



# MICROSOFT WORD 2007

<b>THE BASICS</b> .....	<b>1</b>	<b>SHORTCUTS</b> .....	<b>5</b>
The Keyboard.....	2	AutoCorrect.....	5
The Screen.....	2	Insert .....	5
Mouse Commands.....	2	Page Layout .....	6
Highlighting Text with Keys .....	2	References .....	6
Inserting and Removing Text.....	3	<b>ADVANCED FORMATS</b> .....	<b>6</b>
Keypad Moves .....	3	Format painter (“Home”) .....	6
Control (command) key shortcuts.....	3	Bullets and numbering (“Home”).....	6
<b>FILE MANAGEMENT</b> .....	<b>3</b>	Drop cap (“Insert”).....	6
<b>VIEWING YOUR DOCUMENT</b> .....	<b>3</b>	Headers and footers (“Insert”) .....	6
<b>MOVING TEXT</b> .....	<b>4</b>	Columns (“Page Layout”) .....	7
<b>FORMATTING THE</b>		<b>WORKING WITH STYLES</b> .....	<b>7</b>
<b>DOCUMENT</b> .....	<b>4</b>	Editing Styles and New Styles .....	7
<b>REVEAL FORMATTING</b> .....	<b>4</b>	Changing Your Default Format.....	7
<b>USING THE RULER</b> .....	<b>4</b>	<b>TEMPLATES</b> .....	<b>7</b>
Tabs.....	5	<b>MAILINGS</b> .....	<b>8</b>
Tables .....	5	Envelopes and Labels .....	8
		<b>MAIL MERGE</b> .....	<b>8</b>
		Merging to Envelopes and Labels .....	10

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## The Basics

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Word is a *page-oriented* word-processing program. This means the program automatically determines where a new page begins, and leaves room for the top, bottom, left, and right margins. The preset (“default”) settings are page size of 8½ by 11 inches, with top and bottom margins of 1 inch, and left and right margins of 1½ inch. At the bottom of the screen is the **status line**, which shows your location in the document: page number, section, total page count, and cursor position (from top of the page, and line and column). As the cursor moves (either by typing, or using the arrow keys on the keyboard, or clicking with the mouse), the status line changes to reflect the position.

Once Word is on your screen, you are ready to type. No layout, format, or design instruction is necessary to begin. If you wish to change the settings, do so before you type, as you type, or after you type.

When working with any computer word processing program, you must *not* hit Enter (Return) at the end of every line. Word *wraps* text that doesn't fit on one line onto the next line. Only at the end of paragraphs and where blank lines are desired should returns be inserted. “Word wraps” automatically change whenever your text changes; hard returns must be manually removed using Delete or Backspace.

## The Keyboard

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Several keys on the keyboard have purposes specific to Word. The keyboard consists of four components: the alphanumeric keys (like a typewriter), the cursor movement keys (the arrows) and accompanying key functions, the numeric keypad (similar to a pocket calculator), and the function keys.

## The Screen

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At the bottom left of the screen is the status line showing your page, section, page count, word count, and more (right click to select your choices). In the lower right corner are “View” buttons and zoom features.

At the right side of the screen is a vertical scroll bar for moving up and down. *Moving with the scroll bar does not move the cursor location.* The scroll bars can be used three different ways. You can click on the arrows to move line by line, you can pull the box (“elevator”) on the bar to go to the top or bottom of the document, or you can click on the blank area to move screen-up or screen-down (or left or right).

At the bottom of the scroll bar are two double-arrows; these are “page up” and “page down” commands for moving an entire page at a time. In between is a circle which provides alternate “go-to” shortcuts.

The top of the screen is divided into two parts: the *quick access toolbar* and the *ribbon*. The top line, next to the round *Office Button*, shows you commonly used operations such as *save* and *open*.

Below the toolbar is the *ribbon*. The menu lists all choices. Below the menu are two toolbars containing “buttons.” The first toolbar is called the “standard” toolbar because it works similarly in all Microsoft products. The second toolbar is called the “format” toolbar and it is used for formatting text. Note that you might initially see only one long toolbar, with >> indicating more choices off the edge. If you do not see two lines, be sure to go to Tools/Customize and check the box that says “Show toolbars on two rows.” You will probably also want to select the option to show full menus on the same screen.

To use a feature, click it (once) with the pointer. For example, to turn on bold, point the mouse arrow at it and click the center of the “B.” To turn it off, click the “B” again. Some buttons have “pull-downs” with choices, indicated by a downward pointing arrow; click the arrow for options.

Another important selection under “View” is the ruler bar. The ruler shows tabs, indents, and margins—and allows you to change them.

## Mouse Commands

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To select a particular area of text to format, use your mouse or your keyboard to highlight it. The basic mouse move to highlight is point, click, and drag the mouse. Don't let go of the mouse button until you get exactly what you want highlighted. Once you've released the mouse button, if the highlight is not correct, you have to restart. Click on any text to turn off the highlight. Quick highlights can be done with the following mouse commands:

- Click — Position cursor.
- Click, Hold, and Drag — Position cursor and highlight; drag down (not over) to move from line to line.
- Double click—Point at a word and click twice to highlight the entire word.
- Triple click—Point at any word and click three times to highlight the entire paragraph.

You can also highlight by pointing and clicking in the left margin. Clicking once in the margin highlights one line. Clicking twice in the margin highlights one paragraph. Clicking three times in the left margin highlights the entire document. You can highlight line-by-line by pointing in the left margin, clicking and holding, then pulling the mouse down or up. Other mouse commands include these:

- Click in Left Margin—Line highlight. (Be sure the mouse symbol is an arrow.)
- Double Click in Left Margin—Paragraph highlight.
- Triple Click in Left Margin—Document (global) highlight.
- Ctrl Click—Select sentence.
- Shift Click—“Range extend.” First, position your cursor at the beginning of what you wish to highlight. Then, point at the end of the desired highlight area, hold the shift key, and click. Everything from cursor to the point-position is highlighted.
- Alt+Shift Click—Create a block (useful for tabular columns).

## Highlighting Text with Keys

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To highlight with the keyboard, hold the shift key and use your cursor arrows to move around. As you move with the arrows, the text is highlighted. To undo the highlight, let go of the shift key and move with the cursor arrow.

An alternative way to highlight with the mouse is to click to position your cursor, hold the shift key and click at a second area of the screen. Everything in between will be highlighted for you.

- Shift-Arrow — Highlight text
- Control-Shift-Arrow — Highlight text word by word

- Shift-Home — Highlight to beginning of line
- Shift-End — Highlight to end of line
- Ctrl-Shift-Home — Highlight to top of document from cursor
- Ctrl-Shift-End — Highlight to end of document from cursor

## Inserting and Removing Text

To type new text into text already typed, the most important rule is to position your cursor exactly at the point where the new text goes. *Remember: the mouse is not the cursor.*

There are three ways to remove text. **Delete** removes text following your cursor. **Backspace** removes text backwards from your cursor. If text is highlighted, pressing any key that types deletes what is highlighted.

## Keypad Moves

- Home — Move to beginning of line
- End — Move to end of line
- Control+Home — Move to beginning of document
- Control+End — Move to end of document
- Arrow Keys — Move character-by-character or line-by-line
- Control-Arrow — Move word-by-word (left, right) or paragraph (up, down)
- Insert — Turns on “typeover” mode to replace text already on screen
- Page Up/Down—Move screen by screen
- Paragraph Breaks — Enter
- Page Breaks — Ctrl-Enter
- Line Breaks (same paragraph)— Shift-Enter
- Hard Spaces — Ctrl-Spacebar (non-breaking spaces)

## Control (command) key shortcuts

- a Select (highlight) all
- b **Bold**
- c Copy
- d Fonts
- e Center
- f Find
- g Go to
- h Replace
- i *Italic*
- j Justified left to right
- k Insert hyperlink
- l Left align
- m Indent
- n New document
- o Open document
- p Print
- q Redo
- r Right align
- s Save
- t Hanging indent
- u Continuous underline

- v Paste
- w Close document
- x Cut
- y Repeat
- z Undo
- 1 Single space
- 2 Double space
- 5 1.5 space
- space Reset to normal
- + Superscript
- = Subscript
- Discretionary hyphen

## File Management

“*New*” versus “*Open*”—Open retrieves a document from a disk. New starts a document. If a document is currently in use, “New” does not clear it from the screen. The first document goes into a window (workspace), and the new document goes in a new window.

“*Save*” versus “*Save as*”—“Save” stores the current document in the “07” format, asking for a filename that can be up to 256 characters in size (automatically adding a 4-character extension, “.DOCX”). If the document has already been saved, pressing “save” simply resaves it with no questions asked. “Save as” allows you to save a document under a different name (change the name), creating a copy. It gives you an option to specify file format (such as “97-03” or “Rich Text Format”).

“*Close*” versus “*Exit*”—“Close” closes the window currently open. “Exit” closes all windows and quits Word. If document(s) have not been saved, both commands prompt you to save your work.

## Viewing Your Document

The “View” toolbar (lower right corner) gives you five different ways to look at your document:

- Print Layout—Recommended. What you see is what you get.
- Reading Layout—The *Reader’s Digest* approach, big print, small pages, to make the document easier to read (has no impact on printing).
- Web layout—Used to convert a Word document into an HTML web page.
- Outline—For typing outlines.
- Normal—Draft mode, which means you don't see the page margins or breaks.

On the Quick Access toolbar (top left) is “print preview.”

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## Moving Text

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The basic way to move text around within your document involves a *cut-and-paste operation*, located under the “Edit” menu. To move text, first highlight it, then use Edit and chose the option called “Cut,” which will remove your text from the screen (sending it to the Windows clipboard); alternatively, use “Copy” to make a copy of the text for moving while leaving the original. Then, move your cursor to where you would like to have the cut/copied text be placed. Use Edit to “Paste” the text back into your document. All following text will move down to leave room for it.

Only one section of cut text is active at any one time. When cut (or copied), it is stored in the Windows clipboard, viewable in the Task Pane at the side of the screen. Paste does *not* clear what is in the clipboard. This means you can paste the same text over and over.

You can also cut/copy and paste using the scissors, double-page, and clipboard buttons on your Home ribbon, or Ctrl+X (cut), C (copy), and V (paste) on your keyboard.

Cut and paste also works across documents, and across programs. However, if you use “Paste Special” (on the Edit menu), you will find all sorts of options about *how* you want to paste your item, including a command to “link” to the original, so that if the original changes, so does the copy you’ve pasted.

**Another way to move text is to highlight it, release the mouse, then click and drag the highlighted area. With the text highlighted, point your mouse at the middle of the highlighted area, click (don't let go of the mouse button), and pull the text to the new spot where you want it relocated. This is called “drag and drop.”**

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## Formatting the Document

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Remember that Word is easier if you first use “View/Print Layout” and then go to “Tools/Options” to turn on “text boundaries” to see margins on the page. Remember the **key rule** in Microsoft Word: **formats are divided into four levels.**

Level	What It Affects	Available operations
1. Font	<b>Cursor Position or Highlighted Area or Automatic Word Select</b>	Bold, Italic, Underline Font, Size, Super/Subscript Cut and Paste
2. Paragraph	<b>Enter (return)</b>	Spacing                      Bullets Tabs                              Numbers Indents                        Borders, Styles
3. Section	<b>Page Layout/Break/Section</b>	(same as Document)
4. Document	<b>Everything</b>	Paper size Orientation (landscape, portrait) Margins (top, bottom, left, right) Page numbers, Headers/footers Columns

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## Reveal Formatting

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On the Ribbon’s pull-down for Styles is an option called “Styles Inspector.” Therein you’ll find an option called “Reveal Formatting.” This screen shows you the formats currently being used for whatever text you have clicked on. They are separated into the big three categories: font, paragraph, and section. Within each, there is a hyperlink (blue underlined words) to take you to that format location so it can be edited. Click the hyperlink for font, language, alignment, indentation, borders, margins, etc. to change that setting.

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## Using the Ruler

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- **Right Paragraph Indent**  
The right triangle controls the right margin of the selected paragraph.
- **Left Paragraph Indent**  
The square box at the left will indent the entire paragraph. When you drag it, all parts of the left move.
- **Paragraph Indent**  
Above the square box is a triangle (like the roof on a house), which indents the entire paragraph *except for the first line*.

- **First-Line Indent**

At the top of the ruler (above the left house shape) is a downward pointing arrow, which indents *only the first line of the paragraph* (including bullets and numbers, useful for setting up “hanging indents”).

- **Right Margin**

The right edge (where the white meets the gray on the ruler, above the house-shape) controls the right margin of the entire document.

- **Left Margin**

When the pointer sits between the first-line indent and paragraph indent triangles, and becomes a double-arrow, this changes the margin of the *entire document*. The margin is measured by watching the number in the *gray* area, not the white area.

## Tabs

Tabs are used to make text line up at specific positions on the page, such as for forms or for numbers that must align on the decimal point. Tabs are set on the ruler, using the “L” button on the far-left side of the ruler.

To set tabs, first click on which kind of tab you would like to set: Left, Center, Right, or Decimal (the menu also includes a type called “bar”). After you have selected a tab type, click on the ruler with your mouse to position the tab. If you don’t like where it is, pull it with your mouse to a different location. If you want to remove it, click and pull it down off the ruler. Under the “Format/Tabs “ menu, is a menu for tabs that lets you specify dot leaders and underlines between tabs, as well as clear all tabs.

*Sample tabs:*

Bar>	Left..... Right	Center	Decimal.	<Bar
	ABCDE..... FGHIJKLM	NOPQR	234.56	
	XYZ..... ABC	DEF	1.11	
	JKLJKL..... YUOI	HJKLT	789987.89	

If you press enter at the end of the line (start a new paragraph), you carry your tab settings with you to the next line. If you arrow up or down to a new paragraph (or click on a new paragraph), you leave the tab settings behind.

## Tables

Tables are an alternative to tabs for lining text up. They are created by clicking and dragging the Table button on the Insert ribbon .


This creates a series of “cells” that can contain text or numbers. If you wish to adjust the size of a column, you can pull the on-screen borders or adjust the “checks” on the ruler. Tabbing adds rows to the table. Tables can also be used to “sum” columns of numbers (you will find the  $\Sigma$  button for formulas on the ribbon button called “Table Tools/Layout”).

## Shortcuts

### AutoCorrect

On the Office Button “Word Options” command is a feature called Proofing/AutoCorrect Options. This function automatically corrects typos when you make them. Although many typos are built in to Word (such as “adn” to “and”), you can tell it your favorites. There are two steps: enter the text you wish to have replaced, and then enter what you want to replace it with. Then you “add” your entry.


Under AutoCorrect Options are many other features that many Word users find annoying. AutoCorrect is where you turn *off* features such as automatic capitali-

zation at the beginning of sentences, or set first and left indent with tabs and indents.

### Insert

- *Page Break*—Manually start a new page.
- *Illustration*—Pictures, clipart, etc.
- *Links*—Hyperlinks, bookmarks
- *Header & Footer*— Specify position and alignment for automatic numbering. Automatically inserts a page number into the document at the designated position. Also allows you to turn off numbering for the first page, as well as indicate what number Word should start counting with. (This will affect

your headers and footers also, and is controlled by sections.)

- *Text*—Text box, WordArt.
- *Date and Time*—Inserts the current date and/or time at your cursor position. At the bottom of the window is an option you can turn on or off that will insert the date or time as an automatic “update field.” This tells Word to *update* the date whenever you next work on this document; you will still see the old date on the screen, but the current date will print.
- *Symbol*—Special characters, such as . Note that each character can be assigned to a keyboard shortcut (such as Ctrl+Alt+a). Symbols differ depending on the font selected. The fonts called Symbols and Wingdings give you the most options. Under “Special characters” you’ll find symbols such as ©®™...—. Any of these can be assigned to a shortcut key.
- *Equation*

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## Page Layout

- *Themes*—Colors and designs.
- *Page Setup*—Margins, Size, Columns, Breaks (sections)
- *Page Background*—Watermarks, borders.
- *Paragraph*—Indents and spacing.
- *Arrange*—Front to back, align, text wrap (for objects such as pictures).

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## References

- *Cross-Reference—Table of Contents*—Label highlighted text for inclusion in a table of contents, then generate the table, with page numbers.
- *Footnotes*—Insert footnotes or endnotes.
- *Citations and Bibliography*
- *Captions*—Cross-references (allows you to insert a link in your text to another page, heading, footnote, or table, so that if the target changes (for example, page 3 may be page 4 or 5 when you’re done), the reference updates automatically).
- *Index*—Alphabetical list of key words.
- *Table of Authorities*—Legal cites.

If you do not like the format Word applies to the results, do not try to format manually. Since these “tables” and “indices” are automatically updated (i.e., page numbers change whenever your text changes), be sure to make format changes through “Style” using the appropriate styles.

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# Advanced Formats

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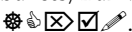
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## Format painter (“Home”)

Copies a format from highlighted text, then pastes it to another highlighted area. To use the painter, first highlight the text whose format you want to copy; then click the painter button. Next, scroll to the area of text that you want to re-format in the new style, and highlight it. *This stops the painter* (it will only do one selected area at a time; you must re-click the painter to do a second area).

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## Bullets and numbering (“Home”)

Formats for how the bullets/numbers look, including custom bullets such as .

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## Drop cap (“Insert”)

Enlarge the first letter of a paragraph and wrap text around it. Note that this function will not work with tabs before the letter since it “frames” the first space on the line.

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## Headers and footers (“Insert”)

Headers go at the top of pages, and can contain text, date, page number, and rule line. Footers go at the bottom. Two page number tabs are already set for centering and flush right. (*Important: Remember that headers, footers, and page numbers are controlled by section breaks.*) The toolbar for this function has the following options:

1. Switch between header and footer
2. Show the previous header/footer
3. Show the next header/footer
4. Keep this header same as previous section
5. **Insert page number**
6. Insert current date
7. Insert current time
8. Page setup
9. Show/hide document text
10. Close the header/footer toolbar

The “Insert/Page Numbers” menu allows you to choose a number location (top or bottom, left, right, center) and whether or not to show the number on the first page. Also in this window is a “Format” button, which allows you to tell Word to continue numbering a particular section consecutively from the previous section *or* to start re-numbering the current section from page one within the document (useful when you have a cover page, table of contents, *then* want the third page to be numbered page one).

## Columns (“Page Layout”)

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This button separates document into multiple, newspaper-style columns. The “Format” menu for columns includes options for margins and a line between columns. To put columns into part of a document, the document must be divided into “sections” with “continuous” breaks.

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## Working with Styles

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Styles are saved formats that can be re-used. The important thing to know about styles is that Word uses them whether you do or not, and many functions in Word (such as Table of Contents) will not work without styles. Every feature of Word has an assigned style, such as page numbers, headers and footers, footnotes and endnotes, and envelopes and labels. When you start a new document, you are already using a style called “Normal.”

Styles can be edited. It is important to understand in Word that if you do not like what a style is doing to your text, don’t change the text—change the style!

On the Home ribbon, the button called “Styles” expands the styles screen into a drop down. Hover over any to get a description.

At the bottom of the Styles window are three commands. One creates new styles and adds them to the list. The second is the style inspector, which will let you modify your styles. The third is manage your styles, which lets you remove styles.

### Editing Styles and New Styles

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Since styles are ways to store your formats for re-use, you can either create new styles or edit (“modify”) existing styles (you can also highlight an area of text with a desired format, then click on the style box to get a menu to “redefine” the style on the highlighted text).

- **New Style**—Requires you to specify a name (which shows on the format toolbar); a style type (change the paragraph or just the highlighted area); based on (used other style as base format); and style following paragraph (the next style to switch to when you hit enter). Then you change the format.
- **Modify Style**—Change an existing style. The format option gives you choices to change
  - **Font**—allows you to specify font, font size, color, position (super/subscript), characteristics (bold, italics, small caps, underline, etc.), and spacing (normal, expanded, or condensed).

- **Paragraph**—*formats* specify paragraph alignment (left, center, right, justified), indents (left, right, first line), spacing (before or after, or between lines), based on style, border (box or bar), keep together, page break before, and line numbering
  - **Tabs**—tab settings for the style
  - **Borders**—sets borders and shades around the paragraph
  - **Language**—codes text so Word will use different language spell checkers
  - **Frame**—creates “cutouts”
  - **Numbering**—automatic numbers
- Shortcut key (assign a keyboard combination to run the style, such as Ctrl+Sh+I)

Unless otherwise specified, styles are paragraph formats, and automatically affect the entire paragraph.

The automatic setting is that a style is available only in the document on which you are working. If you wish to make a style available in other documents, you must add it to a template; then you will have access to it any time you are working on a document based on that template.

### Changing Your Default Format

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To change your automatic (default) type format in Word, use “Styles” to redefine your “normal” style. Be sure to check “New Documents based on This Template” so it is saved.

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## Templates

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Just as there is never a time in Word when you are not in a style, the same is true of Templates. Templates are pre-formatted documents that can be re-used. They hold the paper size, margins, headers/footers/page numbers, columns, *and* styles. Any time you select a template, you automatically get a *new* document.

Word supplies a large variety of built-in templates. You activate them by using the “New” command on the Office Button. Choosing a template creates a new, unnamed copy of the original’s content on your screen (which many people erroneously try to do by using “Save as”).

To make your own templates, create a document as usual. Instead of saving it as a document, when you press Save, change the file type to read “Word template.”

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# Mailings

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## Envelopes and Labels

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If you need to print an envelope or label as part of a letter, you do not have to highlight the address unless there is more than one. Go to “Mailings/Envelopes and Labels.”

Under Envelopes, you will have a dialogue box that should automatically show the mailing address from the letter. There is an optional return address that can be omitted by clicking the “omit” box. There is also an address book for storing and re-using addresses if Microsoft Outlook is installed on your system.

Under Envelope/Options, you can specify what size envelope to print, and what font and position to use for the addresses. Then you can decide whether to print the envelope straight to the printer, or add it to the letter to save it for future use.

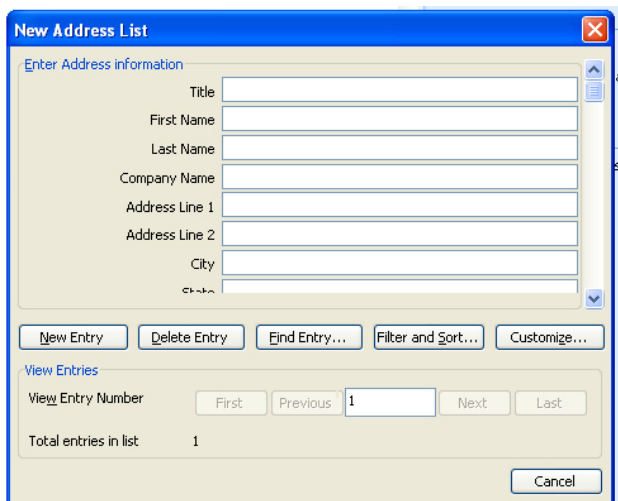
The Label window is very similar. However, at the bottom of the window are two other options: print a full page of the same address (a sheet of labels to the same person), or print one label on the page (to re-use a partially used set of labels, which requires you to specify which column and row on the sheet to use). You can specify the label format through the Options button.

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## Mail Merge

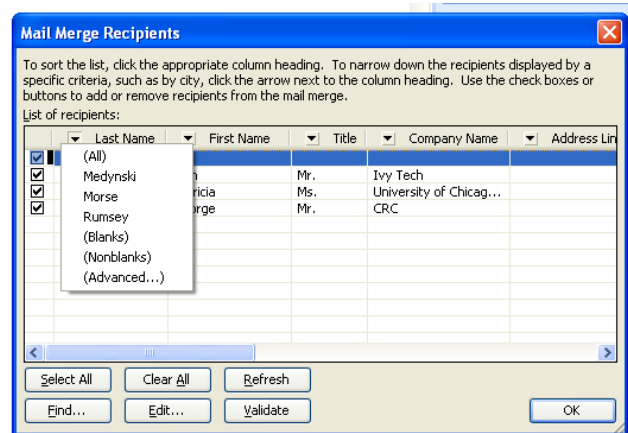
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Mail merge is the ability to generate multiple letters, envelopes, labels, or emails, or to generate a “directory” from one list of data. To start a mail merge, go to the Mailing ribbon, and click on “Start Mail Merge/Step by Step.” The mail merge task pane will appear on the right side of your screen.



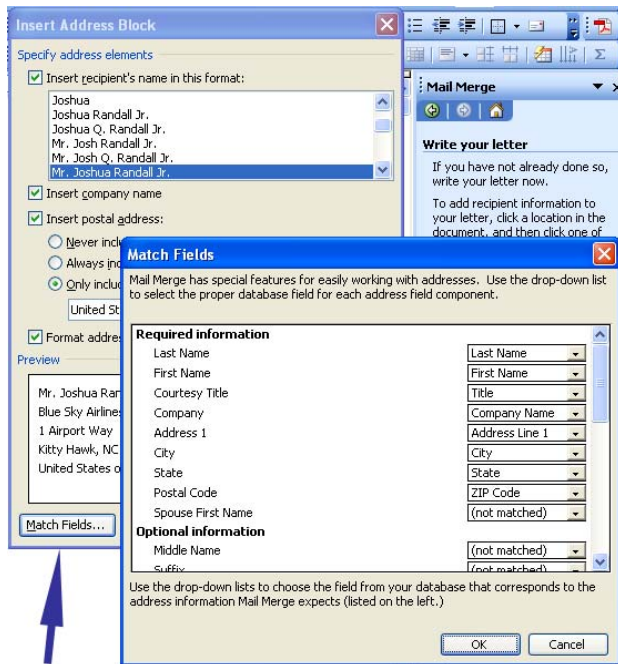
Mail merge is a “wizard”; there are 6 steps to complete the merge. Step 1 is to select the type of document you are trying to create: letters, email, envelopes, labels, directory (a directory used to be called “catalog” and compiles a formatted list from the data). Select the one you wish to do; you can only do one at a time (radio button). Then click at the bottom where the screen reads “Next: Starting document.”

Step 2 is “Select a document.” You can use the current document (whatever is currently on your screen), use a pre-existing template, or choose a different existing document (open a file). Select one, then click on “Next: Select recipients.”



Step 3 is where you specify where your data are coming from. You can use an existing list (click on “Browse” to locate a preexisting list, as long as it is either a database .MDB file, an Excel .xls file, a Word .doc file, or a delimited .txt file), select from an Outlook address book (“Choose Contacts Folder”), or type a new list (“Create”). If you click “Create,” you will see a data entry screen where you can type your information; this screen is designed to match the other steps of the wizard; if you choose not to use this form (you use “customize”) or if your data already exist from another source, you will need to do the “Match fields” in a later step.

Once your data are entered and saved, you are given an option to “select” recipients. The screen appears (it also appears when you click “Edit recipient list”), with check boxes next to each entry for selection. You can also click



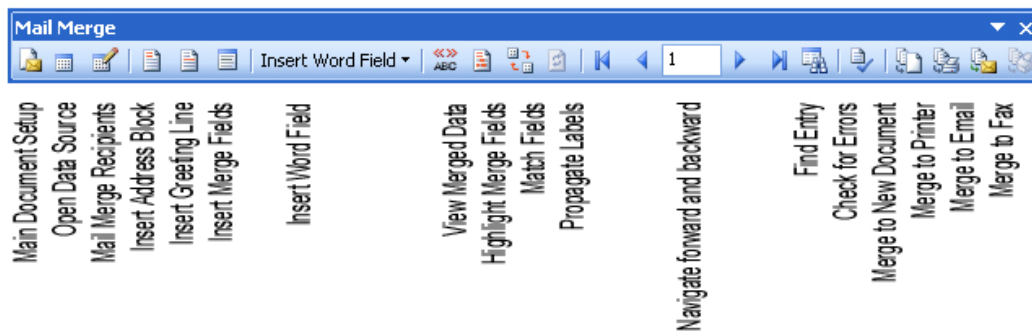
any column heading to sort (ascending or descending). You can also use the pull-down arrow next to each column heading to pick specific content or to go to “Advanced” querying or filter options and multiple level sort.

Step 4 is “Write your letter.” Even if your letter already exists, this step is where you place your fields onto the page for the actual merge. There are pre-designed recipient information fields ready to use, based on the form screen: address block, greeting line, electronic postage, postal bar code, and more (individual fields). If your fields have not changed, you can simply select the position in your document, then click the appropriate field code to put that information in.

If your fields are different, then you need to re-define the list of items. If you click “Address block,” for example, you will see how it is created and what it contains. In the bottom corner is the button for “match fields,” which

allows you to coordinate your own field names with the built-in fields.

Note that at this step in the merge process, you also have the “merge toolbar” across the top of your screen. This is the alternative way of laying out your merge fields.



A final letter would look something like this:

Once you have designed your letter, you are then ready for Step 5, “Preview your letters.” Previewing gives you’re a navigation tool (<< or >>) for looking at various letters to see if you are satisfied; there is also a button to edit the recipient list and another to exclude a particularly recipient.

The final step, Step 6, is to complete the merge. To do this you can either send your merged output to the printer, or select the choice called “Edit individual letters.” This puts the letters on your screen so you can look them over, revise and customize, and then print.

4/22/2006  
 «AddressBlock»  
 «GreetingLine»  
 How are you?  
 Sincerely,  
 GWR

## Merging to Envelopes and Labels

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Merging to envelopes and labels follows essentially the same steps as for a letter. For an envelope, you have the optional step of designing your envelope (where do you want the address and return address to be positioned, and what font and size should they be).

For labels, you have “Label options” where you can select which label size (including name tags and postcards) to print to. The only part that is different for labels is in Step 4, where you must do a step called “Replicate labels” (or “Propagate” on the toolbar). When you design one label with your fields, you need to take that same design information and place it on all the other labels for the page. This is accomplished by clicking “Update all labels.” If you forget to do this step, you will end up with only one label.

For envelopes and labels, you can also specify use of the postal bar code, which puts the bar code for your zip codes onto the envelopes or labels.

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