

Using Mail Merge in Works

1. Start the Microsoft Works (not Word) Word Processor.
 - a. If it isn't showing in Start/Programs (You have Works Suite. Thus you must add the shortcut)
 - i. It is under C:\Program Files\Microsoft Works\wkswp.exe
 - ii. Create shortcut then move the shortcut to Start Menu
 2. Go to Tools and choose *Mail Merge* for a letter, or *Labels* or *Envelopes*
 - a. Letters
 - i. Choose the database source. An Insert Fields box with the Field Names appears
 - ii. Start typing the letter, and as with Word, use the Insert Field window to choose fields to enter, when you come to a place you want a field entered.
 - iii. With Works, the print preview displays all the records.
 - iv. Just print.
 - b. Labels or Envelopes
 - i. Choose desired task, specifically "Mailing labels" (this brings up the merge dialogs
 - ii. Pick type label (or Envelope size)
 1. From size
 2. From label number
 - iii. Choose source of database to merge
 1. Typically "from another type of file"
 2. Not Address book, that is Outlook Express
 3. A box with the Fields appears
 - iv. Design label (or Envelope)
 1. Place fields
 2. Here you can place each field as you go, adding the formatting. You do not need to add all the fields at once.
 3. Remember the spaces and punctuation
 4. Again, Print Preview immediately displays the sheets of labels
 3. You are now ready to preview and/or print your labels, envelopes, or letters.
- Hints
 - Skipping empty fields (specifically on labels or envelopes)
 - Establish label/envelope, merged data, and label/envelope design
 - Go to File menu/Print
 - Under Mail Merge Print Settings, check "Don't print lines with empty fields"
 - Click OK
 - Remember to use Print preview first to check it before ruining labels
 - Print or close/cancel and edit

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- **Make Labels from Only Marked Files in MS Works 6.0 And Later**
 - You can also “Mark Records” and filter by marked records.
 - Place check in left margin on a Works database (List View) and resave the database.
 - First, you must start a new **Works** word processing document
 - Again, not Word, but Works
 - Go to Tools, and choose Labels and create your labels and merge address file as you would normally.
 - Once you have this established, you again go to Tools, but this time choose mail merge, then **filter and sort**. When this window comes up you can click on the "use marked records" box, and there you have it. You get labels of only the marked records.
 - This process also works to select groups (using previously added fields).

Printing Hints in Works

- To add gridlines or field names
 - Use Page Setup “Other” tab to add fields and gridlines.
 - Use Tools/Report Creator to print only certain fields, or filter only certain records.
 - Alignment can be controlled by choosing “Format” menu.
 - Column widths can be adjusted by dragging, in list mode, just like spreadsheet.