

Getting the WORD out!



A collage of promotional materials for a library event. On the left is a white letterhead from 'Tine Public Library' dated November 12, 2013. The letterhead includes a globe icon and a bulleted list of instructions for attendees. On the right is a colorful poster for the event. The poster features a top image of a colorful Lego boat, the title 'BUILD YOUR WORLD LEGOS AT THE LIBRARY', and the subtitle 'LIBRARIANS LEARNING FROM LIBRARIANS'. It also states 'FREE!' and 'PRE-REGISTRATION REQUIRED'. The event details are: 'NOVEMBER 20, 2013 9-11 AM TINE PUBLIC LIBRARY TINEVILLE, TX 74356'. Two small photos at the bottom of the poster show a person in a Lego costume and a person in a Woody costume.

“Tech Tools with Tine” Webinar Series Presents:

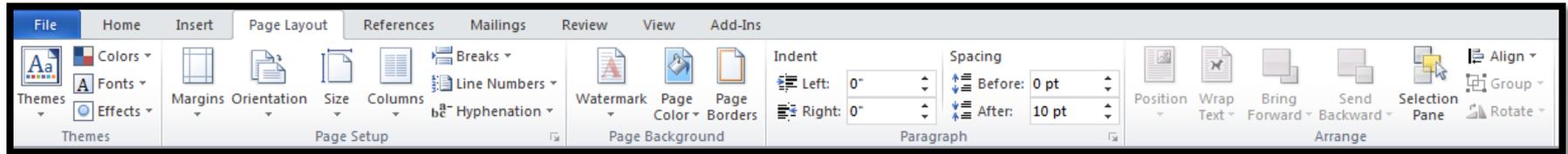
MS Word Flyers and Mailings

Walk through Mail Merge like a pro!

Tine Walczyk – November 15th, 2013
tine@trainers-r-us.com



Common Flyer Components

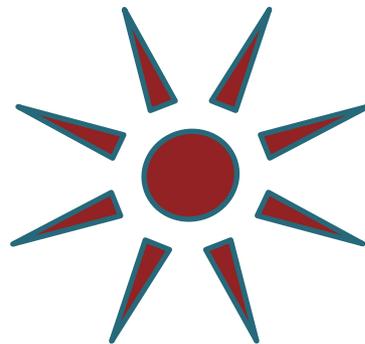


- Page Layout Features

- Page Orientation: landscape/portrait, vertical alignment
- Page Borders
- Columns

- Content

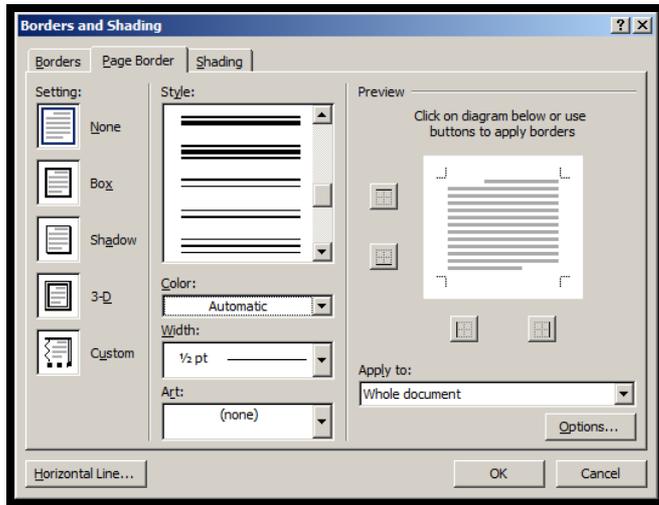
- Fancy Text
- Images
- Shapes



Fancy Text

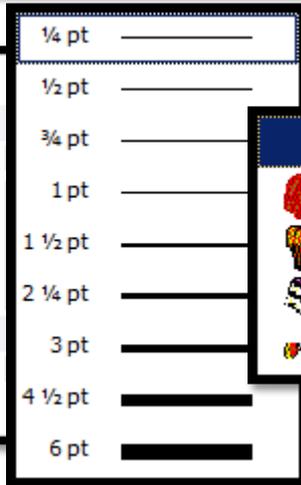
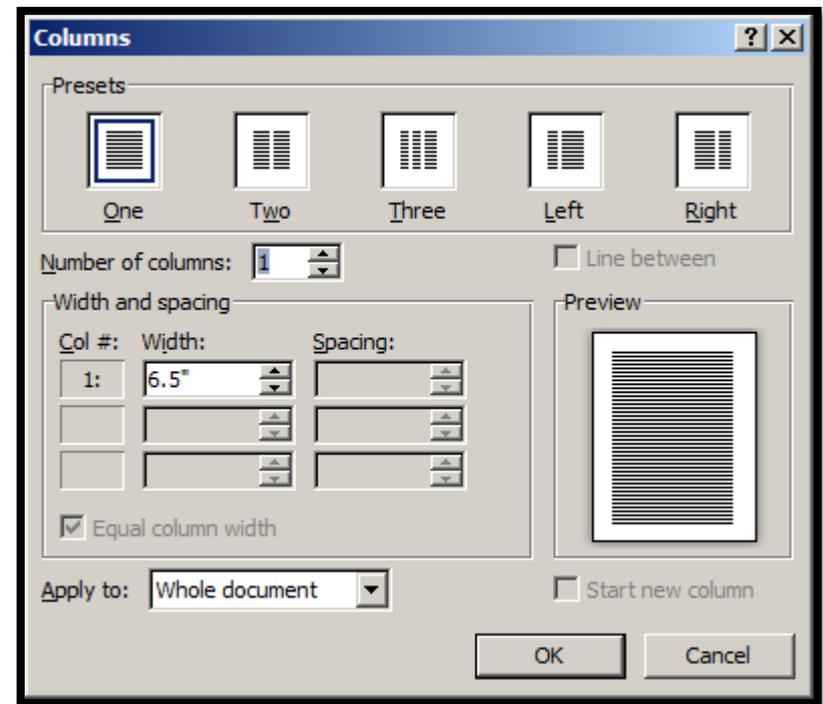


Page Layout Features

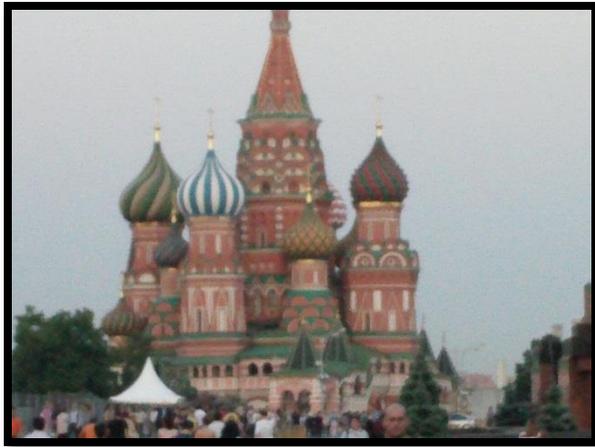


Work your way from left to right to get it right!

Choose your columns, widths, & line divider



It's all about the Content!!



Quick Steps

Insert your image.

Size your image.

Change the Text alignment.

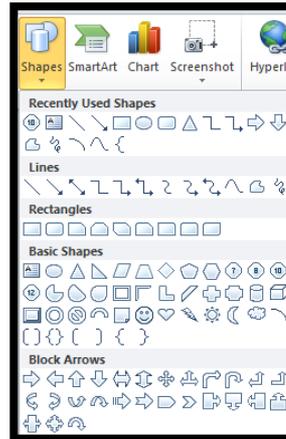
Move it to where you want it.

When all else fails...

Create a Text Box.

Bring image into the box.

Adjust Text box settings.



Shape up your flyer!

Build your shapes from the list.

Use the Green Circle to rotate.

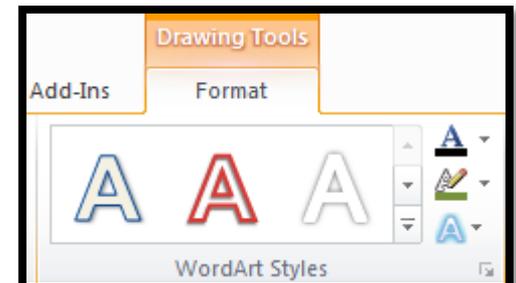
Use the Yellow Diamond to transform.

Fancy Text all starts with WordArt!

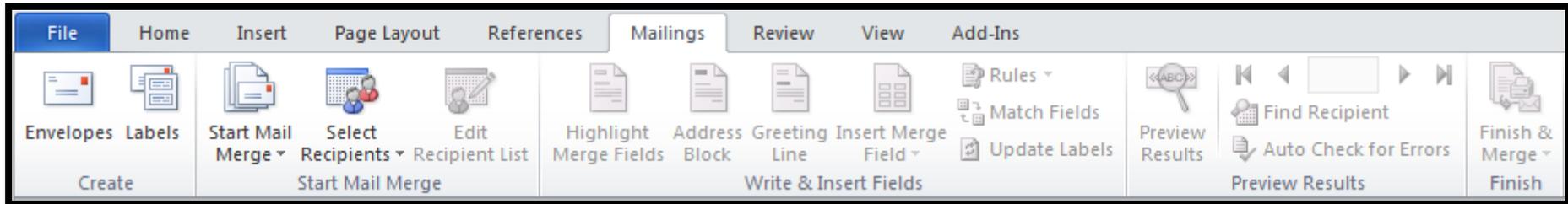
Type something and highlight it.

Use the WordArt button to choose the general letter shape.

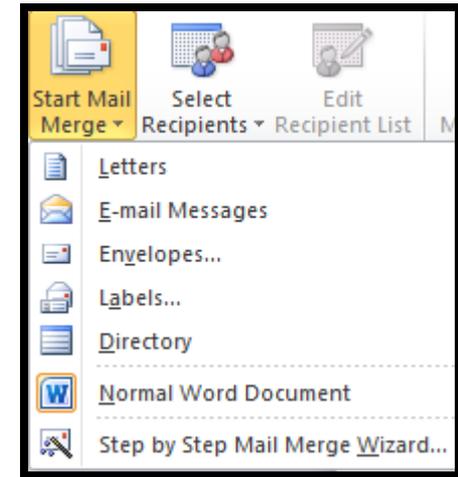
Use the Toolbar to control the rest! (fill, outline, effects)



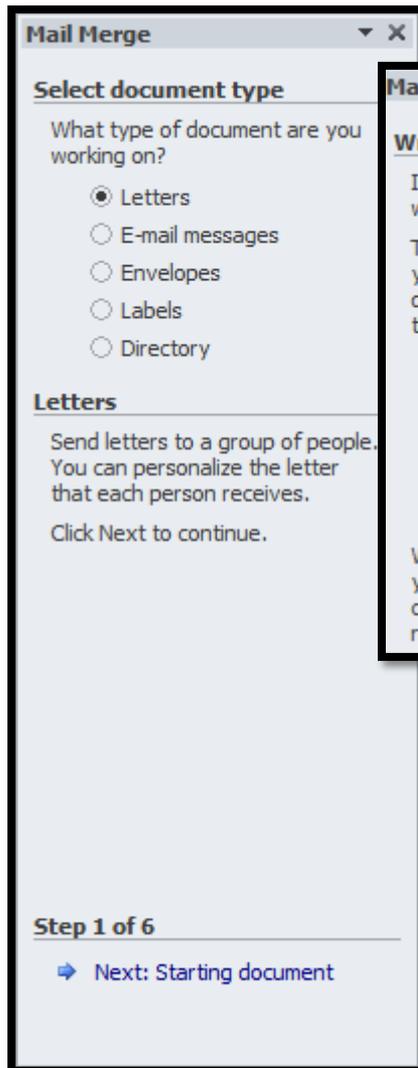
Mailings! Or anything with recurring components...



- Unless you just want 1... it all starts with a Merge
- Process:
 - Choose your document.
 - Choose your recipients.
 - Connect the two.
 - Merge and deliver! 😊
- If you get lost, use the Wizard!



Follow the Wizard!



Mail Merge [X]

Select document type

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

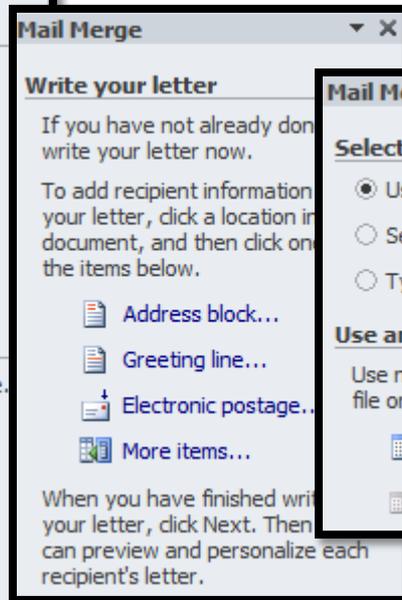
Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

➔ Next: Starting document



Mail Merge [X]

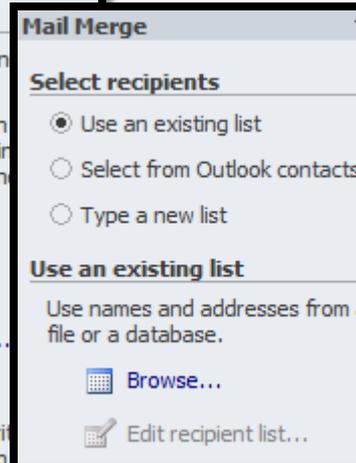
Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click on the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.



Mail Merge [X]

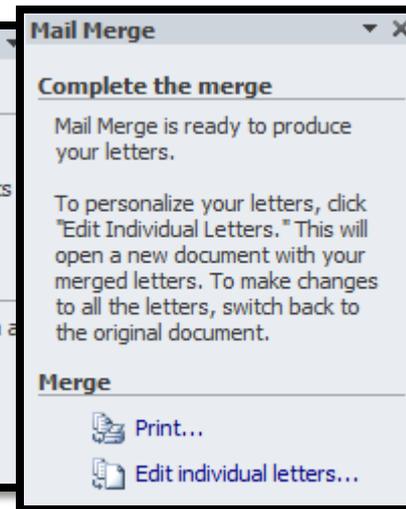
Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

Use an existing list

Use names and addresses from a file or a database.

- Browse...
- Edit recipient list...



Mail Merge [X]

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

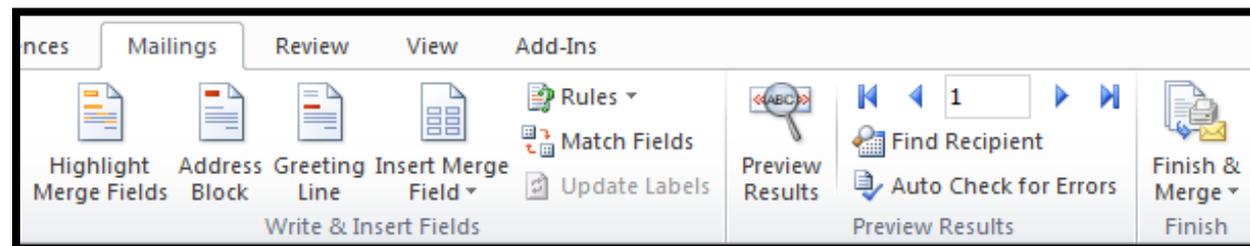
Merge

- Print...
- Edit individual letters...

Answer the question at the top.

Advance to the next step at the bottom.

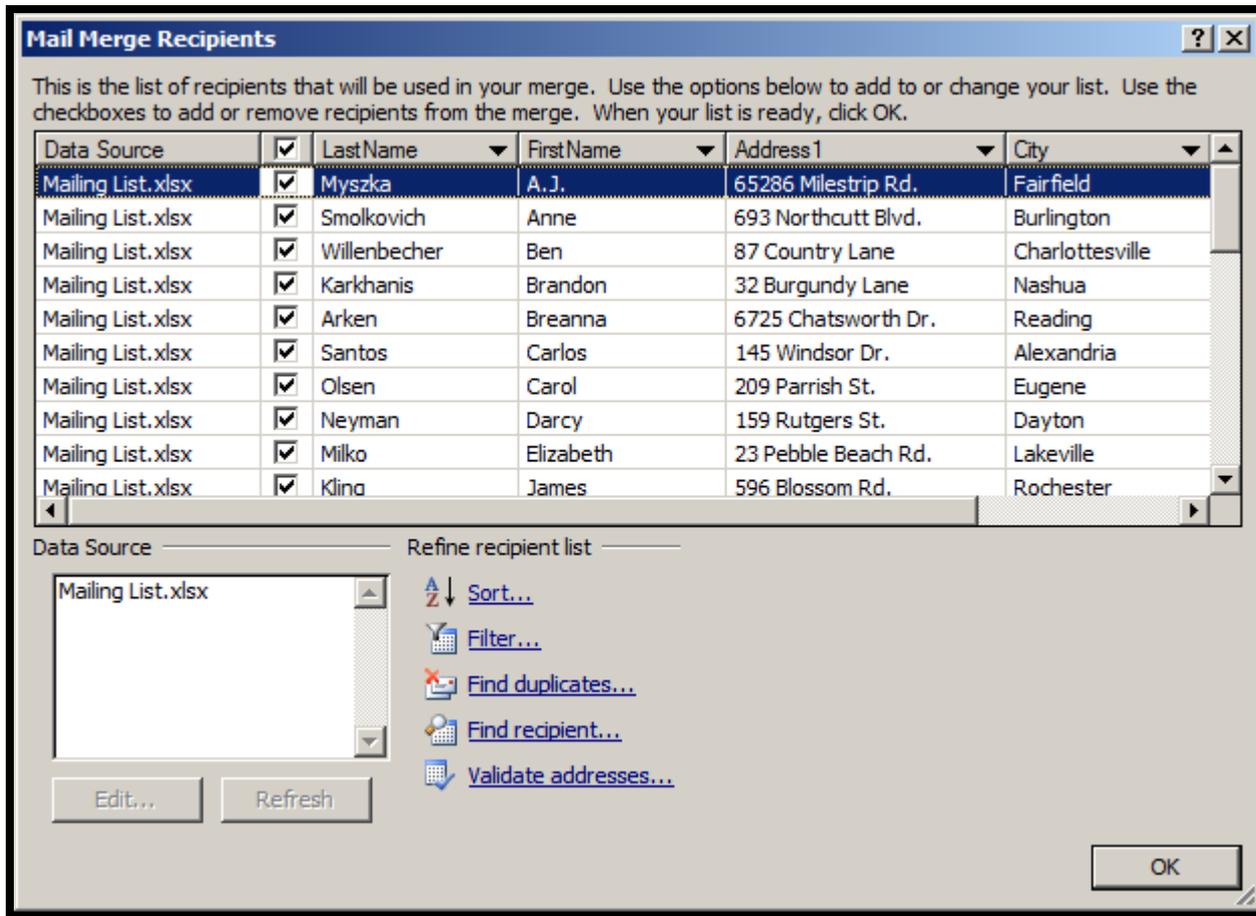
OR.... Use the toolbar and do it yourself!



nces | Mailings | Review | View | Add-Ins

- Highlight Merge Fields
- Address Block
- Greeting Line
- Insert Merge Field
- Merge
- Rules
- Match Fields
- Update Labels
- Preview Results
- Find Recipient
- Auto Check for Errors
- Preview Results
- Finish & Merge
- Finish

Data options on the fly!



Use it all
OR...

Sort it.
Filter it.
Choose specific
people.

Avoid Mailing Pitfalls... ☹️

- Creating your Main Document
 - Leave blank lines or a place holder for where your changing information is going to go.
 - Email message
 - Easiest to create on the fly due to screen formatting of the document.
 - Labels
 - Use options to choose your label type and match the number on the box of labels to ensure your document is formatted correctly



Avoid Mailing Pitfalls... ☹️

- Working with the Data
 - Unless the people you're mailing are a once in a lifetime group, put them in an Excel file.
 - You can pick and choose your data during the merge so you don't need a unique data file for every one.
 - Break it down!
 - If you might use the 1st name separately at some point, make that it's own field.
 - What you see is what you get!
 - Watch out for capitalization and punctuation



Avoid Mailing Pitfalls... ☹️

- Working with Fields
 - If you're creating envelopes or labels, don't delete anything that says <<Next Record>> or looks like this – 
 - Anything with << >> is important to the merge
 - Using the <<AddressBlock>> and <<GreetingLine>> makes your formatting easier
 - If you manually insert fields, you must put in the spaces and punctuation too!



Avoid Mailing Pitfalls... ☹️

- Looking at the results
 - Unless you are 100% perfect, send your mailing to Edit Mode, not Print Mode.
 - Review your final document; if you see an issue, make your changes in the original and re-run it.
 - When you finish an email merge, it's off and running!



Next week...

SurveyMonkey!

Tech Tools with Tine Webinar presented on November 15th 2013.

