in BSc Nautical Science (University of Mumbai) commenced on 16th July.

Capt (Dr) Ashutosh Apandkar visited Indira Dock on 20th July to coordinate with Seagull Crew Training about dock visits for all TSR candidates

Newly introduced 'Oil Spill Combat Team course' commenced on 23rd and terminated on 26th July.



Capt Vernon Sequeira, conducted CIP inspection for Post Sea courses on 25th July.

Status of Distance Learning Programme (DLP) as on 31st July.

- \* SSTM Certificates issued – 11 Candidates.
- \* On Going DLP – 353 Candidates.

Number of candidates trained in various courses for the month of July 2018 are as follows:

REGULAR STCW & REFRESHER COURSES		
Sr. No.	Courses	Total no. of Candidates
1	PSCRB	66
2	MFA	42
3	Basic Safety Training Course	103
5	ROC & ARPA	08
6	GTFC	23
7	STR	72
8	REF. PSCRB	13
9	REF. PST	02
10	REF. MFA	04

## **Rahaman College of Advanced Maritime Studies and Research**

GME batch cadets are regularly attending objective and practical tests and subjected to weekly tests. The cadets and Instructor Mr S Alphonso proceeded on Industrial visits to Pipavav and Alang during the period 7th to 12th July.

At Pipavav, they witnessed ships under constructions. These vessels being under Defence Ministry, they could not take any photographs. However at Alang, they had free hand with photography as well as with shipboard machinery. Some highlights of their shipboard visits follow-





They could see at close quarters functioning of two stroke marine engines, engine room machinery on a merchant ship as well as variety of other equipment which were taken off from the vessels and which they could see and handle by themselves.

Six cadets of GME 06 batch attended Synergy Management Interviews on 18th July. Results are awaited.

#### **Other activities**

RCAMSAR uploaded Course details of Full Mission Engine room Simulator Course, Operational as well as Management level on DG Shipping's web site. DGS inspection initially planned on 19th June was re-scheduled on 28th June. Surveyors Mr Senthil Kumar & Mr A Srinivas Prasad carried out the inspection and recommended certain improvements.

MMD/DGS inspection of Engine room simulator conducted in campus by Mr. Sethil Kumar & Mr A. Srinivas on 28th June.



## **Other Courses at RCAMSAR**

FFC complex conducted a pilot course for K/F type fires. These fires are caused during deep frying and fat burning operations. Such types of fires cannot be controlled by normal dry powder CO<sub>2</sub> type fire extinguishing media but require special equipment and techniques.

### **Fire Fighting Complex;**

Number of candidates and Summary of work carried out in the month of July.

AFF	- 85
AFF REF	- 13
FPFF	- 118
FPFF REF	- 03
AUGMENTATION	- 03

### **Work Undertaken**

Routine maintenance of Portable fire extinguishers, SCBA sets, BA Cylinders, fixed foam and fixed DCP systems undertaken. All compressors were shifted to the compressor room.

Assistance rendered to the candidates attending OCTO course in drills for enclosed space entry.

Work on big Fire Fighting mock up is in progress. Freshly repaired plates painted with red oxide. Repairs and repainting of the Stability Ship Model and tank 1 for AFF course carried out.

## ***Abdul Rashid Academy Of Culinary Arts And Maritime Hospitality (ARACAMH)***

Our consistent efforts to ensure publicity for our maritime hospitality courses in this academic year also included Newspaper ads and Career Seminars held at Nhava campus were fruitful. Both First Year BSc MHS and CCMC course seats are fully subscribed with 60 and 80 students respectively. FY BA in Culinary Arts admissions are in progress, so far 40 students have confirmed admissions. FY BSc MHS commenced their course from 04th July 2018 and First Year B A in Culinary Arts from 09th July 2018.

CCMC batch 25 students along with their parents, attended the first day briefing on 02nd July in the College. After the briefing, the students were taken for a campus familiarization and a safety tour by the Instructors.

On 16th July, batch of 14 candidates arrived to commence the course “Culinary Skills Enhancement Programme”; the previous batch of 13 candidates had successfully completed the course on 7th July.

One-day courses on Galley Safety for Northern Marine candidates were conducted on 30th June, 7th July and 21st July respectively.

Students of First Year BSc MHS batch 10 along with their parents, attended the first day of College on 04th July in the College. Mr Paul Koshy addressed the attendees and introduced all the college faculty and staff. Mr Cletus Paul explained the rules, regulations and policies of the Foundation.



On 09th July, students of First Year B A in Culinary Arts batch 3 along with their parents, attended the first day of College. Mr Paul Koshy addressed the students and their parents by introducing all the college faculty, staff and Mr Sumit Daryanani explained the rules, regulations and policies of the Foundation.





Mr Sunil Salunke, Faculty and Food Production HOD, submitted his resignation for seeking better prospects ARACAMH organized a farewell function for him on 21st June.

### Lady Khatun Marium School & Junior College

On 14th July the School conducted English Handwriting competition for the students of classes I to V and essay writing competition for the students of classes VI to XII.

Special Assemblies were conducted on 'Career Guidance for Commerce' and 'Careers in Armed Forces'.

First Unit Test was conducted for Std IX, X and XII from 2nd to 6th July 2018. Open House was conducted on 14th July to discuss the progress of the students. The Unit Tests for the students of Std. VI to VIII and XI were conducted between 23rd and 28th July.

Inter House Hindi Elocution Competition was held on 19th July in Pitale Hall. M. Siraj Shaikh and Mr Alpan Govitrikar from College of Catering and Hospitality College graced the programme by judging the competitors.

All the participants performed well. The students of Std I to VIII recited their poems on a variety of themes whereas Std. IX and X had a elocution competition and the ultimate winners are:

HOUSE	POSITION	POINTS
DEVGARH	1	295
PRATAPGARH	2	287
SUDHAGARH	3	282
RAIGARH	4	277

### Individual winners:

STD	NAME	HOUSE
1	JIDNYASA KADU	PRATAPGARH
	SHRIJIT DESHMUKH	DEVGARH
2	NIDHI PATIL	DEVGARH
3	ANSH PRASAD	DEVGARH
4	NERUTA RAHADI	PRATAPGARH
	SHRAVANI BHOSLE	SUDHAGARH
5	JANHAVI MISHRA	PRATAPGARH
6	UNNATI PATIL	DEVGARH
	JIDNYA BHOIR	SUDHAGARH
	ARYA GHARAT	RAIGARH
7	KANISHKA MHATRE	DEVGARH
8	NEHA MADHAVI	DEVGARH
	AFRIN SHAIKH	RAIGARH
9	KIRTINA TEPPALA	DEVGARH
10	SATWIK MALKHED	PRATAPGARH

## **Fatma Banu Hospital**

Patients treated in FB Hospital in the month of July 2018

Staff	Trainees	Villagers	School	Total
243	131	56	85	515

Well baby Clinic – a total of 13 children from the Campus attended.  
Spraying and fogging carried out in campus.

### **Infrastructure, Repairs and Maintenance**

Maintenance staffs repaired the dishwasher of Hasham Mess kitchen, carried out water proofing of buildings at Worli and Nhava Campus, electrical wiring of classrooms at Catering College, floor tiling, water pipelines and drainage lines in the bathroom blocks of School hostel D, repaired and painted Foundation's transport, and updated the occupancy board of 'The Heights'. Repairs and maintenance of Cabins at Serang and Sagarika hostels and classrooms of Pre Sea GP Ratings and Cadets were also completed. The Maintenance Staff attended to the complaints of leakages in the Campus buildings in Campus Nhava and Worli.

### **Important Visitors**

#### **28th June 2018, Auditors.**

1. Mr Sethil Kumar.
2. Mr A. Srinivas.

#### **3rd July 2018, Goodwood Ship Management.**

Capt Rohan Sabnis.

#### **5th July 2018, Anglo Eastern Ship Management.**

1. Capt Anil Rai.
2. Capt Bajpai.
3. Mr Sachin Gaikwad.

#### **12th July 2018, Seaspan Crew Management.**

1. Capt Dinesh Jairam.
2. Mr Gurmeet Singh Ranghar.

#### **25th July 2018, Auditor**

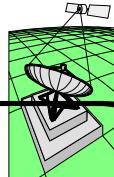
Capt Vernon Sequeira

Concrete flooring of the bottom deck of the big mock up, repairs of the fencing of substation at Fire Gate, the sunken flooring of bathroom block at B (block) hostel, Painting of staircase wing at RCAMSAR and Fabricated the MS door frame of terrace in Shangrila building.

Maintenance staffs are currently engaged in the repairs of the large Mock up, cages in the Poultry shed, staircase wing of hostel D block and wall tiling of hostel D block. The pathways in the Sagarika Hostel lawns are being re-laid. Concurrently flooring of pool house at Worli, painting of classrooms in the Catering College, cabins of Sagarika hostel and Hostel D block is also progressing. In the Catering College work is in progress at frenetic pace on electrical wiring and fixtures of training kitchen and classrooms. Wiring of Hostel block D, repairing the blinds in the class rooms in the Barnes Academy, fabricating partitions of chocolate room and training kitchen at Catering College is also underway.

## **George Campbell Library**

Library procured the latest editions of the prescribed books for BSc NS (MU), IMU & GP candidates and also distributed them in time. Library has also sent requests to all departments for their recommendations regarding procuring of study material required by them during the Financial Year 2018 - 19. Library also appealed to the faculty members and candidates to apprise them of their requirements of new books, journals and periodicals.



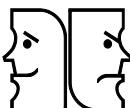
### **Future Watch :**

1st August 2018 - Diploma in Nautical Science IMU DNS course commencing.

15th August - Independence Day Celebrations

11th and 25th August - Well baby clinics

## **NEW FACES**



### **Mr Alpan Govitrikar**



Chef Alpan Govitrikar joined ARACAMH as a faculty on 12th July. He has experience in working with leading hotels and restaurants, banquets and catering units. He has also worked for Princess cruises. He has been a judge for 'Master Chef India'. He Has designed and created exclusive menus for various industries like Porsche cars, Mini cooper, Ferrari and Rolls Royce.

### **Mr Shacheesh. N**



Mr. Sacheesh.N has joined ARACAMH as a warden and a housekeeping faculty.

### **Mr Rajesh Rai**



Chef Rajesh Rai who is an ex-employee of our foundation has rejoined ARACAMH as a faculty on 2nd July 2018. He has Worked as Corporate Chef for "Hang outs, cakes and more" and also was a Regional Pastry Chef for Freshmenu.com. He had served the Foundation for 6 years during his previous tenure. He is an MBA holder in Hotel Management and has also completed his Masters in Tourism Management.

### **Mr Neeraj Singh**



Mr Neeraj Singh  
Utility Hand ARACAMH  
with effect from 26/07/  
2018

**The following named Publications are available in the Library.**

### **E-versions**

1. Naval Architecture and Marine Engineering,
2. Naval Architecture and Ocean Engineering,
3. Maritime Studies, 4. Oceanologia, 5. Tanker operator, 6. Marine waves news letter,
7. Maritime Reporter and Marine News, 8. Maritime Gateway, 9. MAIB (Marine Accident Investigation Branch), 10. IMO News Magazine, 11. CSI (Computer Society of India), 12. Seatec (International Maritime Review)

### **Printed version**

1. Sailor Today, 2. Fire engineering, 3. Marex Bulletin, 4. Sagar Sandesh, 5. Shipping & Marine events, 6. The Caterer (International Journal), 7. Food & Hospitality world, 8. Food & Processing World, 9. Hotelier India, 10. Reader's digest, 11. India Today, 12. Time, 13. Campus Roundabout (in house), 14. Library Current Awareness Services (in house)

## **Marine Museum**

In the month of July, Capt Dinesh Jairam from 'Seaspan' visited the Museum. His remarks in the visitors' book are reproduced  
'Pure mesmerizing passion of generations no words can express. Please look after this museum and each one is specially blessed'.

## **A WALK THROUGH THE CAMPUS**

T S Rahaman or Training Ship Rahaman is a renowned maritime training institute in the Merchant Navy. This institute has been training cadets, engineers and ratings since 1910 and has maintained a good reputation in this industry.

My first day on the campus was during my entrance examination. I was nervous as well as excited before appearing for it. I imagined the campus to be over crowded with aspiring candidates but I was quite surprised at the well managed arrangements by the staff and senior students.

The campus is quite far from the main city of Mumbai, but the ample space outside the campus affords for parking of any kind of vehicle. The entire area is surrounded by greenery and natural beauty.

As I walked down the main road, I was taken aback by the cleanliness and variety of plants grown on the campus. All the students were in uniform and well disciplined.

The examination was well conducted. I completed the written examination and decided to explore the campus with my parents. I had never imagined such a huge campus; 22 acres is a lot of land for a college. This huge place is well maintained. Many facilities are available. There is a beautiful museum which contains artefacts of the past generations. The library is well stocked with books on maritime knowledge and a big swimming pool for training as well as recreational purpose. The staff has well furnished accommodation. Hostel facilities are good too.

After our tour of the campus, we had lunch at the College mess which is huge and well equipped. The food is extremely good, much better than other colleges. The maintenance staff plays a major role in keeping the campus spic and span. A small general store provides the basic requirements for the day. All these facilities have definitely placed the institute amongst the top ten marine colleges in India. Overall, there is no doubt that the campus is extremely beautiful. Looking forward to learning many more things in this college and securing a bright future in the Merchant Navy!

**ATHARVA AWALE  
GP-I (BATCH 62)**

## **COLLEGE DAYS**

Life, according to me, is quite main stream till class ten, but when we enter the new phase of our life called 'college', everything changes.

I completed my schooling from an ICSE school, Brightland School, and then took admission in a CBSE school, Scholar's Home, to complete my higher secondary education. Scholars' Home is well known for instilling discipline and unity among the students. From that day onwards, life took many twists and turns. I chose the Science stream to pursue my further studies and was introduced to new topics such as Bernoulli's Theorem, Theory of Relativity, Electrostatics and many more. This motivated me to work harder than before to prove to myself that I can achieve much more. I also had great interest in sports as well as extra - curricular activities such as dance, sketching, painting and Scholars' Home provided these opportunities for the talented. I worked hard and scored well in Std XI. My teachers were very impressed by my performance. Time passed and the spirit of dance brought out the best in me. I participated in many dance competitions and football matches at Inter-College level. Unfortunately, an accident prevented me from participating in a dance competition, which was a bad experience in my life. This affected my studies too and I was unable to score as well as I usually did. But life is full of challenges and hardships and one should continue moving forward.

I took a year's break from college to enhance my knowledge that I had missed and boost my confidence through dance. I rejoined college and scored well in Std XII. I was happy to achieve what I had worked very hard for. Another challenging experience pulled me down again. I lost confidence in myself when I attempted the IIT-JEE examination and was unable to qualify. This made me realize that everything we cannot be taken for granted. A good result in the past will not assure a good result in future. Hard work is required at every step to achieve what we have set out to do.

I pursued my interest in the Merchant Navy and got selected for maritime training in T S Rahaman. The day I got admission was indeed the best day in my life.

**CADET KUSHAGRA AHUJA  
F. Y. BSC (NS) BATCH 14**

## EXCEL TIPS

### Clearing Everything Except Formulas

by Allen Wyatt

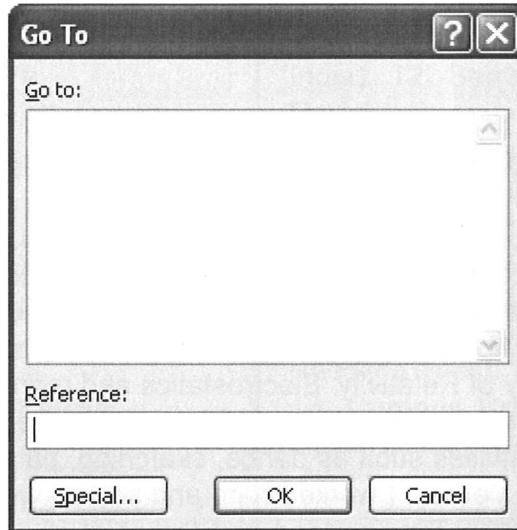
**Please Note:** This article is written for users of the following Microsoft Excel versions: 97, 2000, 2002, and 2003. If you are using a later version (Excel 2007 or later), *this tip may not work for you.* For a version of this tip written specifically for later versions of Excel, click [here](#):

### Clearing Everything Except Formulas

Roni wants want to clear everything in a workbook except for cells which may contain formulas. This task can be completed either manually or through the use of a macro.

If you want to do the clearing manually, you can follow these steps:

1. Press **F5**. Excel displays the Go To dialog box. (See Figure 1.)



**Figure 1.** The Go To dialog box.

2. Click the Special button. Excel displays the Go To Special dialog box. (See Figure 2.)

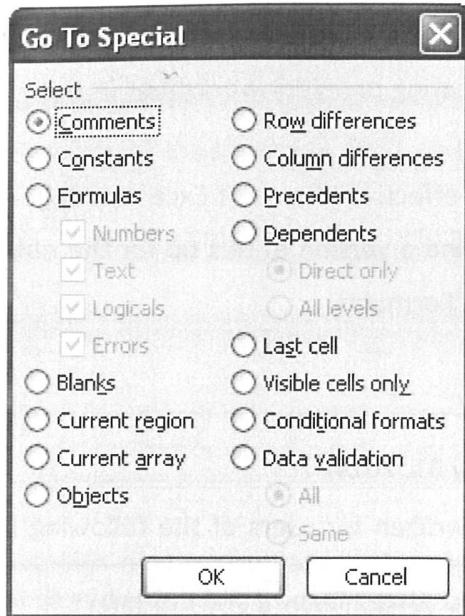


Figure 2. The Go To Special dialog box.

3. Select the Constants radio button. The four check boxes under the Formulas option then become available. (This is a bit confusing. Why Microsoft made the Constants radio button control some check boxes under a different radio button is not immediately clear.)
4. Make sure that all the check boxes under the Formulas radio button are selected. (They should have been selected by default.)
5. Click OK. Excel selects all the constants (cells that don't contain formulas) in the worksheet.
6. Press the **Del** key.

This works great if you only need to clear out the non-formula contents of a worksheet once in a while. If you need to do it more often, then you can simply use the macro recorder to record the above steps. Or, if you prefer, you can create your own macro from scratch, such as the following one:

```
Sub ClearAllButFormulas()
```

```
    Dim wks As Worksheet
```

```
    For Each wks In Worksheets
```

```
        'ignore errors in case there is only formulas
```

```
        On Error Resume Next
```

```
        wks.Cells.SpecialCells _
```

```
(xlCellTypeConstants, 23).ClearContents
```

```
        On Error GoTo 0
```

```
    Next
```

```
    Set wks = Nothing
```

```
End Sub
```

This macro is particularly useful if you need to clear out all the non-formula cells in an entire workbook. The reason is because it does the clearing on every worksheet in the entire workbook, without you needing to do the clearing manually.

*Excel Tips* is your source for cost-effective Microsoft Excel training. This tip (3226) applies to Microsoft Excel 97, 2000, 2002, and 2003. You can find a version of this tip for the ribbon interface of Excel (Excel 2007 and later) here: [Clearing Everything Except Formulas](#).

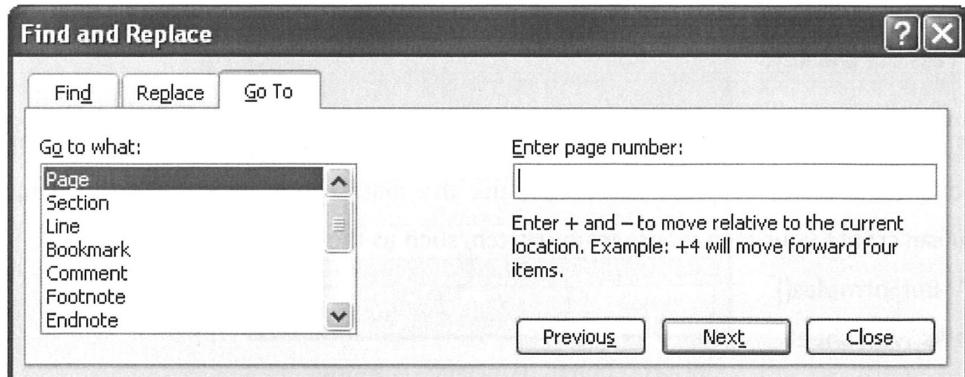
## Jumping to a Specific Page

by Allen Wyatt (last updated May 31, 2014)

<b>Please Note:</b>	This article is written for users of the following Microsoft Word versions: 97, 2000, 2002, and 2003. If you are using a later version (Word 2007 or later),
of this tip written specifically for later versions of Word, click here:	<a href="#">Jumping to a Specific Page</a>

Word allows you to move the insertion point to any page in your document by using the Go To command. To take advantage of this feature, follow these steps:

1. Choose the Go To option from the Edit menu, or simply press **F5**. Word displays the Go To tab of the Find and Replace dialog box. (See Figure 1.)



**Figure 1.** The Go To tab of the Find and Replace dialog box.

2. On the left side of the dialog box, make sure that you indicate you want to go to a page (this should be the default choice).
3. Enter the page number to which you want to move.
4. Click on Go To, or press **Enter**.

If, instead of entering a page number (step 3), you simply click on the Next button, Word moves to the next page in the document.

*WordTips* is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (27) applies to Microsoft Word 97, 2000, 2002, and 2003. You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here: [Jumping to a Specific Page](#).

## Adding an Equal Sign Tool



by Allen

Wyatt

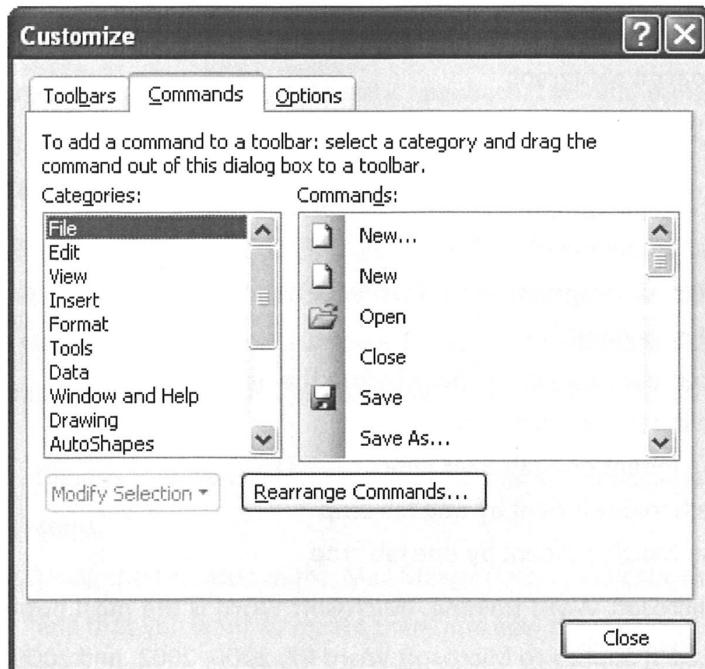
(last updated March 7, 2015)

Natasha noted that she used to have an equal sign next to the Formula bar that I could click instead of having to enter the equal sign. Clicking the equal sign would also add an equal sign in front of whatever was already in the cell, without deleting the cell contents. When Natasha's office upgraded to Excel 2002, the equal sign disappeared. She wondered how she could get the equal sign back.

The change you noted was done on purpose by Microsoft. They, without any fanfare, dropped the equal sign from the left of the Formula bar with the introduction of Excel 2002. Instead, Microsoft changed the tool to the Insert Function tool, which you can click on to select how you want to put together a formula using functions. This is obviously not the same as the old equal sign tool, however.

You can, if you desire, add an equal sign tool to a toolbar. Follow these steps:

1. Choose Customize from the Tools menu. Excel displays the Customize dialog box.
2. Make sure the Commands tab is displayed.
3. In the Categories list, choose Insert. (See Figure 1.)



**Figure 1.** The Commands tab of the Customize dialog box.

4. Scroll through the Commands list to find the equal sign tool (oddly enough, it has an equal sign on it).
5. Use the mouse to drag the equal sign tool to wherever you want it on the toolbar.
6. Click OK to close the Customize dialog box.

The equal sign tool can be used to enter an equal sign at the beginning of the Formula bar. It doesn't completely function like the old tool, as it won't add an equal sign to the beginning of the existing cell contents, and you can't place the tool right next to the Formula bar.

*ExcelTips* is your source for cost-effective Microsoft Excel training. This tip (3146) applies to Microsoft Excel 97, 2000, 2002, and 2003. You can find a version of this tip for the ribbon interface of Excel (Excel 2007 and later) here: [Adding an Equal Sign Tool](#).

## WORD TIPS

### Paragraph Formatting Shortcuts

by Allen Wyatt (last updated May 17, 2014)

<b>Please Note:</b>	This article is written for users of the following Microsoft Word versions: 97, 2000, 2002, and 2003. If you are using a later version (Word 2007 or later),	<i>this tip may not work for you.</i> For a version
of this tip written specifically for later versions of Word, click here: <a href="#">Paragraph Formatting Shortcuts</a> .		

Many people find it easier to use keyboard commands than to constantly stop and use the mouse. Word accommodates these people by providing several shortcuts you can use to format paragraphs. The following table lists several keyboard shortcuts you can use for your paragraph formatting:

Shortcut	Meaning
Ctrl+1	Single-spaced paragraph
Ctrl+5	1 1/2-line paragraph spacing
Ctrl+2	Double-spaced paragraph
Ctrl+L	Left-aligned paragraph
Ctrl+E	Centered paragraph
Ctrl+R	Right-aligned paragraph
Ctrl+J	Justified paragraph
Ctrl+O	Add or remove one line of space before the paragraph
Ctrl+M	Increase indent one tab stop
Shift+Ctrl+M	Decrease indent one tab stop
Ctrl+T	Increase hanging indent by one tab stop
Shift+Ctrl+T	Decrease hanging indent by one tab stop

*WordTips* is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (1043) applies to Microsoft Word 97, 2000, 2002, and 2003. You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here: [Paragraph Formatting Shortcuts](#).

## Handling Long Lines in Address Labels

by Allen Wyatt (last updated May 24, 2014)

<b>Please Note:</b>	This article is written for users of the following Microsoft Word versions: 97, 2000, 2002, and 2003. If you are using a later version (Word 2007 or later),	<i>this tip may not work for you.</i> For a version
	of this tip written specifically for later versions of Word, click here:	<a href="#">Handling Long Lines in Address Labels</a>

Word allows you to easily create address labels from data stored in an external source, such as an Access database or an Excel workbook. Word essentially takes the information from those sources and "pours" it into the format you designate within Word. As the information is placed into the Word format, it is possible for one or more lines to be too long to fit within the allotted space in the label.

When an address line wraps to more than a single printed line, Word treats it like any other paragraph and left-aligns each line within the paragraph. What if you want the wrapped lines to not be left-aligned, but to have some other alignment? This is not as easy to do in Word, but can be handled in a number of different ways.

The first way you can handle the wrapped lines is manually. Obviously, if you create a new document when you merge your labels, you can look through the addresses, find those lines that are too long, press **Enter** where you want the line to break, and adjust the alignment on the second (run-over) address line. This, of course, is rather tedious. This approach does have its advantages, however. The primary advantage is that the run-over address lines can be formatted in any manner desired, i.e., indented, centered, flush right, etc.

If you are looking for a more automatic approach, the only thing you can do is to adjust the formatting of the paragraphs used for the lines in a label. If you anticipate quite a few long address lines, this is definitely the way to go. The normal approach is create your mail-merge document (for labels, of course), and then to adjust all the paragraphs in the labels so they use hanging indents. (This means that the first line will be left-justified, and additional lines will be indented to whatever degree you desire.) This approach doesn't give the benefit of being able to right-justify or center run-over lines, but the trade-off is that you don't need to manually adjust any lines. Follow these steps if you are using Word 97 or Word 2000:

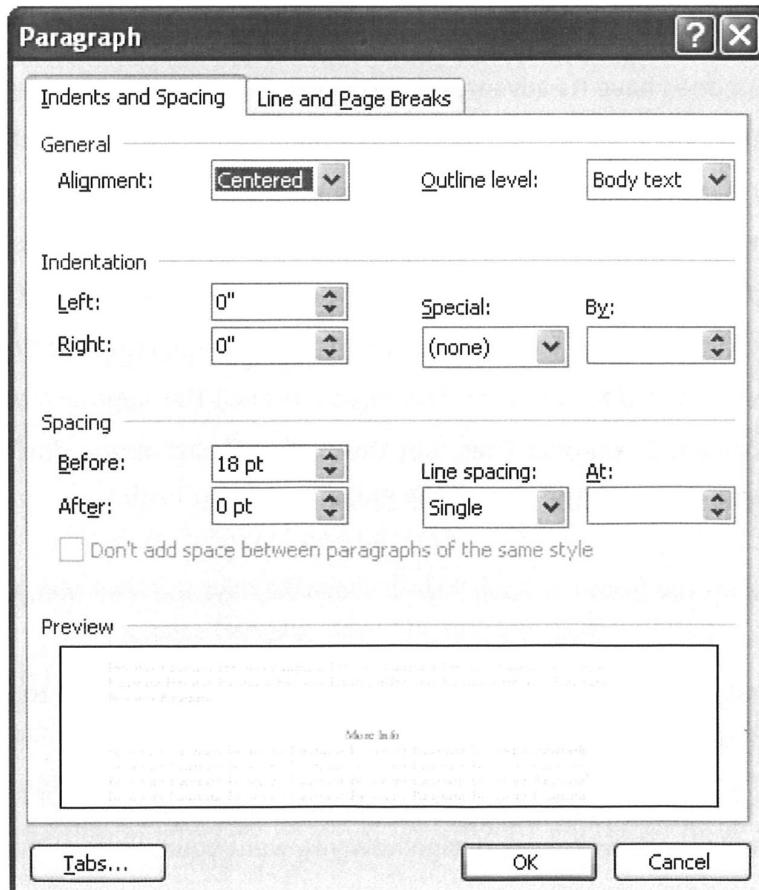
1. Choose Mail Merge from the Tools menu. Word displays the Mail Merge Helper, showing three steps.
2. Using the first step in the Mail Merge Helper, indicate that you want to create mailing labels, and that you want to create them in a new document.
3. Using the second step in the Mail Merge Helper, specify a data source for your merge.
4. Using the fields available to you, design how you want your mailing labels to look.
5. Close the Mail Merge Helper.

If you are using Word 2002 or Word 2003, the steps are a bit different:

1. Choose Letters and Mailings from the Tools menu, then choose Mail Merge. Word displays the Mail Merge task pane at the right of the program window.
2. Using the steps in the task pane, indicate that you want to create labels and you want them in a new document.
3. When prompted, specify a data source for your merge.
4. Using the fields available to you, design how you want your mailing labels to look.
5. Close the Mail Merge task pane.

At this point you have a sheet of labels on your screen, and you are ready to format them to handle long lines properly. Regardless of the version of Word you are using, follow these steps:

1. Select the entire document by pressing **Ctrl+A**.
2. Hold down the **Shift** key as you press the **Left Arrow**. This "unselects" the final paragraph marker in the document. (You should have everything in the document selected except the final paragraph marker.)
3. Choose Paragraph from the Format menu. Word displays the Paragraph dialog box. (See Figure 1.)



*Figure 1.* The Paragraph dialog box.

4. Using the Special drop-down list, choose Hanging.
5. Using the By field, specify how far you want the run-over lines indented. (The default is one-half inch.)
6. Click on OK.

Your labels are now set, and you can do your mail merge as you normally would. The result is run-over lines that are indented from the left margin, which makes them stand out a bit.

*Word Tips* is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (1612) applies to Microsoft Word 97, 2000, 2002, and 2003. You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here: **Handling Long Lines in Address Labels**.