

Address Book and Mailing Labels

Microsoft Address Book

Run the Microsoft Address Book

- Run Microsoft Internet Explorer
- From Microsoft Internet Explorer window, press the **Mail** button from the toolbar to run Outlook Express
- From Outlook Express window, select **Tools >> Address Book** (or press the **Address Book** button from the toolbar) to run the Address Book

Select an Entry

- Left mouse click on the entry *or*
Left mouse click in the **Type name** box under the toolbar and begin typing the entry name until the desired entry is selected

View or Update an Entry

- Double left mouse click on the entry *or*
Select the entry and then press the **Properties** button
- View the information in the entry, select the tabs at the top to view all the sheets in the entry
- Update the information by selecting a field and typing in the new data
- Select **OK** to save the updated information or select **Cancel** for no changes

Add an Entry

- Press the **New Contact** button
- Type the first and last names for the entry
- Select other fields as desired and type in the data
- Press the Tab key to go to the next field, press Shift-Tab for the previous field
- Select **OK** to save the new entry

Delete an Entry

- Select the entry and then press the **Delete** button
- In the pop-up window, select **Yes** to permanently delete the entry

Send Email to an Entry

- Select the entry and then select **Tools >> Action >> Send Mail** *or*
Select the entry and then press the **Action >> Send Mail** button
- A **New Message** window pops up with the email address of the entry already in the **To** field
- Press the **Address Book** button to select additional recipients:
 - A **Select Recipients** window pops up

- Select an entry and then press **To: ->**, **Cc: ->**, or **Bcc: ->**
- Select **OK** to save the additional recipients of the message
- Type the message in the **New Message** window and send as usual

Groups

- A Group allows you to easily send email to a group of people
- To create a group, press the **New Group** button
- In the **Group Name** box, type the name of the group
- Press **Select Members**, and then select entries from the Address Book list
- Select **OK** to save the new members, then select **OK** to save the group
- To update a group, select the group and then press the **Properties** button
- To send email to a group, select the group and then press the **Action >> Send Mail** button

Address Book File

- Select **Help >> About Address Book** to find out where the address book data file is stored, for example the file may be named:
c:\Windows\Application Data\Microsoft\Address Book\strong.wab
- Make a spare copy of this file and store on a floppy disk

Exporting data from the Address Book

- Export data to be used by Microsoft Works or Word in mailing labels
- Select **File >> Export >> Other Address Book**
- In the Address Book Export Tool window, select **Text File (Comma Separated Values)** and then press **Export**
- In the CSV Export window, type the name of the file to contain the exported data (or press the **Browse** button to select the file), for example:
c:\My Documents\address list.csv
Then press **Next**.
- Then select the fields to be exported. For mailings, generally select name and address fields. Then press **Finish**

Mailing Labels in Microsoft Works

Import the Address Book Data to a Works database

- Run Microsoft Works
- In the Works Task Launcher window, select **Existing Documents**
- Select **Open a document not listed here**
- In the Open window, in the Files of type: box, select **All Files (*.*)**
- Find and open the address list.csv file (for example: address list.csv)
- In the Open File As window, select File Type as **Text for Windows** and then select **Database**

- In the Microsoft Works window, select **View >> List**
- Correct the Field Names for the columns of the database:
 - Select the Field name (for example, Field 1)
 - Select **Format >> Field**
 - In the Format window, enter the correct name in the Field name: box and then press **OK**
 - Repeat for all Fields
- Select the first line of data (containing the field names from the Address Book) and select **Edit >> Cut**
- Select **Record >> Sort Records**
- In the Sort Records window, in the Sort by box, select **Last Name** to sort the entries in alphabetical order by last name, and press **OK**
- Select the entries for which you wish to print a label by placing a check mark in the box on the leftmost column
- Select **File >> Save As**
- In the Save As window, type a name for the file (for example: works address list.wdb) and press **Save**

Create Labels from the Works database

- Open the Works database (for example: works address list.wdb)
- Select **Tools >> Labels**
- In the Labels window, select **Labels**
- A set of specification sheets with instructions appears, allowing you to specify how to create and print the labels.
- Select the **Label Size** tab and select the size of labels you are using
- Select the **Database** tab and verify that the correct database (for example: works address list.wdb) is selected
- Select the **Recipients** tab and select **Currently marked records in the database**
- Select the **Label Layout** tab. Enter the fields from the database into the Label layout box with the appropriate punctuation. For example:
 - Select **Name** and press **Add Field**, then press **New Line**
 - Select **Street** and press **Add Field**, then press **New Line**
 - Select **City** and press **Add Field**, type a comma and a space
 - Select **State** and press **Add Field**, type a space
 - Select **Zip Code** and press **Add Field**
- Press the **Font** button and select the font you wish to use, then press **OK**
- Select the **Printing** tab and press **Preview** to view how the labels will be printed. Press **Print** if the labels look OK, otherwise press **Cancel** and make adjustments on the other tabs, then print.
- Select **Close** to exit the Labels window
- If desired, select **File >> Save** to save the label format in a document

Create Return Address Labels

- Run Microsoft Works and select the **Task Wizards**
- Select **Envelopes and Labels >> Return Address Labels** and press **OK**
- In the Works Task Launcher window, select **Yes, run the TaskWizard**
- A set of specification sheets with instructions appears, allowing you to specify how to create and print the return address labels.
- Select the **Label Size** tab and select the size of labels you are using
- Select the **Label Layout** tab and type your return address in the Label layout box.
- Press the **Font** button and select the font you wish to use, then press **OK**
- Select the **Printing** tab and enter the Number of labels to print
- Press **Preview** to view how the labels will be printed. Press **Print** if the labels look OK, otherwise press **Cancel** and make adjustments on the other tabs, then print.
- Select **Close** to exit the Labels window
- If desired, select **File >> Save** to save the return address label in a document

Create Envelopes from the Works database

- Open the Works database (for example: works address list.wdb)
- Select **Tools >> Envelopes**
- A set of specification sheets with instructions appears, allowing you to specify how to create and print the envelopes.
- Select the **Envelope Size** tab and select the size of labels you are using
- Select the **Database** tab and verify that the correct database (for example: works address list.wdb) is selected
- Select the **Recipients** tab and select **Currently marked records in the database**
- Select the **Return Address** tab and type the return address in the box
- Select the **Main Address** tab. Enter the fields from the database into the Main address: box with the appropriate punctuation. For example:
 - Select **Name** and press **Add Field**, then press **New Line**
 - Select **Street** and press **Add Field**, then press **New Line**
 - Select **City** and press **Add Field**, type a comma and a space
 - Select **State** and press **Add Field**, type a space
 - Select **Zip Code** and press **Add Field**
- Press the **Font** button and select the font you wish to use, then press **OK**
- Select the **Printing** tab and press **Preview** to view how the envelopes will be printed. Press **Print** if the envelopes look OK, otherwise press **Cancel** and make adjustments on the other tabs, then print.
- Select **Close** to exit the Envelopes window
- If desired, select **File >> Save** to save the envelope format in a document

Create a Single Envelope

- Run Microsoft Works and select the **Task Wizards**
- Select **Envelopes and Labels >> Envelopes** and press **OK**
- In the Works Task Launcher window, select **Yes, run the TaskWizard**
- A set of specification sheets with instructions appears, allowing you to specify how to create and print the envelope.
- Select the **Envelope Size** tab and select the size of envelope you are using
- Select the **Return Address** tab and type the return address in the box
- Select the **Main Address** tab and type the recipient address in the Main Address box.
- Press the **Font** button and select the font you wish to use, then press **OK**
- **Special Note:** ignore the Database and Recipient tabs
- Select the **Printing** tab and press **Preview** to view how the envelope will be printed. Press **Print** if the envelope looks **OK**, otherwise press **Cancel** and make adjustments on the other tabs, then print.
- Select **Close** to exit the Envelopes window

Mailing Labels in Microsoft Word

Import the Address Book Data to an Excel Data Source

- Run Excel
- Select **File >> Open**
- In the Open window, in the Files of type: box, select **All Files (*.*)**
- Find and open the address list.csv file (for example: address list.csv)
- **Special Note:** do not change the first row (field names)
- Delete entries (rows) for which you do not want to print a label:
 - Select the row, then select **Edit >> Delete**
- Save the file in Excel format:
 - Select **File >> Save As**
 - In the Save as type: box, select **Microsoft Excel Workbook (*.xls)**
 - Type the file name (for example: address list.xls) and press **Save**
- Close Excel

Create Labels from the Excel Data Source

- Run Word
- Select **Tools >> Mail Merge**
- In the Mail Merge Helper window, under Main Document press **Create** and select **Mailing Labels**
- In the pop-up window, select **Active Window**
- Under Data Source press **Get Data** and select **Open Data Source**
- In the Open Data Source window, in the Files of type: box select **All Files (*.*)**

- Select the excel data source file (for example: address list.xls) and press **Open**
- In the pop-up window, select **Entire Spreadsheet** and press **OK**
- In the next pop-up window, select **Set Up Main Document**
- In the Label Options window, select the product number of the labels you are using and press **OK**
- In the Create Labels window, enter the fields from the data source into the Sample Label box with the appropriate punctuation. For example:
 - Press **Insert Merge Field** and select **Name** and enter a carriage return
 - Press **Insert Merge Field** and select **Home_Street** and enter a carriage return
 - Press **Insert Merge Field** and select **Home_City** and type a comma and a space
 - Press **Insert Merge Field** and select **Home_State** and type a space
 - Press **Insert Merge Field** and select **Home_Postal_Code**
- Press **OK** to exit Create Labels window
- In the Mail Merge Helper window, under Merge the Data with the Document, press **Merge**
- In the Merge pop-up window, press **Merge**
- The labels will appear in the Word document window
- Edit the labels if desired
- Print preview, print, or save the labels document as desired.

Create Return Address Labels

- Run Word
- Select **Tools >> Envelopes and Labels**
- In the Envelopes and Labels window, select the **Labels** tab
- In the Address box, type your return address
- Under the Print heading, select **Full Page of the Same Label**
- Under the Label heading, click on the label graphic and select the product number of the label
- Press the **New Document** button to create the labels
- Print preview, print, or save the labels document as desired