

# Preparing the Post Card Recipient List

## Downloading the Contacts List

Login in to [www.nefamilyhistory.com](http://www.nefamilyhistory.com) with your admin password.  
From the main administrator's page, click on the green number next to the word Contacts.

New England Family History Conference

Family History Conference 2012 - Contents

Home | Log out dianawild | Change password

Search

Select an action...

Available Administration Functions

Speaker and Presentation Mgmt

Edit Presentation Schedule

Speaker Registration

Edit Speaker Status Checklist

Edit Speaker Needs Checklist

Create Roadshow Appointments

Roadshow Appointment Participation

Class Roster Emails

Registration and Payment

Contents

• Events (8)

• Speakers (16)

• Presentations (28)

• Participants (2)

• Payments (0)

• Deposits (0)

• **Contacts (1280)**

• Reference Data

• Freq Asked Questions (9)

• Road Show Slots (20)

• Rooms (23)

• Sandwich Choices (2)

• Sessions (8)

• Staff Titles (16)

You will see the following list of all the people who have ever attended the conference.

New England Family History Conference

Contacts - All

Home | Log out dianawild | Change password

Block View

Select an action...

Page: 1 of 13 (1,280 Items) Previous | Next First | Last Page:

sort | search | edit columns | delete rows | quick-add | hide text

Select an action...

Apply to Checked

All	L Name ↑	F Name	Full Name	Email	User Name	
<input type="checkbox"/>	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeeker	ee2e08342e6e971
<input type="checkbox"/>	Abell	S. Janice	S. Janice Abell		janice	21edc47527d7e13
<input type="checkbox"/>	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa520b344
<input type="checkbox"/>	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa520b344
<input type="checkbox"/>	Acosta	Sheri	Sheri Acosta		peaceables	
<input type="checkbox"/>	Adler	Charles	Charles Adler		cadler	d9504504749ce05
<input type="checkbox"/>	Ahearn	Marie	Marie Ahearn	mahe@netzero.net	MarieA	92922cf141a48bb
<input type="checkbox"/>	Ahrens	Ellen	Ellen Ahrens	gem5955@yahoo.com	gem5955	
<input type="checkbox"/>	Aillery	Mary	Mary Aillery	aillery@optonline.net	aillery	011e46fd52ed326
<input type="checkbox"/>	Aillery	Lynnea	Lynnea Aillery	aillery@optonline.net	laillery	011e46fd52ed326
<input type="checkbox"/>	Aillery	Anna	Anna Aillery	greenbananamonkey@gmail.com	aaillery	24ecf917b5908a1

From the “Select an action...” menu, click on “Download CSV”, this will send the list to a file on your own computer that you can open in MS Excel.

New England Family History Conference

Contacts - All

Home | Log out dianawild | Change password

Block View Select an action...  
 Select an action...  
 Add new Contact  
 View Reports  
 Download CSV  
 Upload CSV

Page: 1 of 1  
 sort | search | e | k-add | hide text

			Full Name	Email	User Name	
<input type="checkbox"/>	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeeker	ee2e08342e6e9715
<input type="checkbox"/>	Abell	S. Janice	S. Janice Abell		janice	21edc47527d7e138
<input type="checkbox"/>	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa520b3446
<input type="checkbox"/>	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa520b3446
<input type="checkbox"/>	Acosta	Sheri	Sheri Acosta		peaceables	
<input type="checkbox"/>	Adler	Charles	Charles Adler		cadler	d9504504749ce053
<input type="checkbox"/>	Ahearn	Marie	Marie Ahearn	mahe@netzero.net	MarieA	92922cf141a48bb4t
<input type="checkbox"/>	Ahrens	Ellen	Ellen Ahrens	gem5955@yahoo.com	gem5955	
<input type="checkbox"/>	Aillan	Harry	Harry Aillan	aillan@netnet.net	aillan	011e466452ed47364

## Saving/Opening the list in Excel

Different operating systems handle the next step differently. In Windows 7 I get a gold bar along the bottom of my screen “asking” if I want to open the file or save it. I choose “Save” because I want to choose a place for the file to “live” on my computer so I can find it again later. I save all my files related to the conference in a sub-folder under my My Documents folder called “Family History Conference”. Under that sub-folder I have sub-sub-folders for each year of the conference. So this file will be stored in the 2012 folder. I named the file it *postcard addresses.xls*

My Documents

Family History Conference

2006

2007

2008

2009

2010

2011

2012

postcard addresses.xls

I open the file in Excel by double clicking on it and now I am ready to cleanup the file for the merge.

## Selecting just the Post Card people

We want to reach those who do not have email addresses, so we want only those rows in our list that have a blank email address in our list. In order for the post office to deliver the post card we need to make sure that the address we were given is complete enough for delivery. A completed “Address Line 1” is usually an indicator of a good address so we will also filter out those that have a blank “Address Line 1” field. (The password field has encrypted data that overlaps with the Address Line 1 field, I have hidden it in the next picture.

Microsoft Excel - contact\_data (1).csv

File Edit View Insert Format Tools Data Window Help

fx: passwd

	A	B	C	D	E	G
	l_name	f_name	full_name	email	user_name	address_line1
1	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeek	2274 Alfred Rd.
2	Abell	S. Janice	S. Janice Abell		janice	80 Willington Ave.
3	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	89 Oak Street
4	Abren	Peter	Peter Abren	petermamie@msn.com	peter	89 Oak Street
5	Acosta	Sheri	Sheri Acosta		peaceable	50 2nd St.
6	Adler	Charles	Charles Adler		cadler	
7	Ahearn	Marie	Marie Ahearn	mahe@netzero.net	MarieA	126 Hale St
8	Ahrens	Ellen	Ellen Ahrens	gem5955@yahoo.com	gem5955	31 Hampton Glen Drive
9	Aillery	Mary	Mary Aillery	aillery@optonline.net	aillery	84 Knickerbocker Avenue
10	Aillery	Lynnea	Lynnea Aillery	aillery@optonline.net	laillery	84 Knickerbocker Avenue
11	Aillery	Anna	Anna Aillery	greenbananamonkey@gmail.com	aillery	84 Knickerbocker Avenue
12	Alam	Sterling	Sterling Alam		sterlingalam	
13	Albanese	Kathleen	Kathleen Albanese	gene-kate@cox.net	Kathleen A	3 Van Buren Street
14	Alexander	Margaret C	Margaret O Alexander	mona1927@aol.com	mona1927	17 Strong Avenue
15	Alexander	Margaret	Margaret Alexander	mona1927@aol.com	mona1927	17 Strong Ave
16	Alico	Linda	Linda Alico	lindalalico@gmail.com	LindaLalico	3 Fox Run Road

## Filtering the list in Excel

Select the entire spreadsheet contents but clicking on the top left most pinkish/cream colored square.

Microsoft Excel - contact\_data (1).csv

File Edit View Insert Format Tools Data Window Help

A1 fx: l\_name

	A	B	C	D	E	F	G
	l_name	f_name	full_name	email	user_name	passwd	address_line1
1	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeek	ee2e08342	2274 Alfred Rd.
2	Abell	S. Janice	S. Janice Abell		janice	21edc4752	80 Willington Ave.
3	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa5	89 Oak Street
4	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa5	89 Oak Street
5	Acosta	Sheri	Sheri Acosta		peaceables		50 2nd St.
6	Adler	Charles	Charles Adler		cadler	d9504504749ce053e52d79f21f951dfc590f26	
7	Ahearn	Marie	Marie Ahearn	mahe@netzero.net	MarieA	92922cf14	126 Hale St
8	Ahrens	Ellen	Ellen Ahrens	gem5955@yahoo.com	gem5955		31 Hampton Glen Drive

Once you have clicked all the data will be highlighted in blue and will look like this

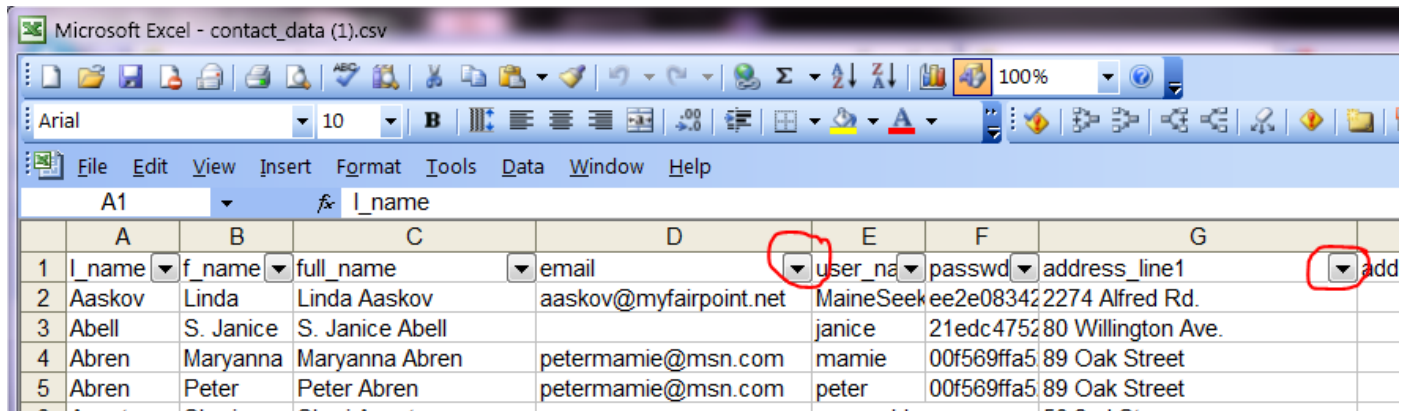
Microsoft Excel - contact\_data (1).csv

File Edit View Insert Format Tools Data Window Help

A1 fx: l\_name

	A	B	C	D	E	F	G
	l_name	f_name	full_name	email	user_name	passwd	address_line1
1	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeek	ee2e08342	2274 Alfred Rd.
2	Abell	S. Janice	S. Janice Abell		janice	21edc4752	80 Willington Ave.
3	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa5	89 Oak Street
4	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa5	89 Oak Street
5	Acosta	Sheri	Sheri Acosta		peaceables		50 2nd St.
6	Adler	Charles	Charles Adler		cadler	d9504504749ce053e52d79f21f951dfc590f26	
7	Ahearn	Marie	Marie Ahearn	mahe@netzero.net	MarieA	92922cf14	126 Hale St
8	Ahrens	Ellen	Ellen Ahrens	gem5955@yahoo.com	gem5955		31 Hampton Glen Drive
9	Aillery	Mary	Mary Aillery	aillery@optonline.net	aillery	011e46fd5	84 Knickerbocker Avenue
10	Aillery	Lynnea	Lynnea Aillery	aillery@optonline.net	laillery	011e46fd5	84 Knickerbocker Avenue

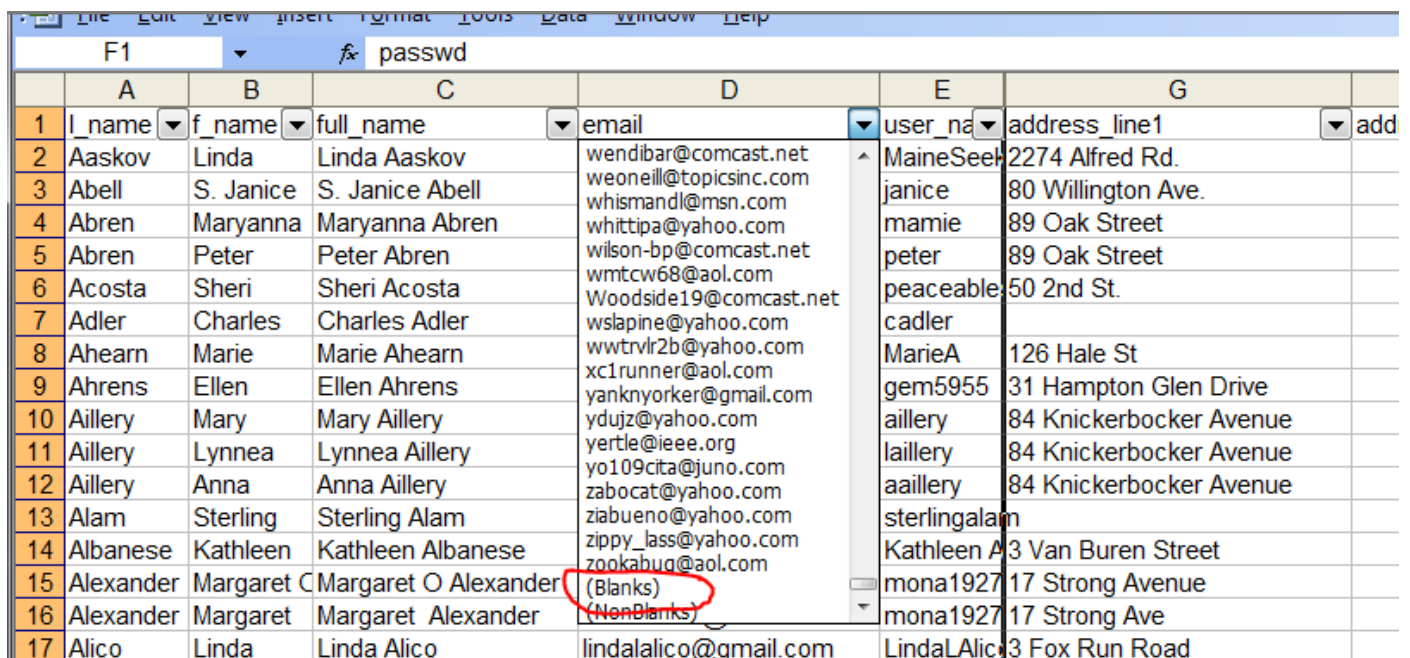
Now for the filtering part, click on the Data menu and select “Filter” and “AutoFilter” ( there should be a check mark in the orange box next to the “Auto Filter” menu item in the sub-menu.). Now you will see little drop down arrows next to each column header.



Microsoft Excel - contact\_data (1).csv

	A	B	C	D	E	F	G
1	I_name	f_name	full_name	email	user_name	password	address_line1
2	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeek	ee2e08342	2274 Alfred Rd.
3	Abell	S. Janice	S. Janice Abell		janice	21edc4752	80 Willington Ave.
4	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa5	89 Oak Street
5	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa5	89 Oak Street

To filter out all the email address, click on the drop down arrow on the email column header and scroll down to the bottom of the list and click on “Blanks”



	A	B	C	D	E	F	G
1	I_name	f_name	full_name	email	user_name	password	address_line1
2	Aaskov	Linda	Linda Aaskov	wendibar@comcast.net	MaineSeek		2274 Alfred Rd.
3	Abell	S. Janice	S. Janice Abell	weonell@topicsinc.com	janice		80 Willington Ave.
4	Abren	Maryanna	Maryanna Abren	whismandl@msn.com	mamie		89 Oak Street
5	Abren	Peter	Peter Abren	whittipa@yahoo.com	peter		89 Oak Street
6	Acosta	Sheri	Sheri Acosta	wilson-bp@comcast.net	peaceable		50 2nd St.
7	Adler	Charles	Charles Adler	wmtcw68@aol.com	cadler		
8	Ahearn	Marie	Marie Ahearn	Woodside19@comcast.net	MarieA		126 Hale St
9	Ahrens	Ellen	Ellen Ahrens	wslapine@yahoo.com	gem5955		31 Hampton Glen Drive
10	Aillery	Mary	Mary Aillery	wwtrvr2b@yahoo.com	aillery		84 Knickerbocker Avenue
11	Aillery	Lynnea	Lynnea Aillery	xc1runner@aol.com	laillery		84 Knickerbocker Avenue
12	Aillery	Anna	Anna Aillery	yanknyorker@gmail.com	aaillery		84 Knickerbocker Avenue
13	Alam	Sterling	Sterling Alam	ydujz@yahoo.com	sterlingalam		
14	Albanese	Kathleen	Kathleen Albanese	yertle@ieee.org	Kathleen A		3 Van Buren Street
15	Alexander	Margaret	Margaret O Alexander	yo109cita@juno.com	mona1927		17 Strong Avenue
16	Alexander	Margaret	Margaret Alexander	zabocat@yahoo.com	mona1927		17 Strong Ave
17	Alico	Linda	Linda Alico	zippy_lass@yahoo.com	LindaALico		3 Fox Run Road

Now your list will look like this. Now we have a list that does not have anyone on it who has an email address. We still need to clean up the Address Line 1 data.



Microsoft Excel - contact\_data (1).csv

File Edit View Insert Format Tools Data Window Help

fx passwd

	A	B	C	D	E	G	H
	I_name	f_name	full_name	email	user_name	address_line1	address_line2
1	Abell	S. Janice	S. Janice Abell		janice	80 Willington Ave.	
3	Acosta	Sheri	Sheri Acosta		peaceable	50 2nd St.	
6	Adler	Charles	Charles Adler		cadler		
7	Alam	Sterling	Sterling Alam		sterlingalam		
13	Ames	Lynda	Lynda Ames		hxsaver	PO Box 443	
22	Anderson	Marti	Marti Anderson		Martia59	135 Main Street	Apt.16
26	Andrus	Joseph	Joseph Andrus		jlandrus	367 Main St.	
31	antico	kate	kate antico		kantico		
34	Bailey	Beckie	Beckie Bailey			38-1 Harbor Village Drive	
58	Bill	Alex	Alex Bill		pbnatick	68 Pilgrim Road	
87	Billings	Dorinda	Dorinda Billings		rindi	204 Bedford Street	
88	Bilodeau	Melanie	Melanie Bilodeau		KarenB	P. O. Box 3107	
91	Blaney	Clare	Clare Blaney			P. O. Box 422	

Do the same thing for the Address Line 1 field and “filter” out the address line one fields that are blank. Click on the drop down list arrow next to the Address Line 1 header, scroll down to the bottom of the list and select “Non-blanks”

File Edit View Insert Format Tools Data Window Help

fx passwd

	A	B	C	D	E	G	H
	I_name	f_name	full_name	email	user_name	address_line1	address_line2
1	Abell	S. Janice	S. Janice Abell		janice	816 Old Strawberry Hill Road, Ap	
3	Acosta	Sheri	Sheri Acosta		peaceable	84 Hansonville Road	
6	Adler	Charles	Charles Adler		cadler	85 Russell St	
7	Alam	Sterling	Sterling Alam		sterlingalam	859 Rt. 32	
13	Ames	Lynda	Lynda Ames		hxsaver	9 Cross Rd	
22	Anderson	Marti	Marti Anderson		Martia59	90 Wonderstrand Way	
26	Andrus	Joseph	Joseph Andrus		jlandrus	97 Winthrop Street	
31	antico	kate	kate antico		kantico	984 North Main St.	Apt.16
34	Bailey	Beckie	Beckie Bailey			College Road	
58	Bill	Alex	Alex Bill		pbnatick	dimartino	
87	Billings	Dorinda	Dorinda Billings		rindi	P. O. Box 1233	
88	Bilodeau	Melanie	Melanie Bilodeau		KarenB	P. O. Box 3107	
91	Blaney	Clare	Clare Blaney			P. O. Box 466	
97	Blue	Judy	Judy Blue		judyblue	P.O. Box 1162	
99	Bohnet	Bonnie	Bonnie Bohnet		Bjbohnnet@	P.O. Box 136	
101	Boulanger	Ronald Jr.	Ronald Boulanger		son	PO Box 14924	
108						PO Box 443	
						POB - 414	
						(Blanks)	
						(NonBlanks)	

Now your list will look like this. No one has an email address and everyone has an Address Line 1.

Microsoft Excel - contact\_data (1).csv

File Edit View Insert Format Tools Data Window Help

fx: passwd

	A	B	C	D	E	G	H	I	J
	l_name	f_name	full_name	email	user_name	address_line1	address	city	state
1									
3	Abell	S. Janice	S. Janice Abell		janice	80 Willington Ave.		Marstons	MA
6	Acosta	Sheri	Sheri Acosta		peaceable	50 2nd St.		Waterford	NY
22	Ames	Lynda	Lynda Ames		hxsaver	PO Box 443		Wareham	MA
26	Anderson	Marti	Marti Anderson		Martia59	135 Main Street	Apt.16	Upton	MA
31	Andrus	Joseph	Joseph Andrus		jlandrus	367 Main St.		Hingham	MA
58	Bailey	Beckie	Beckie Bailey			38-1 Harbor Village Drive		Middletown	RI
87	Bill	Alex	Alex Bill		pbnatick	68 Pilgrim Road		Natick	MA
88	Billings	Dorinda	Dorinda Billings		rindi	204 Bedford Street		Abington	MA
91	Bilodeau	Melanie	Melanie Bilodeau		KarenB	P. O. Box 3107		Oak Bluffs	MA
97	Blaney	Clare	Clare Blaney			P. O. Box 1233		Framingham	MA
112	Boule	Marcelle J.	Marcelle J. Boule		Marcelle	160 Rivulet Street		Uxbridge	MA
113	Bova	Ruth	Ruth A. Bova			23 Lake Street		Uxbridge	MA
133	Brown	Pamela	Pamela Brown		PJLB1961	244 Exchange St		Millis	MA
160	Byrne	Lynda	Lynda Byrne			59 Marrior Rd		Wareham	MA

The filtered out rows are still there they are just hidden. To get rid of them, cut and past the whole list into a new file. Click on the pinkish/beige button in the upper right corner to select all the records. All records will show as highlighted in blue.

Microsoft Excel - contact\_data (1).csv

File Edit View Insert Format Tools Data Window Help

fx: l\_name

	A	B	C	D	E	G	H
	l_name	f_name	full_name	email	user_name	address_line1	address
1							
3	Abell	S. Janice	S. Janice Abell		janice	80 Willington Ave.	
6	Acosta	Sheri	Sheri Acosta		peaceable	50 2nd St.	
22	Ames	Lynda	Lynda Ames		hxsaver	PO Box 443	
26	Anderson	Marti	Marti Anderson		Martia59	135 Main Street	Apt.16
31	Andrus	Joseph	Joseph Andrus		jlandrus	367 Main St.	
58	Bailey	Beckie	Beckie Bailey			38-1 Harbor Village Drive	
87	Bill	Alex	Alex Bill		pbnatick	68 Pilgrim Road	
88	Billings	Dorinda	Dorinda Billings		rindi	204 Bedford Street	
91	Bilodeau	Melanie	Melanie Bilodeau		KarenB	P. O. Box 3107	
97	Blaney	Clare	Clare Blaney			P. O. Box 1233	
112	Boule	Marcelle J.	Marcelle J. Boule		Marcelle	160 Rivulet Street	
113	Bova	Ruth	Ruth A. Bova			23 Lake Street	
133	Brown	Pamela	Pamela Brown		PJLB1961	244 Exchange St	
160	Byrne	Lynda	Lynda Byrne			59 Marrior Rd	

## Copy the filtered data to a new file

Now copy the rows from this page, from the “Edit” menu, select “Copy”. The data has now been saved to your “past buffer”, a temporary storage area in your computer. To open a new file, click on the “File” menu and select “New”, now go to the right side of your screen and select “Blank Workbook”. You have a new file. Click in the top right most field of the new file and paste the data into the new file, from the “Edit” menu, select “Paste”.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

L1    fx eve\_phone

	A	B	C	D	E	F	G	H	I	J	
1	I_name	f_name	full_name	email	user_name	address_line1	address_line2	city	state	zipcode	day_phone
2	Abell	S. Janice	S. Janice Abell		janice	80 Willington Ave.		Marstons M	MA	2648	5
3	Acosta	Sheri	Sheri Acosta		peaceable	50 2nd St.		Waterford	NY	12188	
4	Ames	Lynda	Lynda Ames		hxsaver	PO Box 443		Wareham	MA	2571	508-2
5	Anderson	Marti	Marti Anderson		Martia59	135 Main St Apt. 16		Upton	MA	1568	774-9
6	Andrus	Joseph	Joseph Andrus		jlandrus	367 Main St.		Hingham	MA	2043	617-5
7	Bailey	Beckie	Beckie Bailey			38-1 Harbor Village Dr		Middletown	RI	2842	401-8
8	Bill	Alex	Alex Bill		pbnatick	68 Pilgrim Road		Natick	MA	1760	508-6
9	Billings	Dorinda	Dorinda Billings		rindi	204 Bedford Street		Abington	MA	2351	781-8
10	Bilodeau	Melanie	Melanie Bilodeau		KarenB	P. O. Box 3107		Oak Bluffs	MA	2557	508-6
11	Blaney	Clare	Clare Blaney			P. O. Box 1233		Framingha	MA	1701	508-8
12	Boule	Marcelle J.	Marcelle J. Boule		Marcelle	160 Rivulet Street		Uxbridge	MA	01569-114	(508)2
13	Bova	Ruth	Ruth A. Bova			23 Lake Street		Uxbridge	MA	1569	
14	Brown	Pamela	Pamela Brown		PJLB1961	244 Exchange St		Millis	MA	2054	781.2
15	Byrne	Lynda	Lynda Byrne			59 Marion Rd		Wareham	MA	2571	508-2
16	Cafferky	Marion	Marion Cafferky			P. O. Box 466		Wrentham	MA	2093	508-3

Our file now has only 92 records in it because we have filtered out all the records that we didn't need. Now you can scan the data to see if there are any other things that you want to fix. In the example below the person typed their last name in the "Address Line 1" field and their street address in the "Address Line 2" field. This postcard would get there so use your judgment on how many you fix.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

B2    fx S. Janice

	A	B	C	D	E	F	G	H
1	I_name	f_name	full_name	email	user_name	address_line1	address_line2	city
28	DeGennaro	Susan	Susan DeGennaro		achsahann	35 Stephanie Lane		South Win
29	DeGrafft	Russell A.	Russell A. DeGrafft		Babusam	33 Browns lane		Old Lyme
30	Delutis	Evelyn	Evelyn Delutis			College Road		Bridgewater
31	demilo bro	judith	judith demilo brown		jdemilo	24 Just-A-Mere Road		Belgrade
32	dimartino	bonnie	bonnie dimartino		bmmcdm@hotmail.com	dimartino	71 cypress rd	wrentham
33	Duffy	Carolyn	Carolyn Duffy			33 1st St		Webster
34	Firkowski	Tim	Tim Firkowski		Tim Firkowski	9 Cross Rd		Henniker
35	Fitzpatrick	Sara	Sara Fitzpatrick		fitzpat	52 Lyndon Rd		Cranston
36	Frame	Sister	Sister Frame			22 Nolan Drive		Bloomfield
37	Giguere	Marjorie	Marjorie Giguere			P.O. Box 136		Derry
38	Goguen	Kristina	Kristina Goguen		krisjoy	5 Houde Avenue		Ashburnha

## Zipcodes with Leading 0's

When Excel sees a number it drops leading zeros and left justifies it – the norm for accounting purposes. This is not good for Zipcodes with leading zipcodes. To fix this do the following:

Insert a new column next to the zip code column.

RIGHT click on the “L” above the word day\_phone to the right of the zipcode column. You will see a menu called a context menu. LEFT click on the word “Insert” and a new empty column will have been added next to the zipcode column. To the right of the first cell next to the zipcode type the following formula

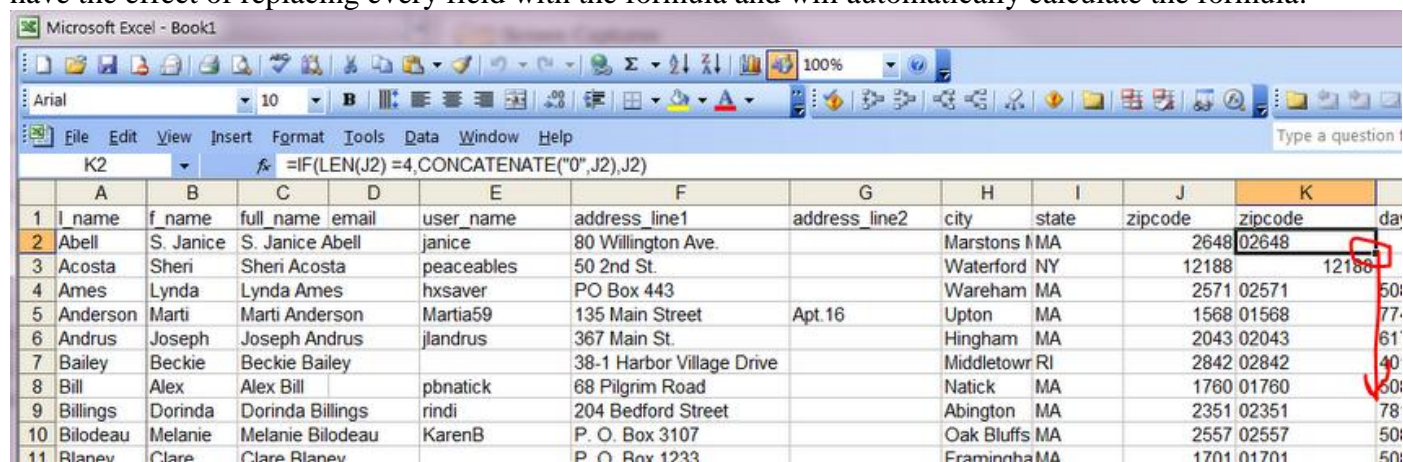
=IF(LEN(J2)=4,CONCATENATE("0",J2),J2)

### What does the formula mean?

If the length of the zipcode field (the J2 – column J, Row 2 - indicates the specific data being inspected) is equal to 4 digits IF(LEN(J2)=4, add a “0” to the front of the zipcode CONCATENATE("0",J2, otherwise just use what is already there ,J2.

### Copy the formula all the way down the page.

Left click in the field to select it, then left click on the little black square in the lower right corner of the field and while holding down the left mouse button drag the field down to the very bottom of the list. This will have the effect of replacing every field with the formula and will automatically calculate the formula.



	A	B	C	D	E	F	G	H	I	J	K	
1	I name	f name	full name	email	user name	address_line1	address_line2	city	state	zipcode	zipcode	da
2	Abell	S. Janice	S. Janice Abell	janice		80 Willington Ave.		Marstons	MA	2648	02648	
3	Acosta	Sheri	Sheri Acosta	peaceables		50 2nd St.		Waterford	NY	12188	12188	
4	Ames	Lynda	Lynda Ames	hxsaver		PO Box 443		Wareham	MA	2571	02571	50:
5	Anderson	Marti	Marti Anderson	Martia59		135 Main Street	Apt. 16	Upton	MA	1568	01568	77:
6	Andrus	Joseph	Joseph Andrus	jlandrus		367 Main St.		Hingham	MA	2043	02043	61:
7	Bailey	Beckie	Beckie Bailey			38-1 Harbor Village Drive		Middletown	RI	2842	02842	40:
8	Bill	Alex	Alex Bill		pbnatick	68 Pilgrim Road		Natick	MA	1760	01760	50:
9	Billings	Dorinda	Dorinda Billings	rindi		204 Bedford Street		Abington	MA	2351	02351	78:
10	Bilodeau	Melanie	Melanie Bilodeau	KarenB		P. O. Box 3107		Oak Bluffs	MA	2557	02557	50:
11	Blanev	Clare	Clare Blanev			P. O. Box 1233		Framingham	MA	1701	01701	50:

### Overwrite the original zipcode field with the fixed zipcodes

Right click on the “K” above the column you just created and select (Left Click) “Copy” from the context menu. Right click on the “J” above the original zipcode column and select “Paste Special”. Click on the check box next to the word Values (third option from the top left).

### Delete the extra zipcolde column containing the formula

Now you can get rid of the formula column. Right click on the “K” above the second zipcode column and select “Delete”.



# Excel Worksheets

Just one more note, a single Excel spreadsheet can have multiple worksheets. For display purposes they are layered on top of one another. At the bottom left corner of your file you will see three little tabs, “Sheet1” “Sheet2” and “Sheet3”. The work you have done is on “Sheet1”. If you click on Sheet 2, you will see a blank page, click back to Sheet 1 to see your work. Remember this because you will need it when you are doing the merge.

19	Carabello	Leslie	Leslie Carabello		lcarab
20	Carr	Cathleen	Cathleen Carr		
21	Clark	Jane	Jane Clark		mag
22	Clay	Faye	Faye Clay		Faye
23	Collins	Dean	Dean Collins		dear
24	Crabtree	Russell	Russell Crabtree		russ
25	Cubit	Marion	Marion Cubit		mari
26	Dalton	Susan	Susan Dalton		
27	De Nise	Nancy	Nancy De Nise		nanc
28	Decker	Karen L.	Karen L. Decker		kdec

Sheet1 / Sheet2 / Sheet3

Draw | AutoShapes |

Ready

## Save the File

Now go to the File menu and Save your file.

## Performing the Merge

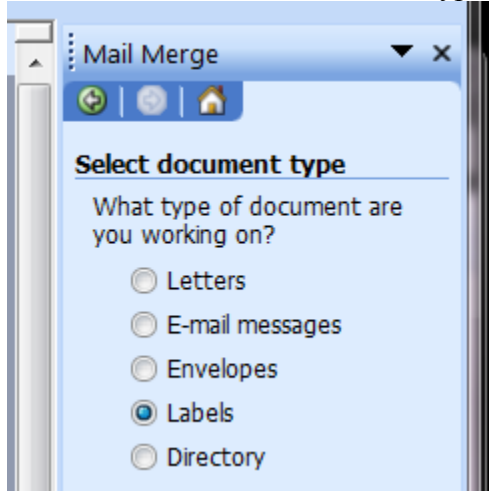
Open new blank document in MSWord.

From the Tools menu, select Letters and Mailings/Mail Merge

The Mail Merge pane will appear on the right side of your screen

### Step 1 of 6

Select “Labels” as the document type.

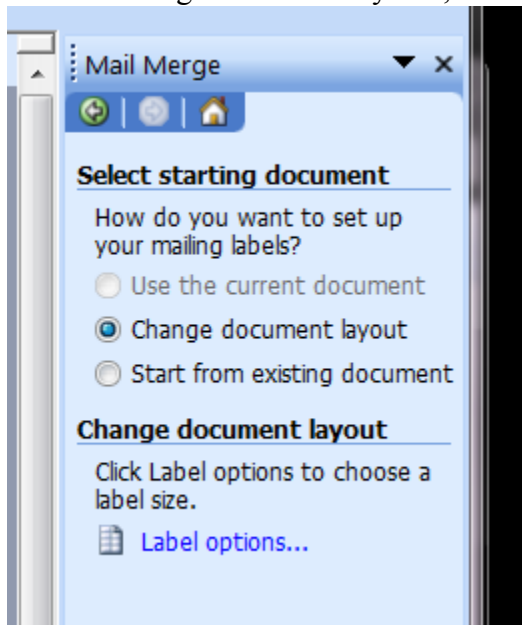


At the lower left corner, click [Next: Starting document](#)

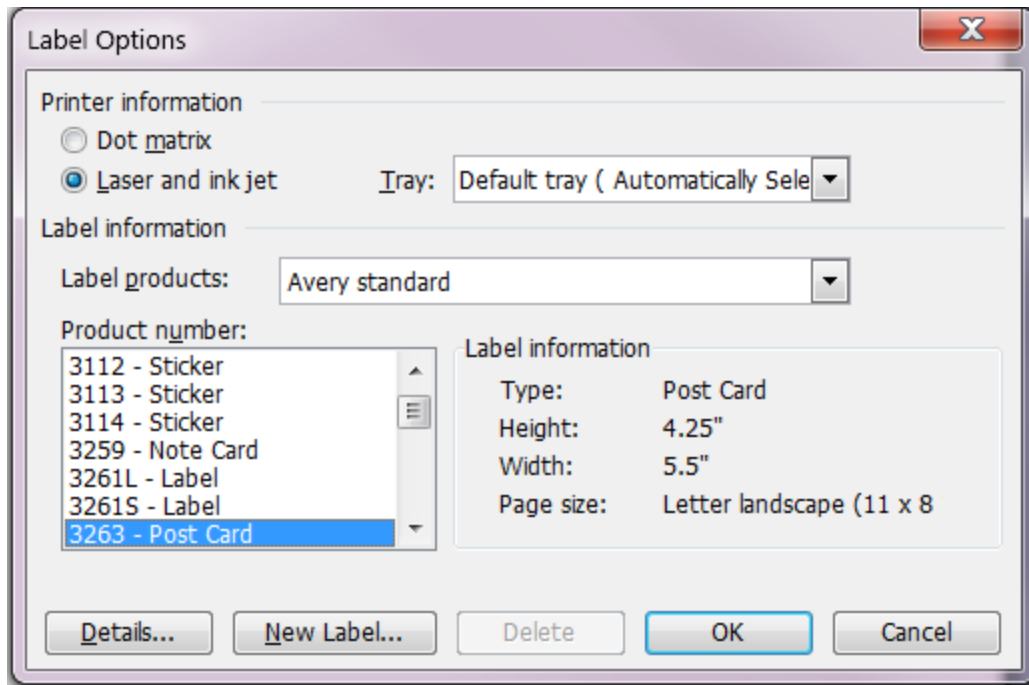
### Step 2 of 6

Leave the default, “Change document layout” as the starting document.

Under “Change document layout”, click on [Label Options](#)



The following windows dialog window will appear



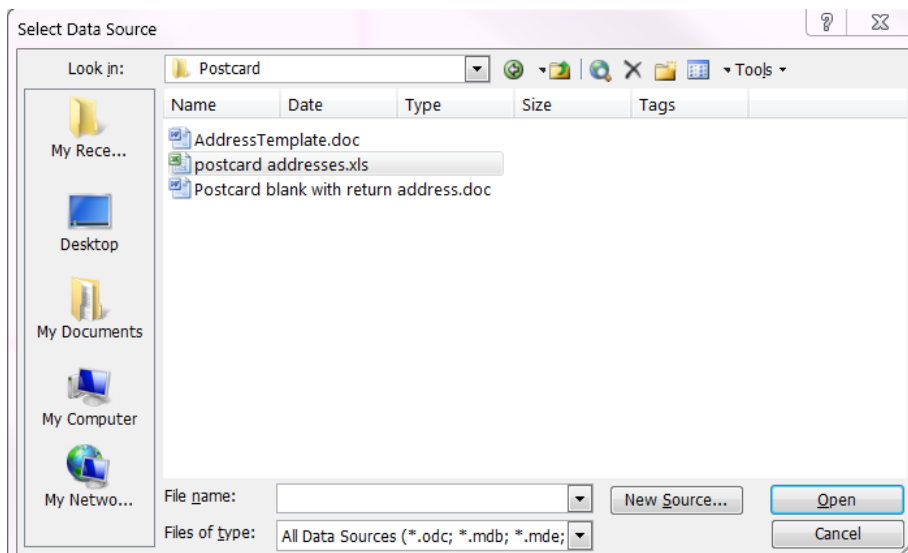
In the Product Number selection box, lower left corner of the dialog window, Scroll down to Product Number 3263 – Post Card and click OK

You will see that your blank page is now divided into 4 postcard size sections.

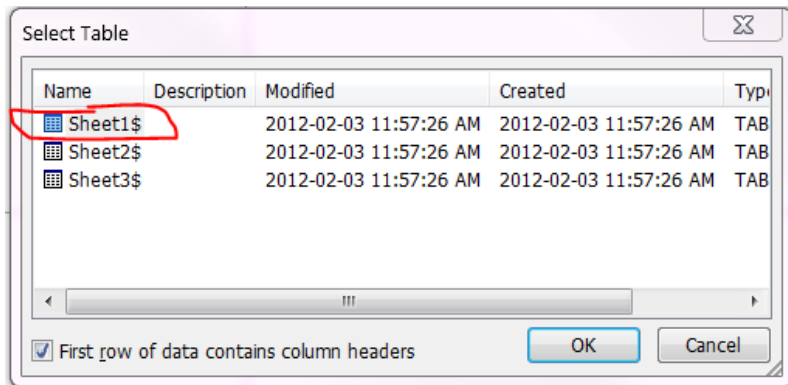
Click on Next: [Select recipients](#)

### Step 3 of 6 – Select Recipients

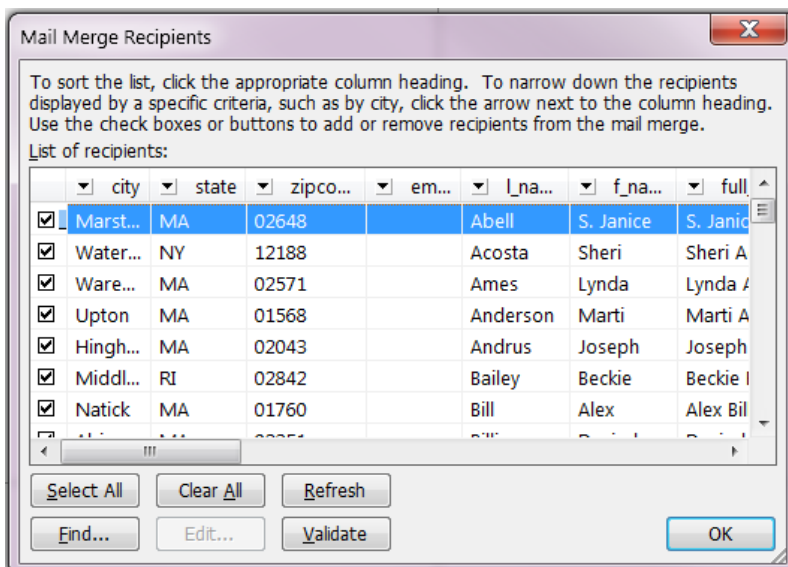
Leave “use an existing list” as the option under “Select Recipients” and click on the [Browse](#) link under “Use an existing list”. Browse your computer for the location of the *postcard addresses.xls* file and click “Open”.



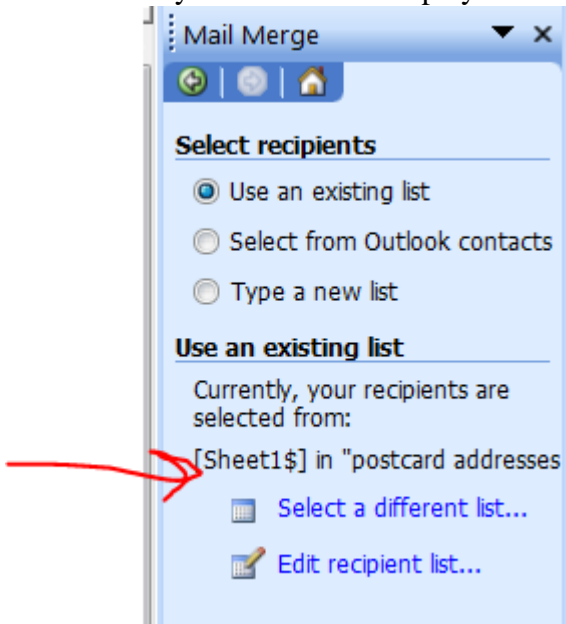
Here is where you will use your knowledge of Excel Worksheets. You are presented with a list of Excel Worksheets called “Sheet1”, “Sheet2” and “Sheet3”. Sheet1 is highlighted and that is the one where your work is stored so you can just click “OK”



Next you will see your list of post card recipients with all of them selected. This step is really just to confirm that you have the right file. This step gives you another chance to leave out any recipients that you don't want to send to. To do this just Click in the checkbox next to the name to remove the check mark. If everything looks fine, click "OK".



The name of your file is now displayed here





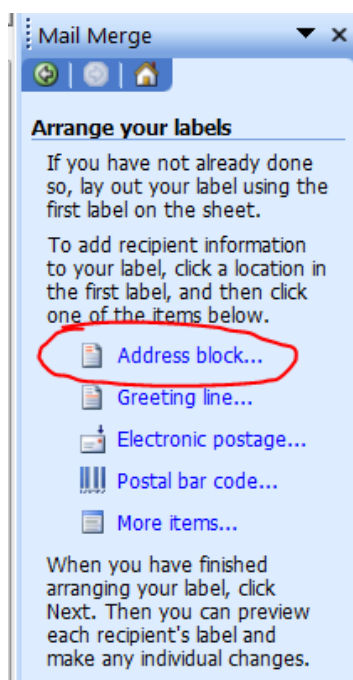
Now MS Word is aware that you have a list and that your list has more than one recipient on it. So your page looks different. It knows that it is going to have something that it is going to copy many times, so it has prepared the cards after the first one to move to the “Next Record”. The first card is blank, because you have not yet specified what you want it to copy.

	«Next Record»
«Next Record»	«Next Record»

Click on [Next: Arrange your labels](#)

### ***Step 4 of 6: Arrange Your Labels***

Click on “Address Block” from the options for “Arrange Your Labels”.



You will see the following dialog box.

Insert Address Block

Specify address elements

☒ Insert recipient's name in this format:

Joshua  
Joshua Randall Jr.  
Joshua Q. Randall Jr.  
Mr. Josh Randall Jr.  
Mr. Josh Q. Randall Jr.  
Mr. Joshua Randall Jr.

☐ Insert company name

☒ Insert postal address:

☐ Never include the country/region in the address

☐ Always include the country/region in the address

☒ Only include the country/region if different than:

United States

☒ Format address according to the destination country/region

Preview

Joshua Randall Jr.  
1 Airport Way  
Kitty Hawk, NC 27700  
United States of America

Match Fields... OK Cancel

Make sure your selections look like the above. You only need the simplest form of someone's name and you do not need a company name. All the addresses are within the USA.

Now click on "Match Fields" at the lower left corner of the dialog box.

Match Fields

Mail Merge has special features for easily working with addresses. Use the drop-down list to select the proper database field for each address field component.

Required information	
Last Name	(not matched)
First Name	(not matched)
Courtesy Title	(not matched)
Company	(not matched)
Address 1	(not matched)
City	city
State	state
Postal Code	zipcode
Spouse First Name	(not matched)

Optional information	
Middle Name	(not matched)
Suffix	(not matched)
Nickname	(not matched)

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

OK Cancel

This dialog box allows you to match the names of the columns in your spreadsheet to the standard names that Microsoft Word calls them (see list on left). Notice, that on the right side of the page you see the word “city” matched to “City” on the left; “state” and “Postal Code” were also matched automatically. Some other fields that we need such as “Last Name” and “First Name” were not able to be matched automatically. You need to select the match. Click on the drop down arrow for the (not matched) field to the right of “Last Name” and select “l\_name” from the drop down. Match the other fields we need as follows:

First Name	f_name
Address 1	address_line_1
Address 2	address_line_2

You will need to scroll down below “Optional Information” to find “Address 2”. Now click “OK” to save your matches.

Match Fields

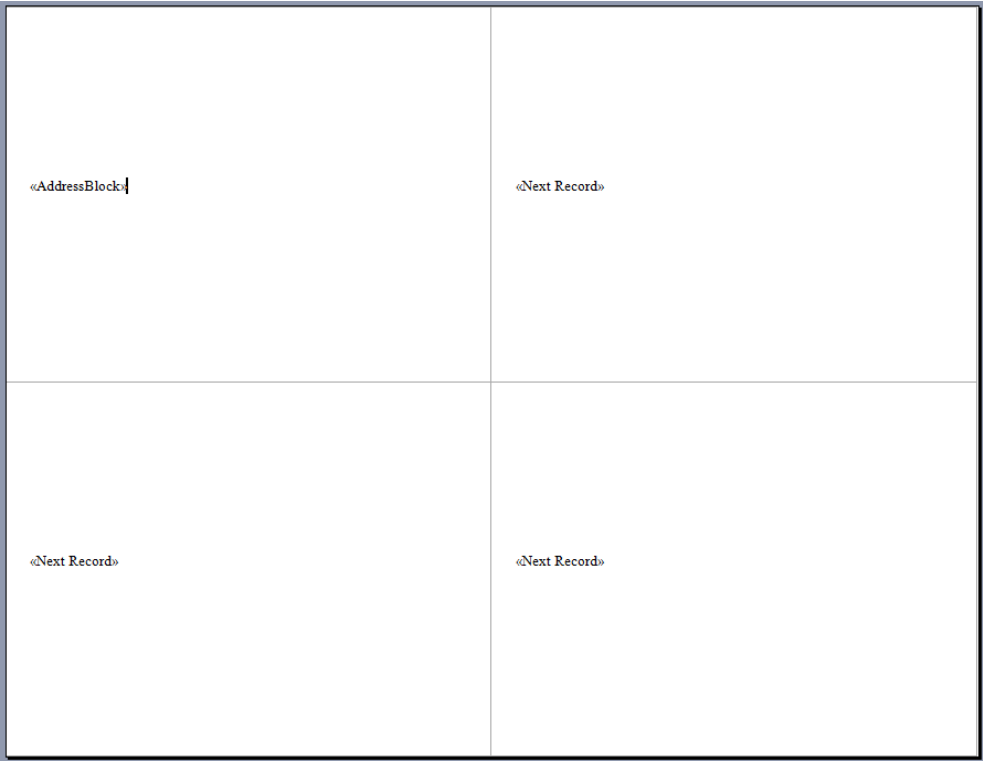
Mail Merge has special features for easily working with addresses. Use the drop-down list to select the proper database field for each address field component.

Required information	
Last Name	l_name
First Name	f_name
Courtesy Title	(not matched)
Company	(not matched)
Address 1	address_line1
City	city
State	state
Postal Code	zipcode
Spouse First Name	(not matched)
Optional information	
Middle Name	(not matched)
Suffix	(not matched)
Nickname	(not matched)

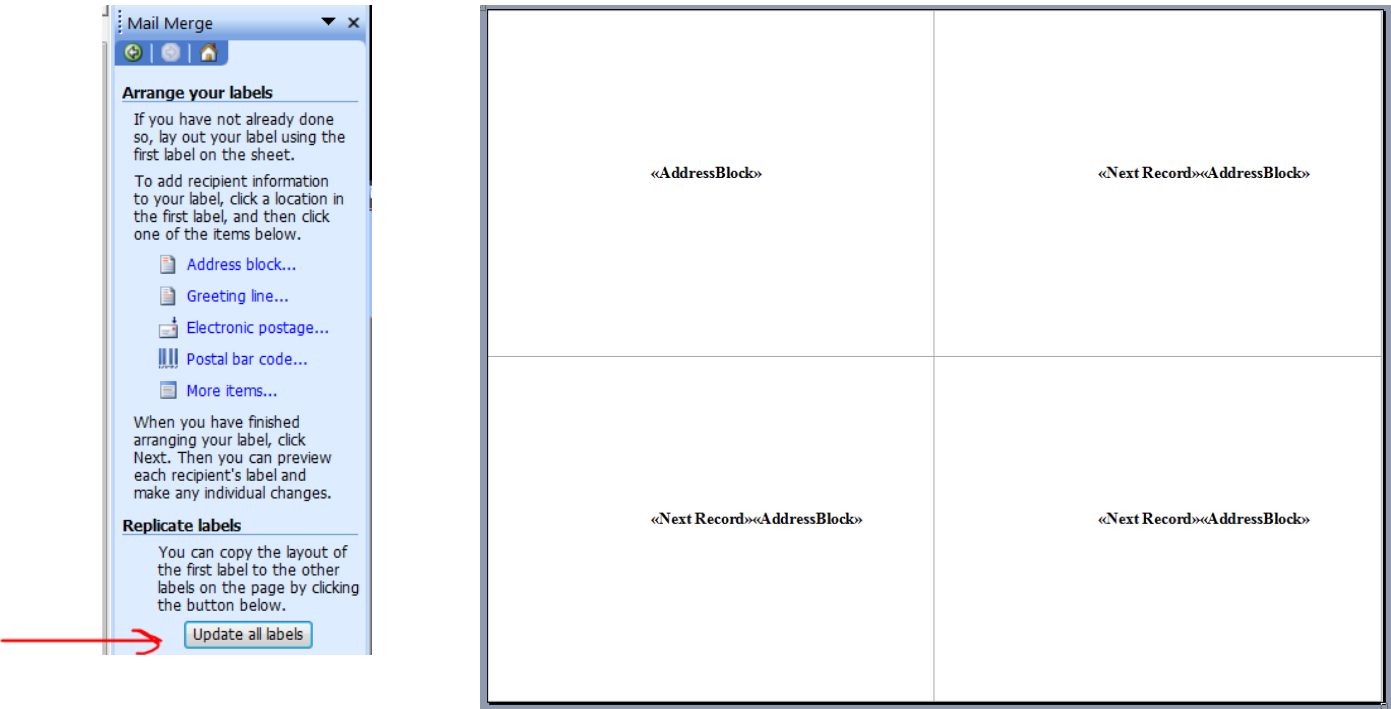
Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

OK Cancel

Your page will now look like this. You have indicated that you want MS Word to put the recipient's address on every card, so MS Word has put the word <<AddressBlock>> on the first card.



Click on “Update all labels” to copy this to the other postcards. Move the words to where the address should appear on the post card and set the font to 14 Bold so that your page looks like this



Now for the moment of truth! Click on [Next: Preview your labels](#)

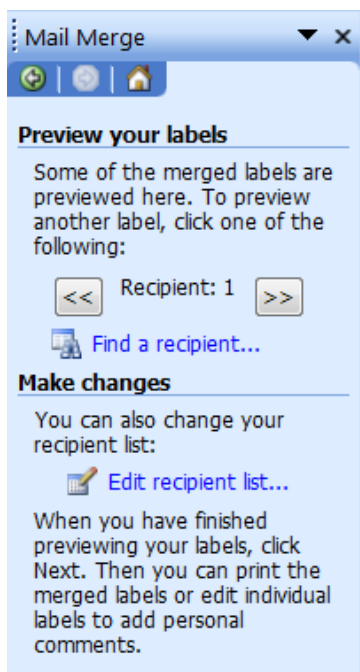


## Step 5: Preview Your Labels

If you followed all of the steps correctly, your page should look like this:

<b>S. Janice Abell</b> 80 Willington Ave. Marstons Mills, MA 02648	<b>Sheri Acosta</b> 50 2nd St. Waterford, NY 12188
<b>Lynda Ames</b> PO Box 443 Wareham, MA 02571	<b>Marti Anderson</b> 135 Main Street Apt.16 Upton, MA 01568

Here you can poke around and check individual records



If all looks good, click on [Next: Complete the merge](#)

Your list has now been merged with the postcards file. From here you can either “[Print](#)” the merged file onto your cardstock or labels immediately, or you can open a separate file containing all the labels and save it as a permanent record of the postcards that were sent “[Edit Individual labels](#)”.

That is it!!