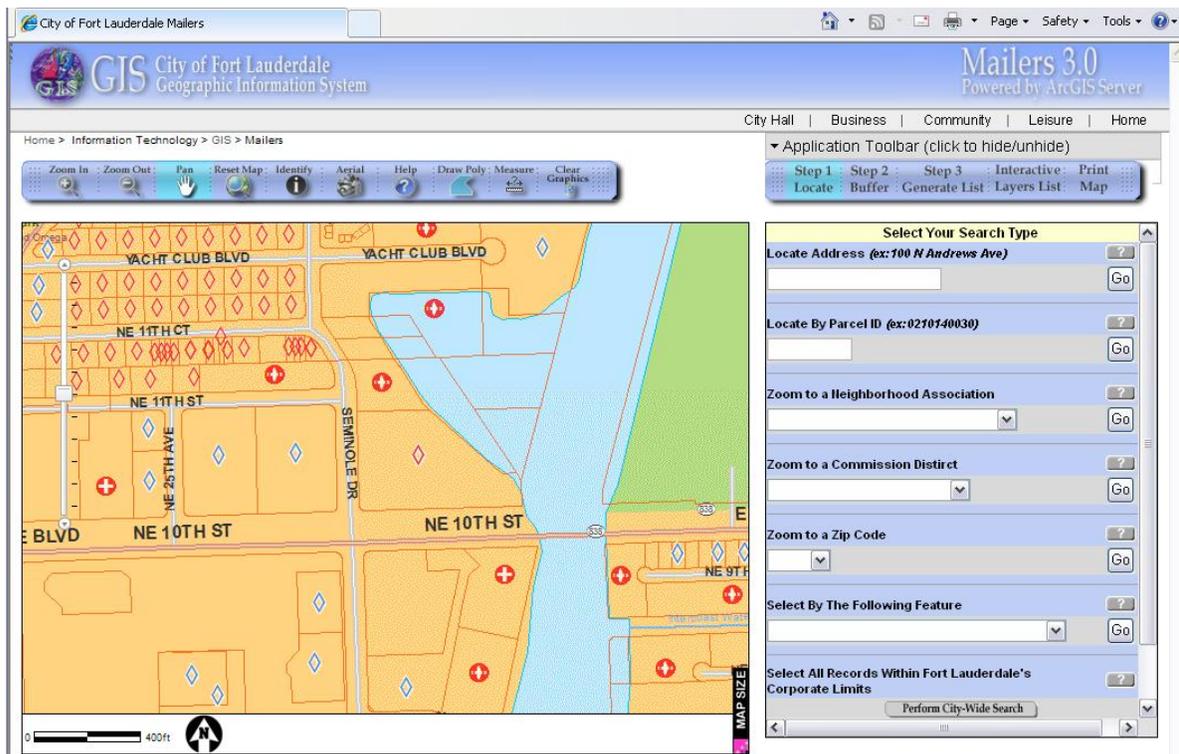


Mailers 3.0

User's Guide



January, 2011

This Document is Best Viewed in Color

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1.0 Mailers 3 Overview

The Mailers 3.0 application is a streamlined, clean and simple web-based GIS application that replaces the previous Mailers 1.0 and Mailers 2.0 desktop versions.

Mailers 3.0 is an internet-based application that's been designed for use with Internet Explorer versions 7 and 8. To access the application type the following in your internet address bar:

<http://gis-it.fortlauderdale.gov/mailers>

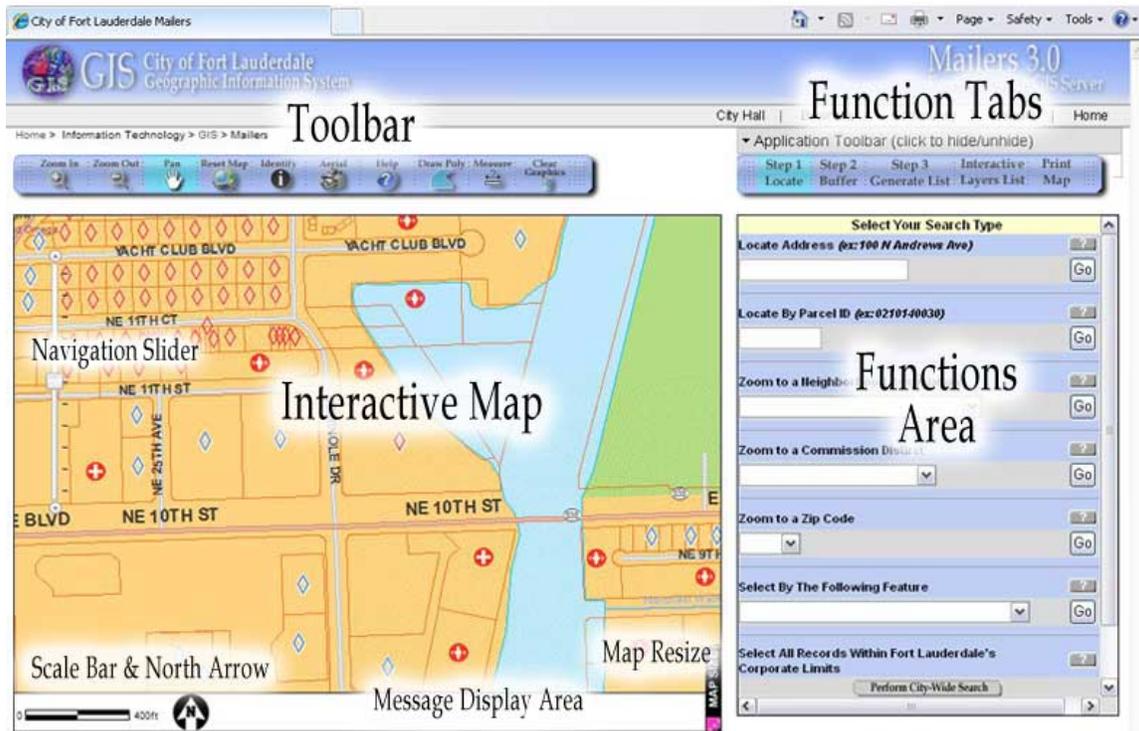
The Mailers 3.0 workflow allows a user to produce a downloadable Excel table of addresses in as little as 4 clicks of the mouse. The process involves the following steps:

- Find your location of interest by address, parcel ID, Neighborhood Association, Commission District or hand-draw an area.
- Create a buffer around your location of interest (if necessary).
- Select either the parcels or utility billing accounts within your buffered or selected area.
- Create a table of the selected parcels or utility billing accounts.
- Export your table to Excel.

The remainder of this document provides more in-depth detail on how to use the Mailers 3.0 application.

2.0 Interface Overview

The following graphic represents the Mailers 3.0 interface with the application's primary areas depicted:



2.1 Toolbar & Interactive Map Overview

The toolbar contains the components that assist with navigating and interacting with the map. Section 3.1 describes each tool's use with Section 3.2 providing helpful techniques for using the interactive map.

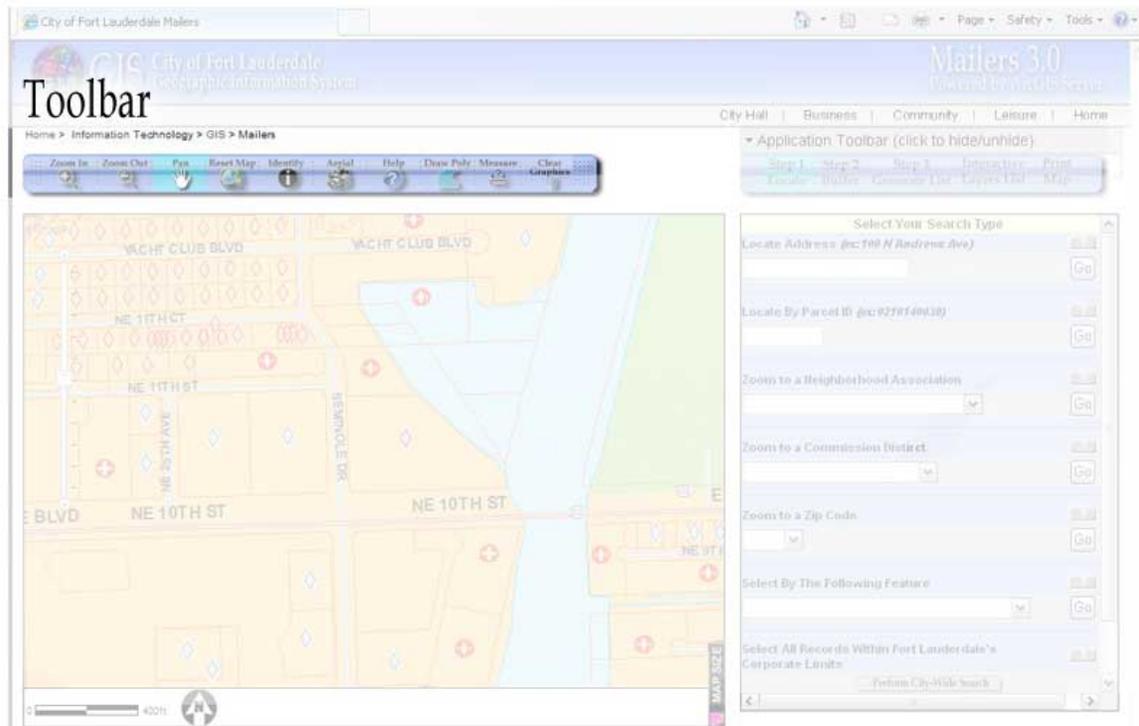
2.2 Function Tabs & Functions Area Overview

Clicking on a function tab will display the function's menu within the functions area. Section 4.0 describes each function's use.

3.0 Toolbar & Interactive Map

3.1 Toolbar Details

The toolbar contains the components that interact with the map.



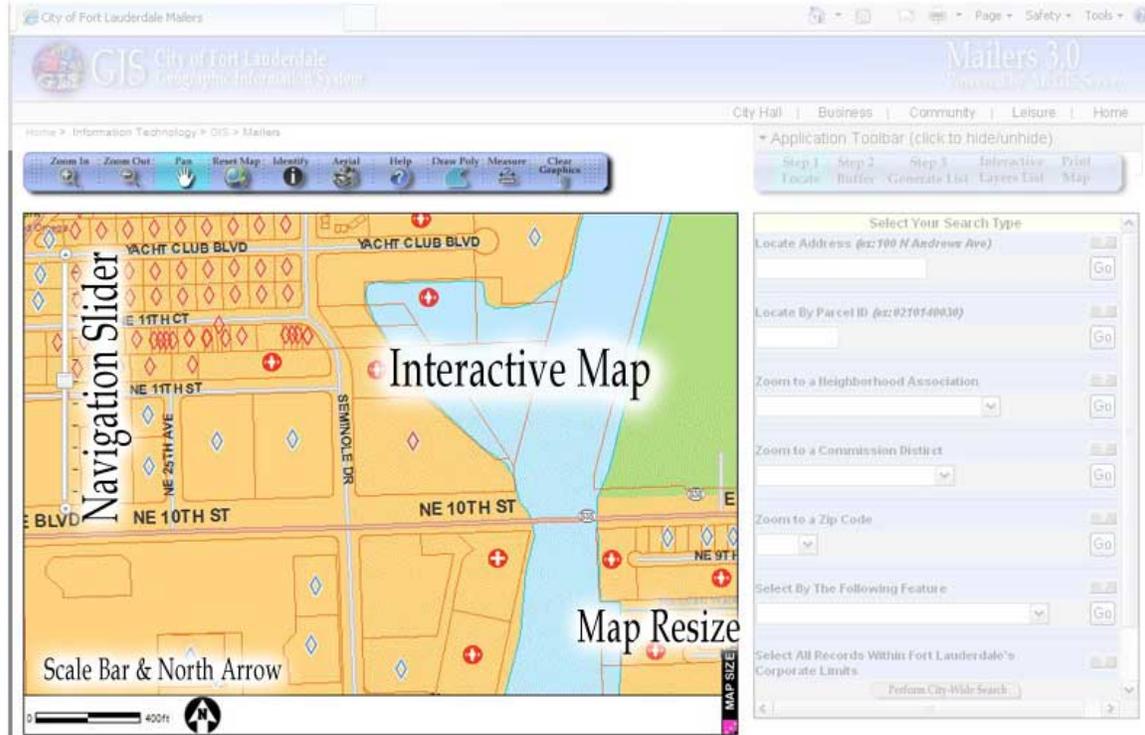
The following list describes each tool's use:

	<p>ZOOM IN: The zoom in tool allows a user to zoom closer to an area of the map. To use this tool, first click on the tool icon once to make it active. Next, hold down on your left mouse button and drag an outline around the area where you want to zoom to. Once you have dragged out the outline of the area, release your left mouse button and the application will focus on that area.</p> <p>NOTE: You can also zoom in by using the map's navigation slider located on the left-hand side of the map window. This feature is discussed more in section 3.2.</p>
	<p>ZOOM OUT: The zoom out tool allows a user to zoom out from an area of the map. To use this tool, first click on the tool icon once to make it active. Next, hold down on your left mouse button, drag an outline and release your left mouse button. The bigger the outline you draw the more the map will zoom out.</p> <p>NOTE: You can also zoom out by using the map's navigation slider located on the left-hand side of the map window. This feature is discussed more in section 3.2.</p>
	<p>PAN: The pan tool is used to move the map from side to side without zooming in or out. To use this tool, first click on the pan tool icon to make it active. Next, place your mouse pointer inside the map frame. Click and hold down with your left mouse button and begin to move the map in the</p>

	desired direction.
	RESET MAP: Clicking this tool once will reset the application.
	IDENTIFY A PARCEL: The identify tool allows a user to select a parcel for buffering purposes. To use this, first click on the identify tool to make it active. Next, perform a single click on a parcel to select and highlight the parcel. Clicking a highlighted parcel a second time will display the owner information for the parcel.
	AERIAL PHOTOGRAPH: Click this button to toggle the display of the aerial photograph.
	APPLICATION HELP: Click this button to open the help document.
	<p>DRAW A POLYGON: The Draw A Polygon tool allows a user to draw either a single or multiple polygons on the map for query and buffering purposes.</p> <p>To use this tool first navigate to your general area of interest. Next, click on the Draw Polygon tool to make it active. Next, click once inside the map window at one of the corner's of your selection area in order to start drawing your polygon on the map. Next, move your mouse to your next corner and click again to draw your second point (you should see a line appear between each point). Continue this process until you have formed a polygon around your selection area. Double clicking the map while using the Draw Polygon tool will add the final point to your polygon.</p> <p>You also have the ability to draw multiple polygons on the map and perform a single query using all the hand-drawn polygons at once.</p> <p>Once you have drawn a polygon you can either buffer around the polygon's outer edge or you can extract all the addresses that lie inside the polygon's boundary without creating a buffer. Make sure not to overlap your hand-drawn polygons or else you will create a void in the area where the polygons overlap and will not extract data from this overlapping areas.</p>
	CLEAR GRAPHICS: The Clear Graphics button will clear all user-drawn and application-drawn graphics without resetting the map's extent.

3.2 Interactive Map Details

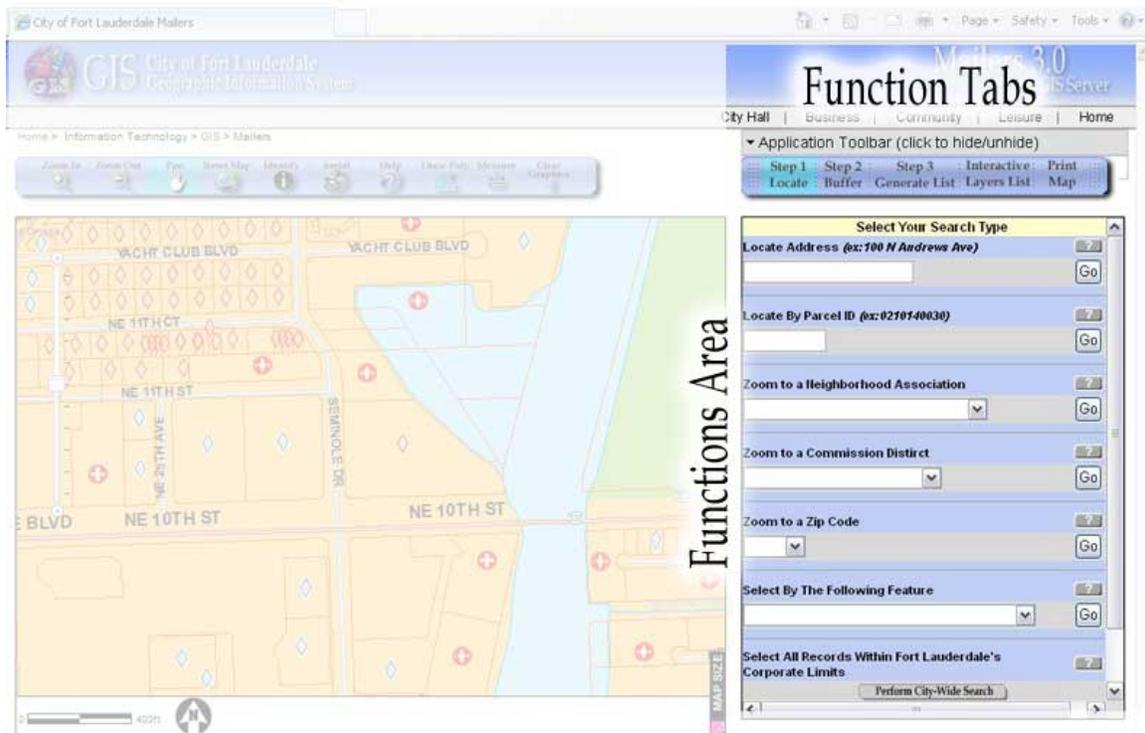
The interactive map is the area of the application where you can navigate and interact with the map as well as resize the map window. The interactive map area is comprised of the interactive map, navigation slider, map resize button and scale bar as depicted below:



<p>Interactive Map</p>	<p>The Interactive Map is the area of the application where you can navigate the map using one of the many tools located in the toolbar as described in section 3.1. The Interactive Map will also display buffer and query results.</p>
<p>Navigation Slider</p>	<p>The Navigation Slider allows you to adjust the scale of the Interactive Map by dragging the slider up to zoom closer or by dragging the slider down to zoom out. Each tick on the slider represents a predetermined scale. A list of the predetermined scaled is provided to the right.</p> <ul style="list-style-type: none"> 1:125,000,000 1:20,000 1:15,000 1:10,000 1:2000 1:1000 1:400 1:300 1:200 1:100 1:50 1:20
<p>Map Resize</p>	<p>The interactive map may be resized by using the map resize button located in the bottom right-hand corner of the map window. To use this feature, simply click and hold the map resize button and drag the map frame to change it's size.</p>
<p>Scale Bar & North Arrow</p>	<p>The scale bar adjusts dynamically as the interactive map's scale changes. The north arrow is static.</p>

4.0 Function Tabs & Function Area

The Functions Area is the portion of the application where you will perform the bulk of your work including location searches, address list generation and map printing. Clicking on a Function Tab will display the specific function's menu within the functions area:



4.1 Locate

The Locate tab provides search capabilities by Address, Parcel ID, Neighborhood Association, Commission District, Zip Code, CRA, Beach CRA, DDA and the entire City Limits.

4.1.1 Locate Address

The Locate Address function enables a user to search for a specific address. The application will first attempt to match the address with the Broward County Property Appraiser's parcel layer. If the address does not match to a parcel the application will then attempt to locate the address using the City's street network.

4.1.1.1 Address Confidence

When performing an address search you will be prompted with a variety of messages that will indicate if the address was found, the address verification method and a confidence level for being located in Fort Lauderdale. Below is a list of typical scenarios and the message returned for each:

Address Match Scenarios and Returned Messages

Match Scenario	Message Returned
Address matched to a parcel in the City Limits with the City's millage code.	Successfully matched to a parcel inside Fort Lauderdale with Fort Lauderdale's millage code. Probability this address exist in Fort Lauderdale is 95% - 100%.
Address matched to the street centerline in the City Limits.	Successfully matched to a street centerline inside Fort Lauderdale's corporate limits. Probability this address exist in Fort Lauderdale's corporate limits is 50%.
Address matched to a parcel outside the City Limits with no millage code.	Successfully matched to a parcel inside "**City Name" but no millage code was found. Probability this address exist in Fort Lauderdale is 0% to 25%.
Address matched to the street centerline outside the City Limits.	Successfully matched to a street centerline outside Fort Lauderdale's corporate limits. Probability this address exist in Fort Lauderdale's corporate limits is 0% to 25%.
Address matched to a parcel outside the City Limits with a millage code not assigned to the City.	Successfully matched to a parcel with "**City Name" millage code. Probability this address exist in Fort Lauderdale is 0% to 5%."

* City Name is a variable that will change depending on the municipality in which the address was located.

4.1.2 Locate By Parcel ID

The Locate by Parcel ID function enables a user to search for a specific parcel based on its Parcel ID.

4.1.3 Zoom to a Neighborhood

The Zoom to a Neighborhood function enables a user to select and focus the application on a specific Neighborhood Association.

4.1.4 Zoom to a Commission District

The Zoom to a Commission District function enables a user to select and focus the application on a specific Commission District.

4.1.5 Zoom to a Zip Code

The Zoom to a Zip Code function enables a user to select and focus the application on a specific Zip Code.

4.1.6 Select by the Following Features

The Select by the Following Features function provides users with a list of select layers that may be used for selection purposes. At the time of this manual the features consisted of the Northwest CRA, Beach CRA and the DDA.

4.1.7 Select All Records within Fort Lauderdale's Corporate Limits

The Select All Records within Fort Lauderdale's Corporate Limits feature enables users to select all records within the City Limits.

4.2 Buffer

Note: To use this function you must first select a feature by either using the steps describe in Section 4.1, by selecting it manually using the identify tool or by hand-drawing a polygon

The Buffer tab simply allows you to place a specified buffer around a feature. The feature may include a single parcel or a hand-drawn polygon.

4.3 Generate List

Note: In order to generate a list you must first define your selection area by using the steps described in Sections 4.1 and 4.2.

The Generate List tab provides the functions to select your address records and export the records to an Excel format.

4.3.1 Address List Sources

There are two sources for addresses you may choose from; The Broward County Property Appraiser's Office or The City of Fort Lauderdale's utility billing account information (Cayenta).

The first source, The Broward County Property Appraisers Office, provides the mailing address of the property owner. The property owner's mailing address may not be the same address as the physical property (e.g. John Smith may own rental property in Fort Lauderdale but may live in Syracuse). This source also provides the mailing address for individual condominium owners.

The second source, The City of Fort Lauderdale's utility billing information, provides the mailing address of the physical property based on water billing account information. This type of list is useful for mailing to the current resident of the property. Since this source uses the water billing account information, individual condominium units and other properties that do not pay a water bill will not appear on this list.

4.3.2 Address List Generation Steps

Generating an address list using either of the sources described in Section 4.3.1 is a simple, two-step process. First, you will select your addresses by type and next generate a list of the selected addresses.

The Broward County Property Appraiser's source allows you to select addresses based on the following categories:

- Single & Multi-Family Residential
- Condominiums
- Non-Residential

The City of Fort Lauderdale's utility billing source allows you to select utility billing accounts based on the following account types:

- Residential Accounts
- Commercial Accounts

In order to select either source's addresses you must first select the corresponding address category checkboxes and click either the "Select Parcels" button or "Select UB Accounts" button.

After clicking the corresponding selection button the application will then perform many behind-the-scenes processes and ultimately provide a total number of addresses by category and provide a button to create the address table.

Clicking the "Create Address Table" button will open a separate address table for each address type. This feature displays as an internet pop-up. Therefore, any pop-up blocking software must be disabled for the application's domain:

<http://gis-it.fortlauderdale.gov>

Once the address table is created you should review the addresses first then click the "Export to Excel" button located on each of the address tables.

4.4 Interactive Layers List

The Interactive Layers List allows you to toggle the following layer's visibility by simply clicking on the layer's corresponding check box: Condo Points, Cayenta Accounts, Parcel Polygons, Neighborhood Associations and City Commission Districts.

4.5 Print Map

The Print Map feature allows you to print a map of your results. Several map sizes are available including 8.5"x11", 11"x17" and 24"x36" with support for both landscape and portrait orientation.

To use this feature, type a title and subtitle (optional), choose your paper size, choose your paper orientation and click the preview button. A separate internet browser window will open with the map inside. This feature displays as an internet pop-up. Therefore, any pop-up blocking software must be disabled for the application's domain.

5.0 Exercises

The following exercises describe the steps involved in producing address lists:

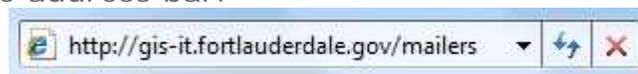
- **Exercise 1: Create a list of ALL property owners that front a street.**
- **Exercise 2: Create a list of residential utility customers within 1000 feet of a single address.**

5.1 Exercise 1: Create a list of ALL property owners that front a street.

Exercise Overview

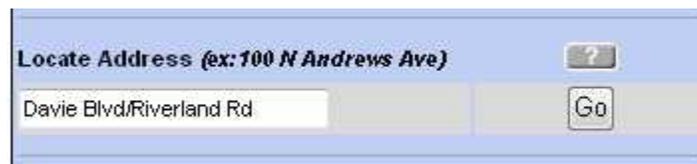
In this exercise you're required to send a notification to every property owner that fronts Davie Blvd between Riverland Rd (eastern boundary) to SW 31st Ave (western boundary).

If you don't already have the Mailers application open, launch the application by opening Internet Explorer and typing the following address into the address bar:



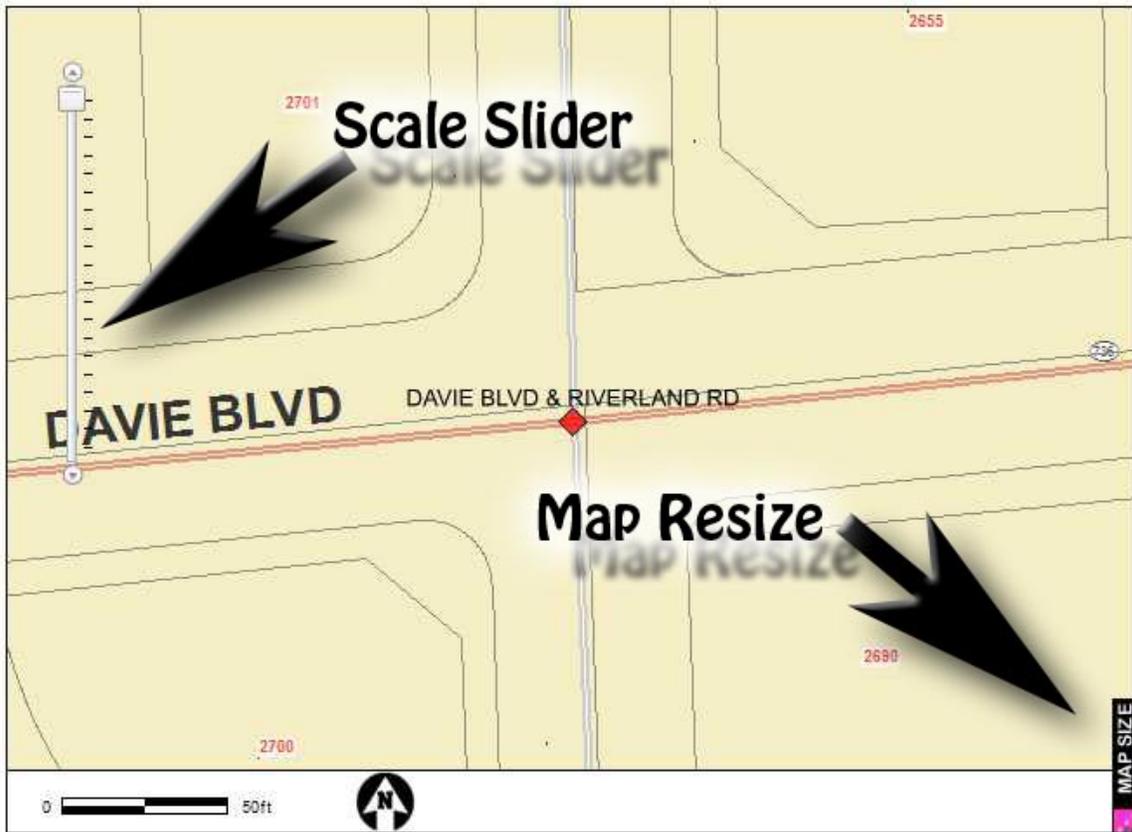
Step 1: Locate the Area of the Project

The first thing we need to do is locate the general area of our project. We'll use the address matching feature and match to the intersection of Davie Blvd and Riverland Rd by using the "/" symbol between the two streets as depicted below:

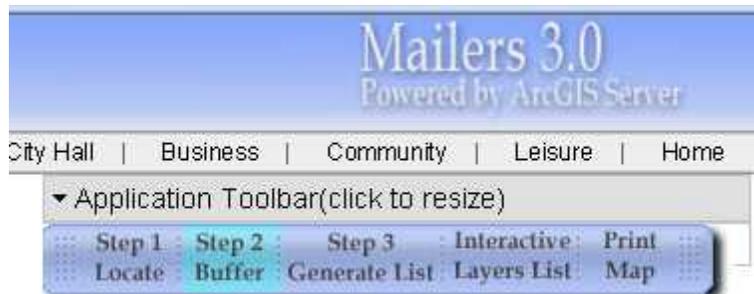


Click the corresponding GO button to locate the intersection.

The application will focus the map on the area of the intersection. Use the Scale Slider to zoom out from the intersection and expose more of the project area:



Since the project area is much wider than it is tall, it would help if we increased the size of our map window. To do this, minimize the Application Toolbar by clicking on the Application Toolbar Resize button located above the Function Tabs:



Once the Application Toolbar is minimized, enlarge the map window by hovering your mouse over the Map Resize icon, holding down your left mouse button and dragging the map to enlarge it. Next, adjust your

map using the Scale Slider and Pan Tool until you are focused in the general area of your project at a scale which allows you to comfortably draw a polygon around the properties. **The entire area of your project does not need to fit in the map window.**

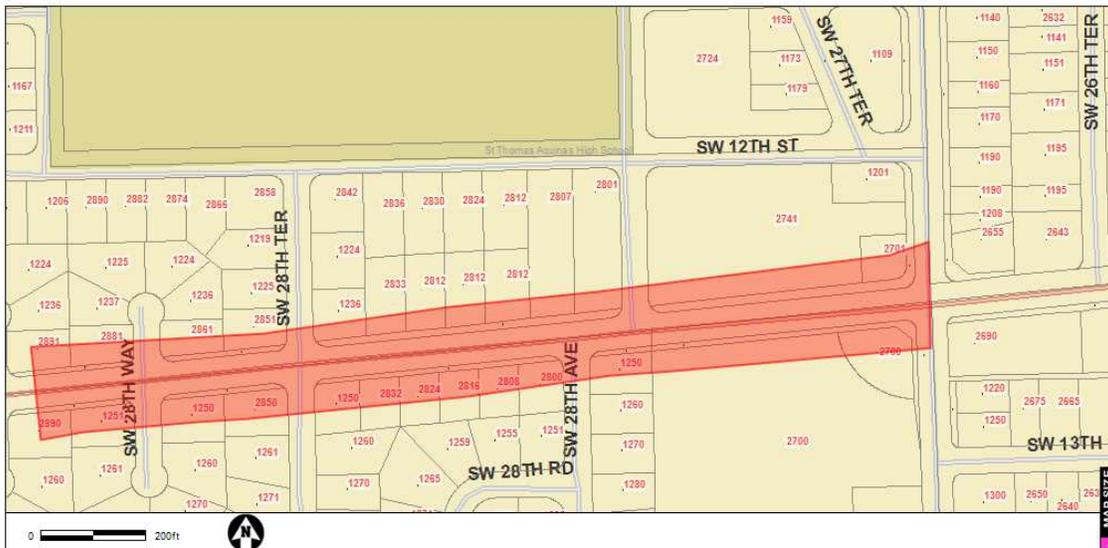
Step 2: Draw a Polygon that Intersects the Properties

As noted in Step 1 of this exercise, the entire project area does not need to fit in a single map view. We can draw the first polygon to select every property in the portion of the project area visible in our map window, adjust the map view using the pan tool, and draw a second polygon to select the remainder of the properties in our project area.

To start creating a polygon, select the polygon tool and click (once) to start drawing your polygon. Each single click of your mouse will add a new vertex (or point) to the polygon. Double-clicking your mouse will close the polygon.

Helpful Tip

The polygon does not need to be drawn to match the exact boundaries of each parcel. It will select the parcel if it intersects with any portion of the parcel. Be careful not to extend your polygon into parcels that you do NOT want selected.



If you were not able to view all the parcels in the project area as was the case in the previous graphic, simply draw one polygon, adjust the map view using the pan tool, click the polygon tool to reactivate it and draw a second polygon through the remaining properties in your project area:



Notice in the above graphic that the polygons do not intersect each other. However, they do intersect every property in our project area.

Helpful Tip

Make sure your polygons do not overlap. Overlapping polygons will create a hole in the selection area wherever the overlap occurs.

Step 3: Select All Properties that Intersect the Polygons

Now that we've created the polygons, we're ready to select the parcels that intersect the polygons. To do this, we must first unhide the Application Toolbar by clicking the Application Toolbar Resize button. Once the Application Toolbar is visible, you will notice the Function Tabs have automatically advanced you to Step 3.

Since we'd like to send notifications to the **property owners** in our project area, we'll use the option "Create a List of Property Owners Mailing Addresses". By default the three property owner categories

are checked. We're targeting all property owners regardless of property type so we'll leave the three categories checked. Click the "Select Parcels" button to begin your search:

Create a List of Property Owner's Mailing Addresses ?

This search uses the Broward County Property Appraiser's parcel data and should be used when mailing to the property owner.
(Property owner may live off-site)

**Include These Property Types in Your Search
(each selection will produce a separate list)**

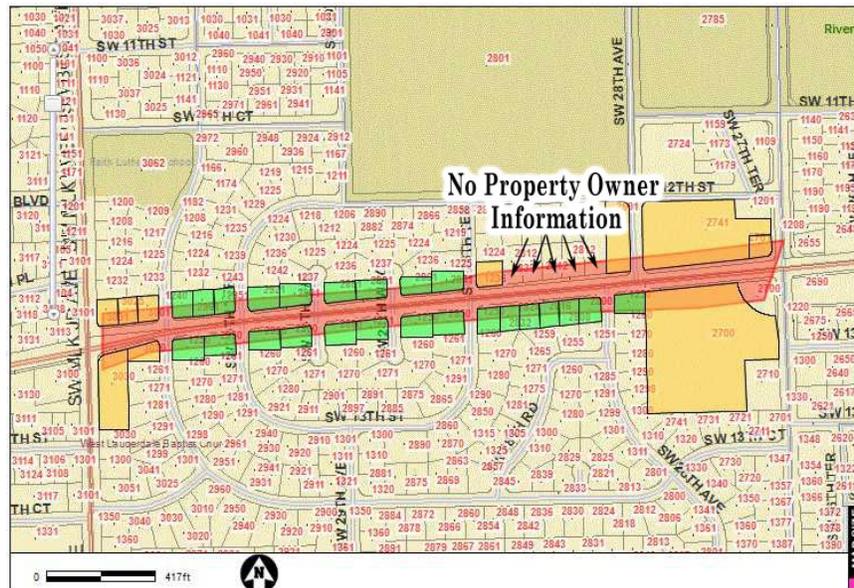
Single & Multi-Family Residential Condominiums Non-Residential

Select Parcels

The application will select the parcels that intersect your polygons if the tax roll information for the parcel is populated in our database. The application will not select a property during a property owner search if we do not have the tax roll information for a particular parcel.

Helpful Note
If a parcel with no tax roll information had been selected then a blank line would have been placed in the final address tables. Not selecting the empty records prevents these blank lines from occurring.

An example of this occurred during this example's search as depicted in the following graphic. Several properties in the graphic did not have any owner information and therefore were not selected:



Step 4: Export the Selected Records to Create Address Tables

Once the selection process is complete, a message will be displayed indicating the total number of properties selected as indicated below:

Create a List of Property Owner's Mailing Addresses

This search uses the Broward County Property Appraiser's parcel data and should be used when mailing to the property owner. (Property owner may live off-site)

Include These Property Types in Your Search (each selection will produce a separate list)

Single & Multi-Family Residential Condominiums Non-Residential

24 residential parcels selected. No condo units were found within your selection area. 10 non-residential parcels selected.

Select Parcels Click the "Create Address Table" button to export your results.

Create Address Tables

Click the Create Address Tables button to create tables of the selected properties. The application will return a separate table for each type of property owner if records were found for the particular owner type. In this example no condo units were found, therefore no condo table will be produced.

Helpful Tips

- o Depending on the version of Internet Explorer (IE) you're using, the tables will either open in a new IE window or they may open as tabs within your existing IE session.
- o In addition, the new tables will be seen by IE as a pop-up. Therefore, any pop-up blocking software should be disabled for the application's domain: <http://gis-it.fortlauderdale.gov>.

Step 5: Review and Export the Tables to Excel

One table was produced for the residential property owners and another for the non-residential property owners. The tables returned contain a preview of the selected property owners. In order to save the tables for address-label creation, click the Export to Excel button located in the upper right-hand corner of each table:

City of Fort Lauderdale Mailers 3.0
Broward County Property Appraiser's Residential Parcels Address List (non condos)

Owner Line 1	Owner Line 2	Owner's Street Address	Owner's City,State,Zip	Property Address	Property Folio
GONDECK,MARY ANN		2180 SW 28 TER	FORT LAUDERDALE FL33312	2850 DAVIE BLVD	504217180560
BERTOLINO,ENCARNACION		2901 DAVIE BLVD	FORT LAUDERDALE FL33312	2901 DAVIE BLVD	504217191030
VALBRUN,ELIO PAUL		1240 SW 30 AVE	FORT LAUDERDALE FL33312	1240 SW 30th AVE	504217190680
KRAJIC,MARIA VICTORIA		2103 NEPTUNE DR	MELBOURNE BEACH FL32951	1250 SW 28th AVE	504217181190
SYNERGY INVESTMENT GROUP INC		3389 SHERIDAN ST	HOLLYWOOD FL33021	1251 SW 28th WAY	504217180620
DEFRANCO,LOUIS M		2800 DAVIE BLVD	FORT LAUDERDALE FL33312	2800 DAVIE BLVD	504217180850

City of Fort Lauderdale Mailers 3.0
Broward County Property Appraiser's Non-Residential Parcels Address List

Owner Line 1	Owner Line 2	Owner's Street Address	Owner's City,State,Zip	Property Address	Property Folio
LA SEGUNDA REALTY CORP		2750 DAVIE BLVD	FORT LAUDERDALE FL33312	2700 DAVIE BLVD	504217200010
M R MCTIGUE PARTNERS L L C	% EAST KELLOGG PLAZA ASSOCIATES	1042 E 7 ST	BROOKLYN NY11230	2785 DAVIE BLVD	504217190010
M R MCTIGUE PARTNERS L L C	% EAST KELLOGG PLAZA ASSOCIATES	1042 E 7 ST	BROOKLYN NY11230	2701 DAVIE BLVD	504217190030
ST THOMAS AQUINAS	INC	2801 RW 12 ST	FORT LAUDERDALE	1236 SW	504217191040

After clicking the Export to Excel button you will be prompted to either open or save the file:



Click the Save button and save the file to the following location:

C:\temp\mailers

We will be saving several files to this directory throughout these exercises so make sure your file naming convention is such that you can differentiate between the various lists. You will need to access this file during the mail merge process so make note of your save location.

Helpful Tip

When you begin using this application from your desk, we suggest you save the file to your City shared "S" drive and create a folder specifically for mailing lists:



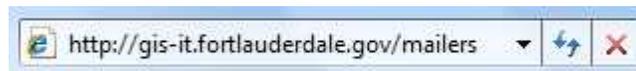
Congratulations! You have created your mailing lists. The next step is to perform a Mail Merge of the lists using Microsoft Word in order to produce the address labels designed specifically for your label size. We will complete Exercise 2 before covering the mail merge process.

5.2 Exercise 2: Create a list of residential utility customers within 1000 feet of a single address.

Exercise Overview

In this example you need to send a notification to the residents that currently live within 1000 feet of 502 SW 18th St.

If you don't already have the application open, launch the Mailers 3.0 application by opening Internet Explorer visiting the following address:



Step 1: Locate a Single Address

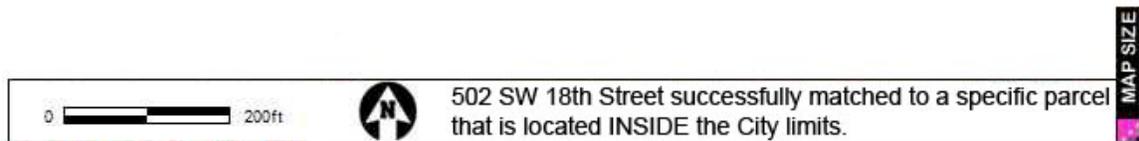
Type the following address in the Locate Address input box located in the "Step 1" Function Tab and click the corresponding GO button:



Step 2: Review the Match Results and Create a Buffer

Review the messages displayed in the lower Message Bar and as a pop-up alert. These messages will inform you if the address was found and what method was used to find the address.

The messages will also indicate whether the information we have available in our GIS shows the address as being located within Fort Lauderdale's corporate limits:



Once you have reviewed the match results, notice the application has automatically advanced the Function Tab to Step 2 for buffer creation. In step 2 you simply indicate the buffer distance, in feet, that you would like to create from the outside of the selected parcel's property boundary. For this example type 1000 feet and click the corresponding GO button:



Step 3: Select the Residential UB Accounts within the Buffer

After the application returns your buffer you will automatically be advanced to Step 3 within the Function Tabs. For this exercise we're required to create a list of residential utility account customers. Therefore, we'll use the Create a List of Fort Lauderdale Property Addresses option. If you read the description on the search screen you will notice that this search uses the Cayenta utility billing account data.

Helpful Note

Keep in mind that Cayenta data available in GIS Mailers 3 are generally recent up to the close of the previous business day.

We only want the Residential Accounts for this exercise so uncheck the Commercial Accounts option. Click the Select UB Accounts button to begin your search:

Step 4: Export the Selected Records to Create an Address Table

Once the selection is complete, a message will be displayed indicating the total number of accounts selected as indicated below:

Click the Create Address Tables button to create a table of the selected residential utility billing accounts.

Step 5: Review and Export the Table to Excel

Since your search did not include commercial utility accounts the application will return a single table only. If your search had included both residential utility accounts and commercial utility accounts then two tables would have been returned by the application.

The table returned contains a preview of every selected residential utility account located within your buffer. In order to save the table for address label creation, click the Export to Excel button located in the upper right-hand corner of the table:

Account Owner Name	Account Address	Account City	Account State	Account Zip
GOYETTE WILLIAM PAUL	708 SW 4 AV	FORT LAUDERDALE	FL	33315-3802
HOWARD MARK	706 SW 4 AV	FORT LAUDERDALE	FL	33315-3802
SHEA SEAN P	704 SW 4 AV	FORT LAUDERDALE	FL	33315-3802
LEE CHERYL	702 SW 4 AV	FORT LAUDERDALE	FL	33315-3802
BRESLIN ELIZABETH K	601 SW 10 ST	FORT LAUDERDALE	FL	33315-1219
HERNANDEZ ALVARO J	710 SW 4 AV	FORT LAUDERDALE	FL	33315-3802
DUCHAMP MICHELLE	712 SW 4 AV	FORT LAUDERDALE	FL	33315-3802
ALEXANDER RACHEL	725 SW 4 AV	FORT LAUDERDALE	FL	33315-3801
WILLIAMS FORREST D	723 SW 4 AV	FORT LAUDERDALE	FL	33315-3801
EVERETT JOHN J	705 SW 4 AV	FORT LAUDERDALE	FL	33315-3801
IRVINE KATHERINE	411 SW 8 ST	FORT LAUDERDALE	FL	33315-3823

After clicking the Export to Excel button you will be prompted to either open or save the file:



Click the Save button and save the file to the following location:

C:\temp\mailers

We will be saving several files to this directory throughout these exercises so make sure your file naming convention is such that you can differentiate between the various lists. You will need to access this file during the mail merge process so make note of your save location.

Application Note:

When you begin using this application from your desk, we suggest you save the file to your City shared "S" drive and create a folder specifically for mailing lists:



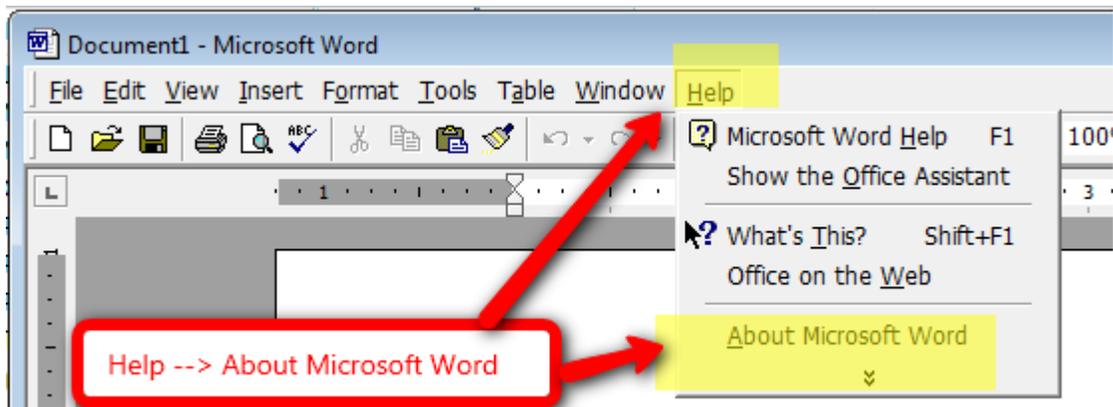
Congratulations! You have created your mailing list. The next step is to perform a Mail Merge of the list using Microsoft Word in order to produce the address labels designed specifically for your label size. The mail merge process is described in further detail in Section 6.

6.0 Mail Merge

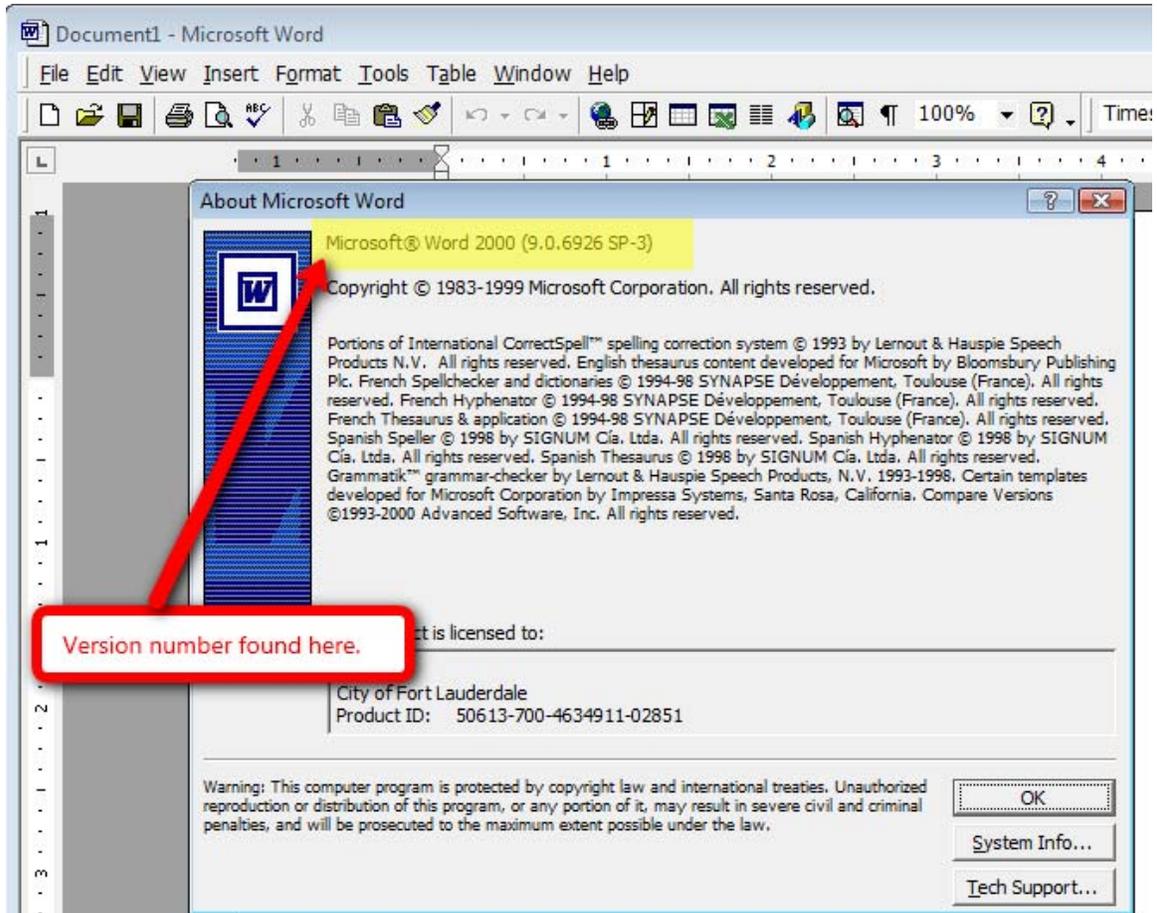
If your intention is to create a mailing list, you will need to complete a mail merge once the mailing list has been exported to Microsoft Excel (Excel). The mail merge can be described as importing the Excel list into Microsoft Word (MS Word), and formatting each record as they would appear on a mailing label or addressed on an envelope. The process differs depending on the version of MS Word being used. At present, three versions of MS Word are used in the City: MS Word 2000, MS Word 2003, and MS Word 2007. They are sometimes packaged within Microsoft Office 2000, Microsoft Office 2003 and Microsoft Office 2007 respectively. Only a small handful of City staff use the 2007 version. This user guide will help you determine which version of MS Word is installed on your City computer.

6.1 Checking for the Installed Version of Microsoft Word

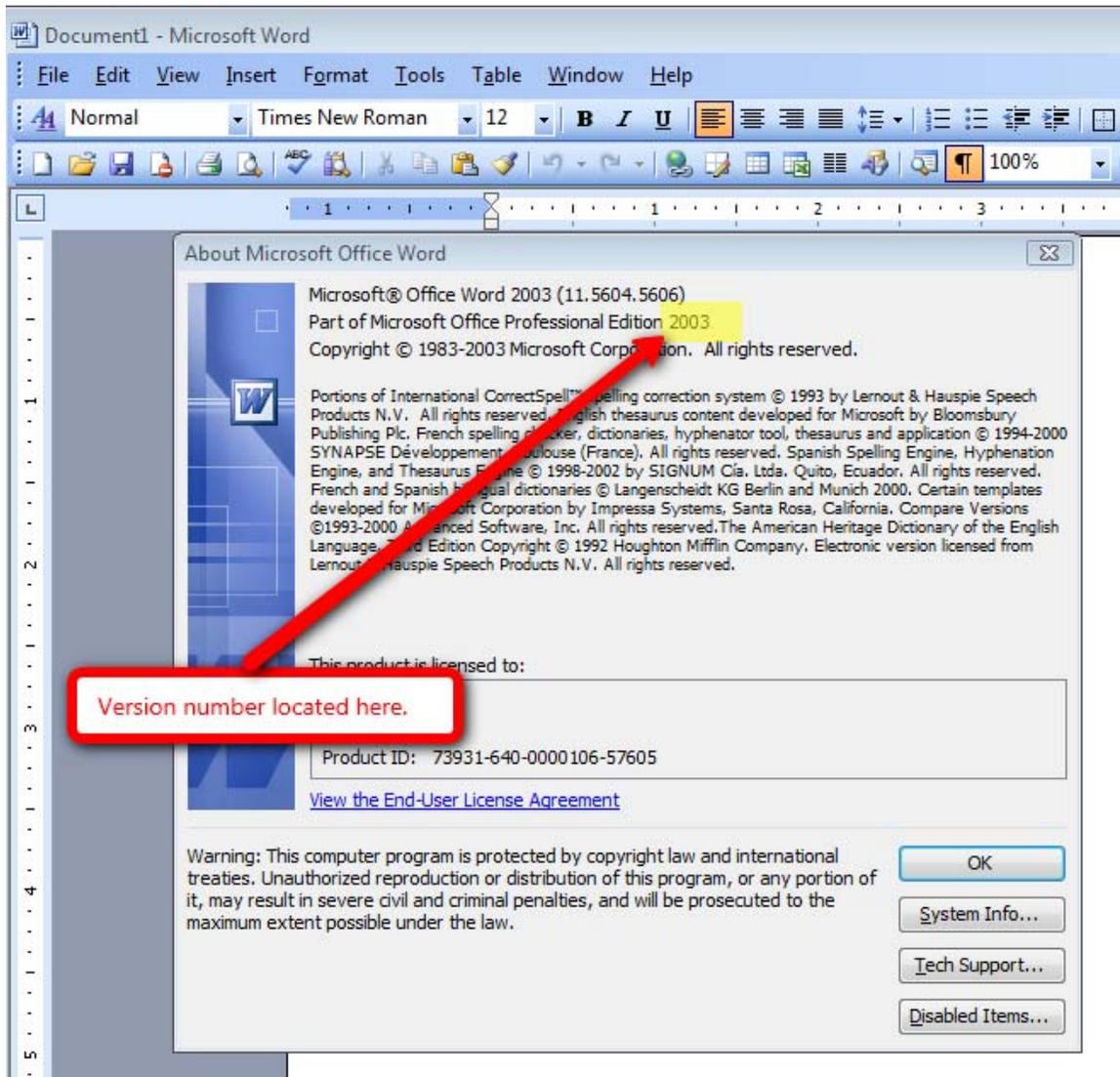
To check for which version of Microsoft Word is installed on your computer you will need to launch Microsoft Word from the start menu. You will then need to select the "Help" menu as shown in the following images.



If your Help → About Microsoft Word screen looks like the one in the image below then you have version 2000 (note the version number in the image).



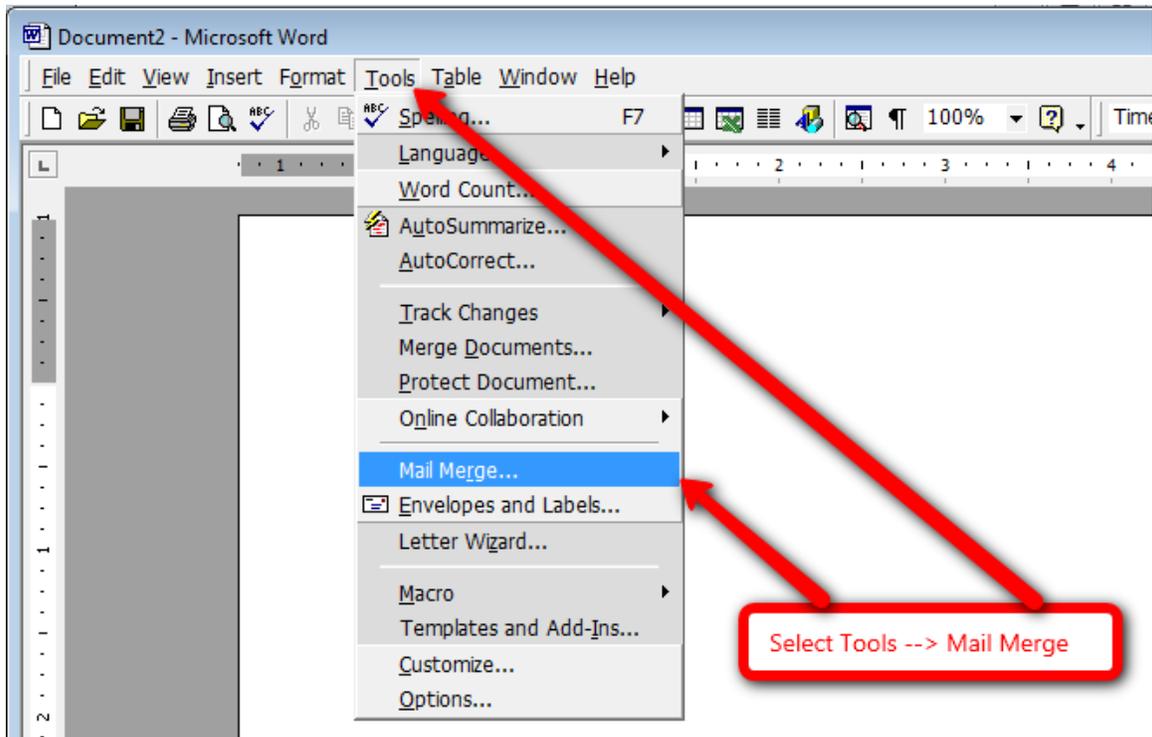
If your Help → About Microsoft Word screen looks like the one in the image below then you have version 2003 (note the version number in the image).



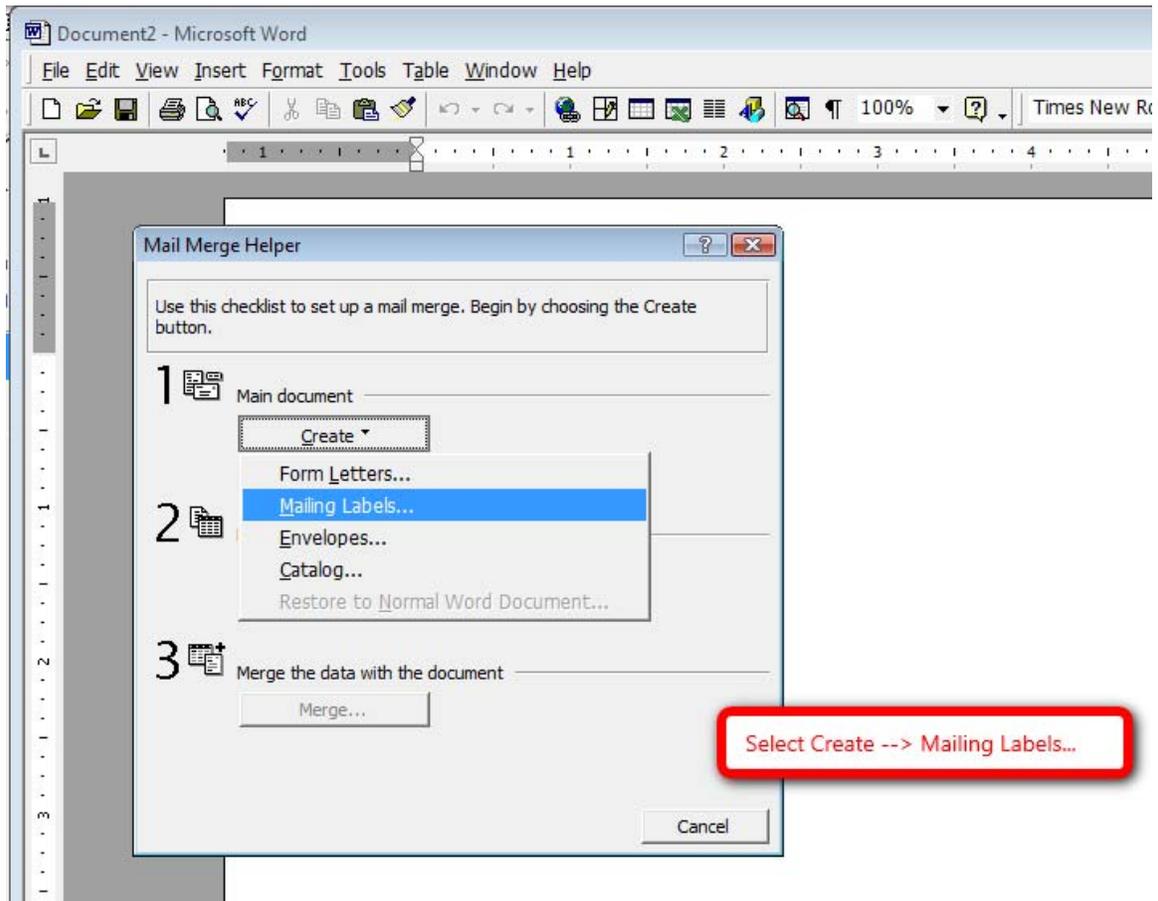
The ensuing subsections contain illustrated step by step instructions of how to complete the mail merge process using version 2000 and version 2003. The example used in Exercise 2 from the Section 5.2 is used to demonstrate the process. Recall that Exercise 2 required you to create a list of residential utility customers within 1,000 feet of 502 SW 18th Street. For the purpose of this demonstration, the resulting generated Excel file is named "502 SW 18 ST 1000feet_UB_RESIDENTIAL.xls."

6.2 Mail Merge Procedures using Microsoft Word 2000

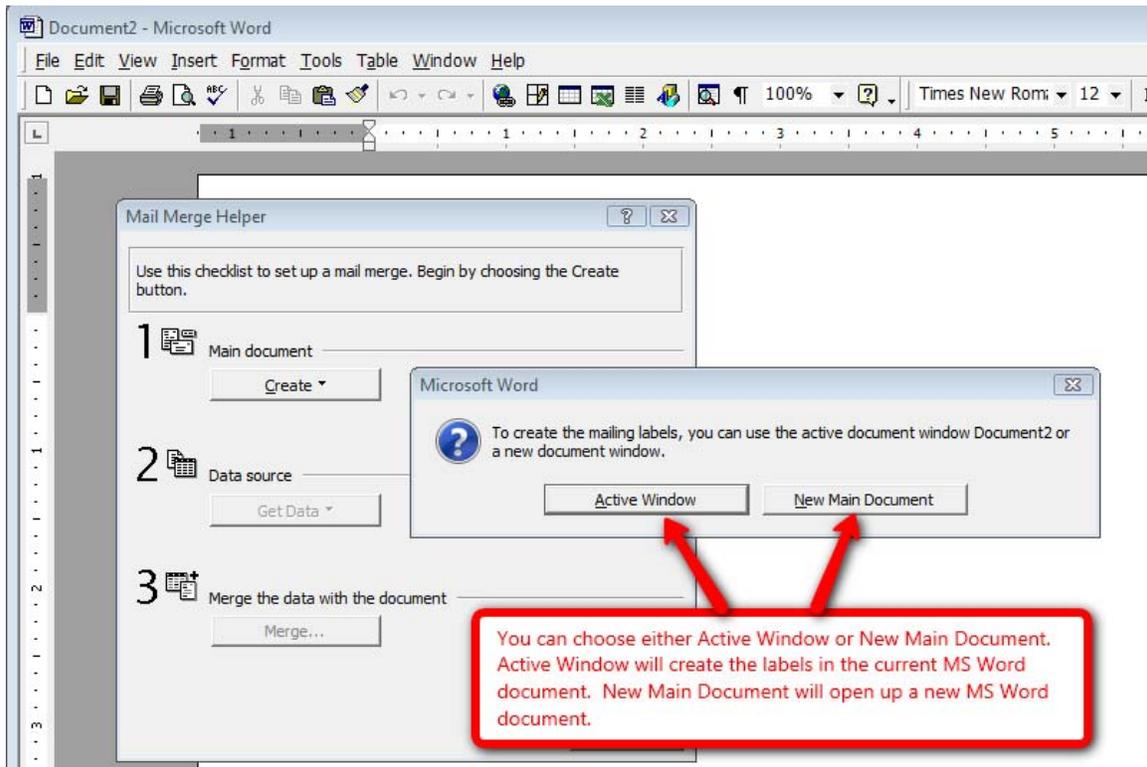
Step 1: Start the Mail Merge



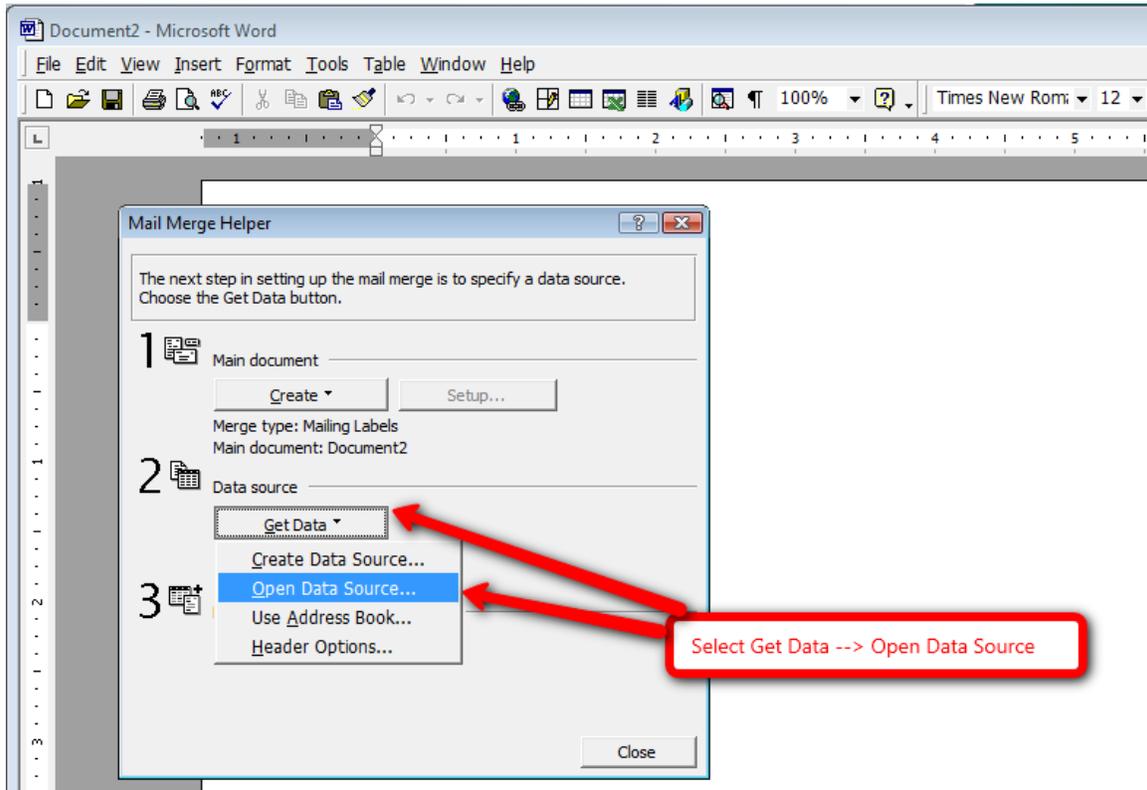
Step 2: Create Mailing Labels



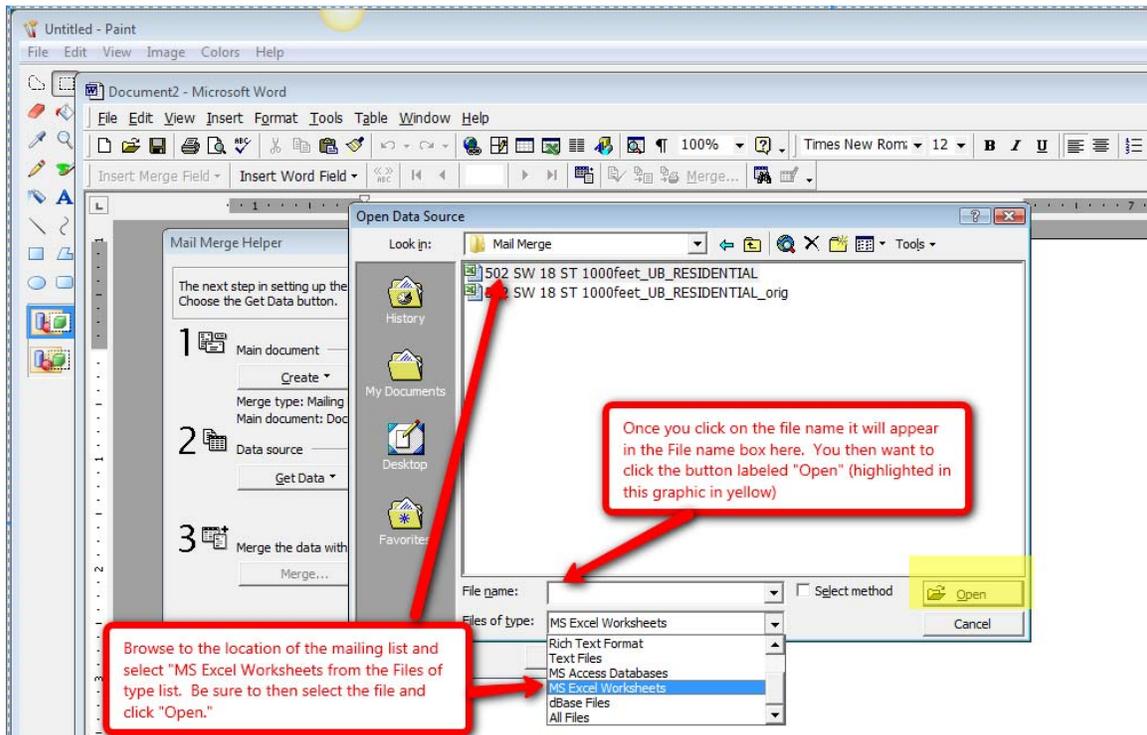
Step 3: Activate Window



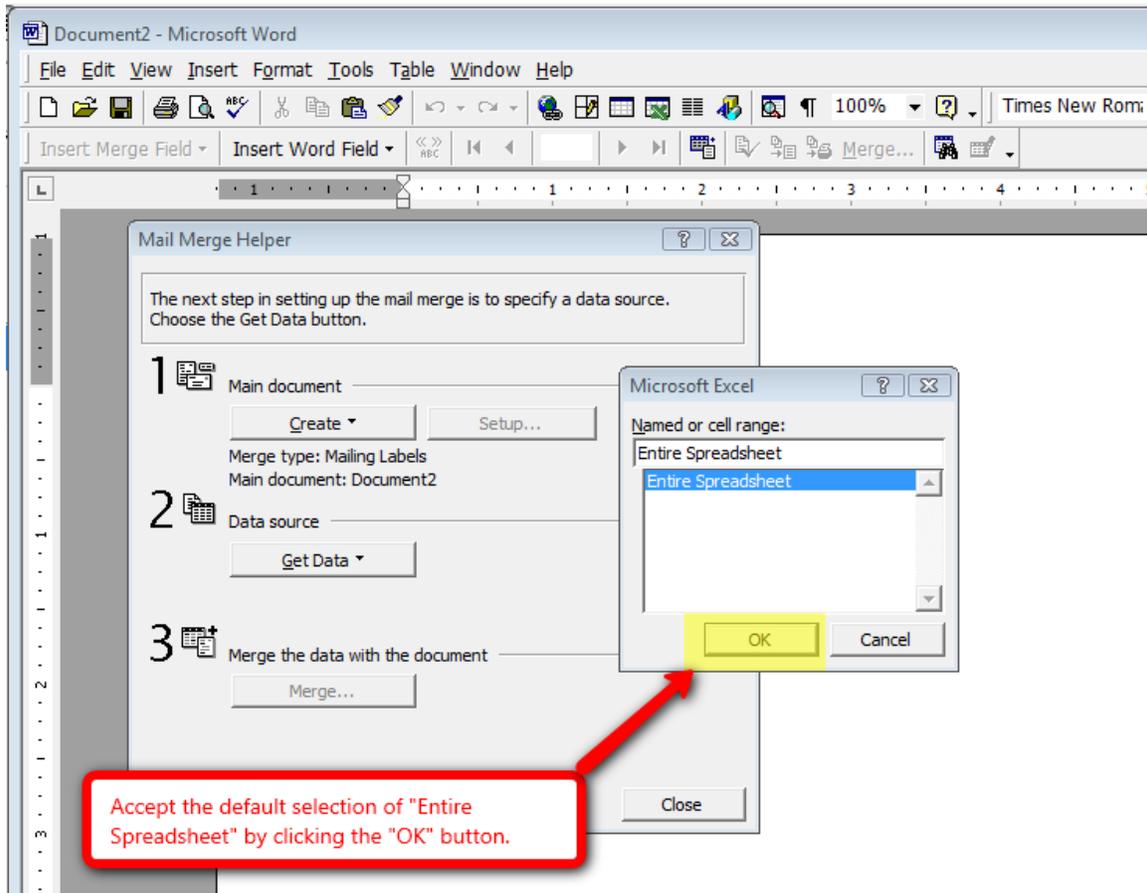
Step 4: Open Data Source



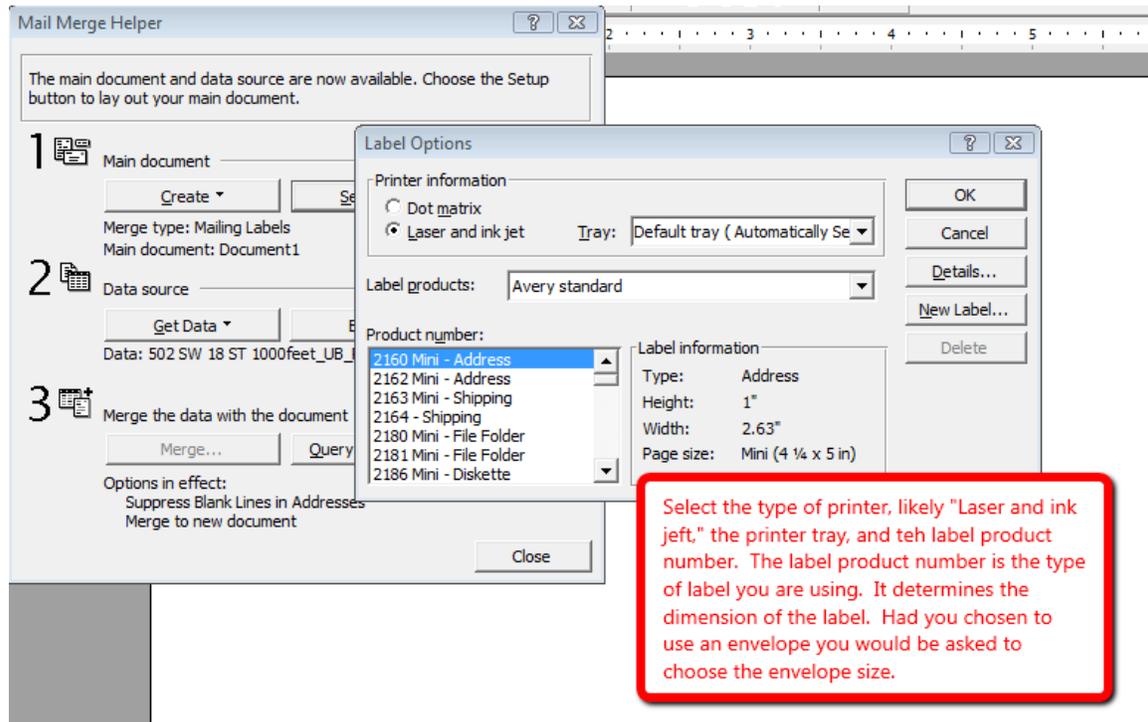
Step 5: Open the Excel File



Step 6: Named or Cell Range



Step 7: Label Options



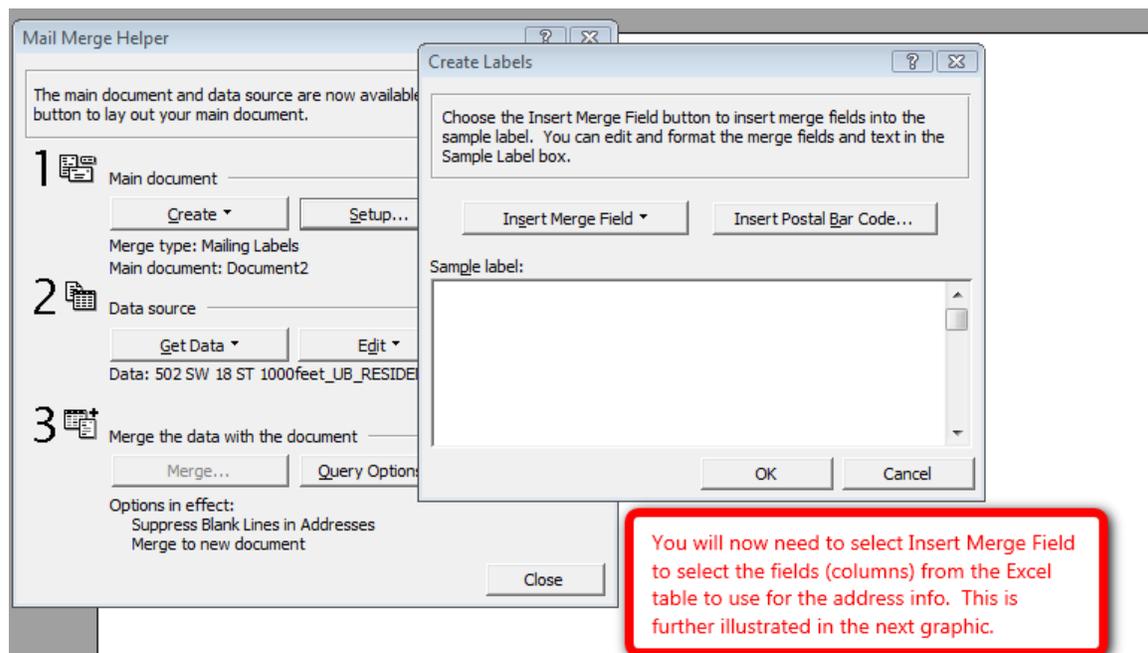
The Mail Merge Helper dialog box is shown with the 'Label Options' sub-dialog box open. The 'Label Options' dialog has the following settings:

- Printer information: Laser and ink jet, Tray: Default tray (Automatically Se...)
- Label products: Avery standard
- Product number: 2160 Mini - Address (selected)
- Label information: Type: Address, Height: 1", Width: 2.63", Page size: Mini (4 1/4 x 5 in)

A red callout box contains the following text:

Select the type of printer, likely "Laser and ink jeft," the printer tray, and teh label product number. The label product number is the type of label you are using. It determines the dimension of the label. Had you chosen to use an envelope you would be asked to choose the envelope size.

Step 8: Create Labels



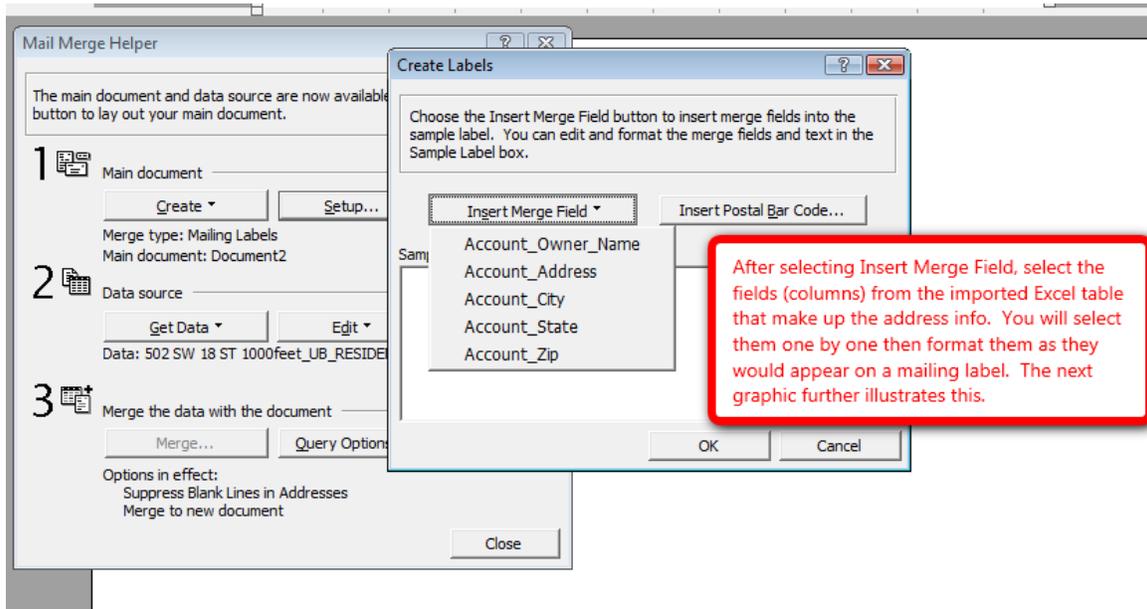
The Mail Merge Helper dialog box is shown with the 'Create Labels' sub-dialog box open. The 'Create Labels' dialog has the following settings:

- Buttons: Insert Merge Field, Insert Postal Bar Code...
- Sample label: (Empty text box)

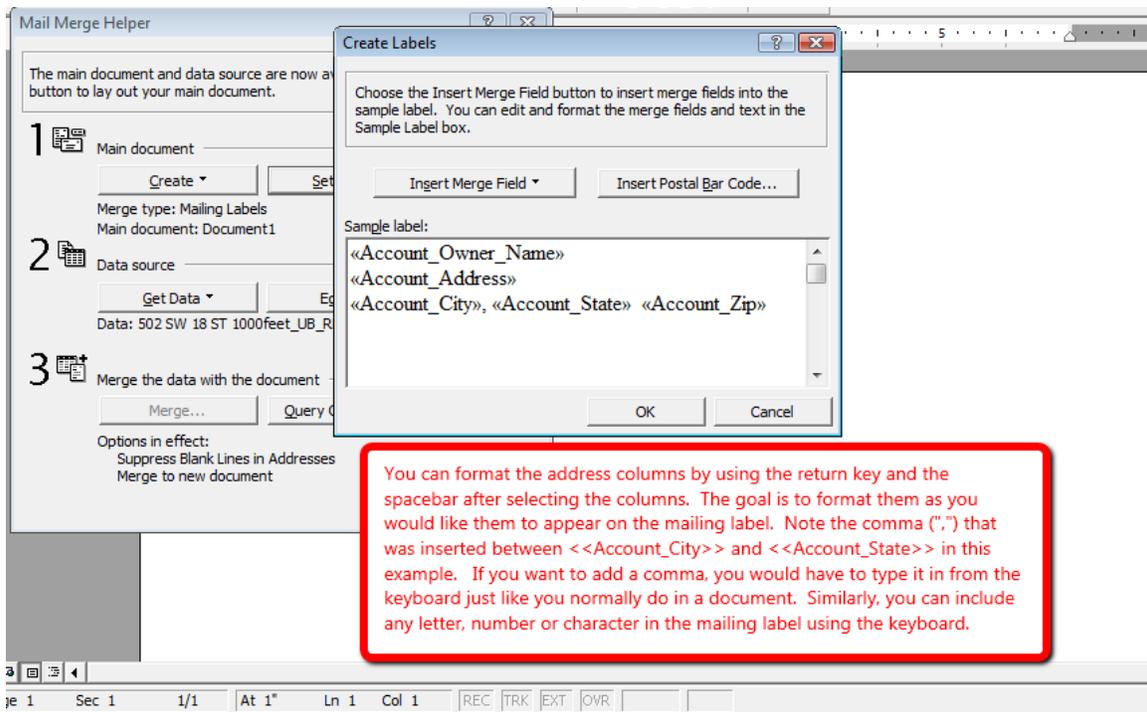
A red callout box contains the following text:

You will now need to select Insert Merge Field to select the fields (columns) from the Excel table to use for the address info. This is further illustrated in the next graphic.

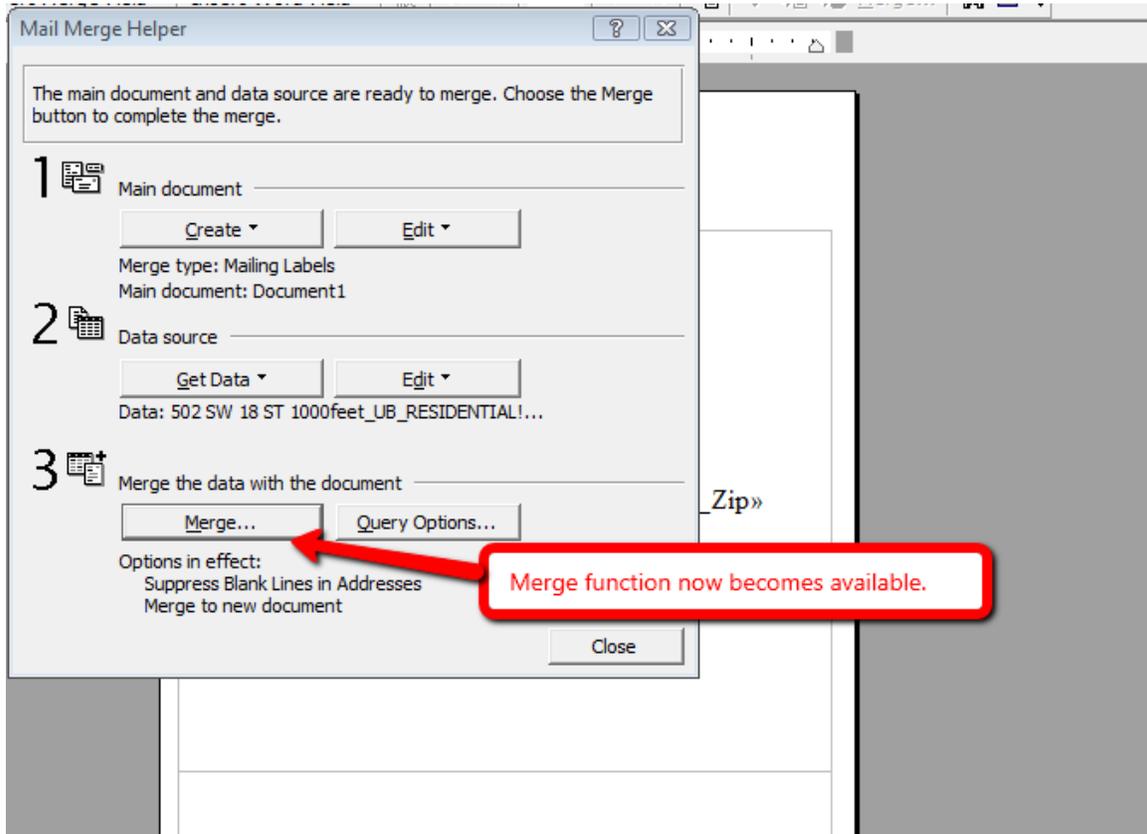
Step 9: Insert Merge Fields



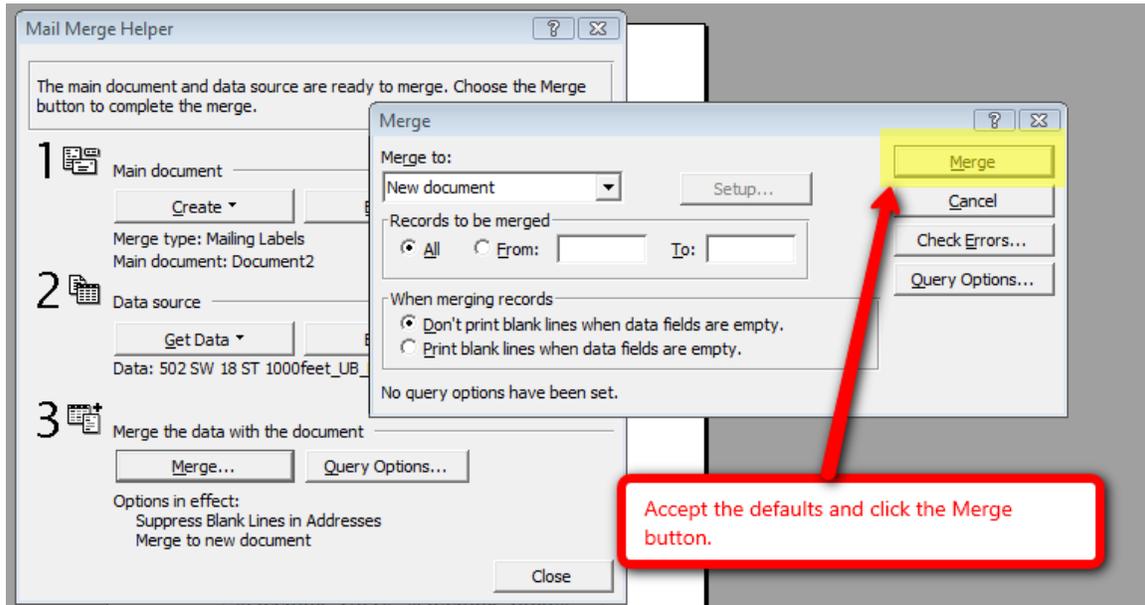
Step 10: Create Labels (Formatted)



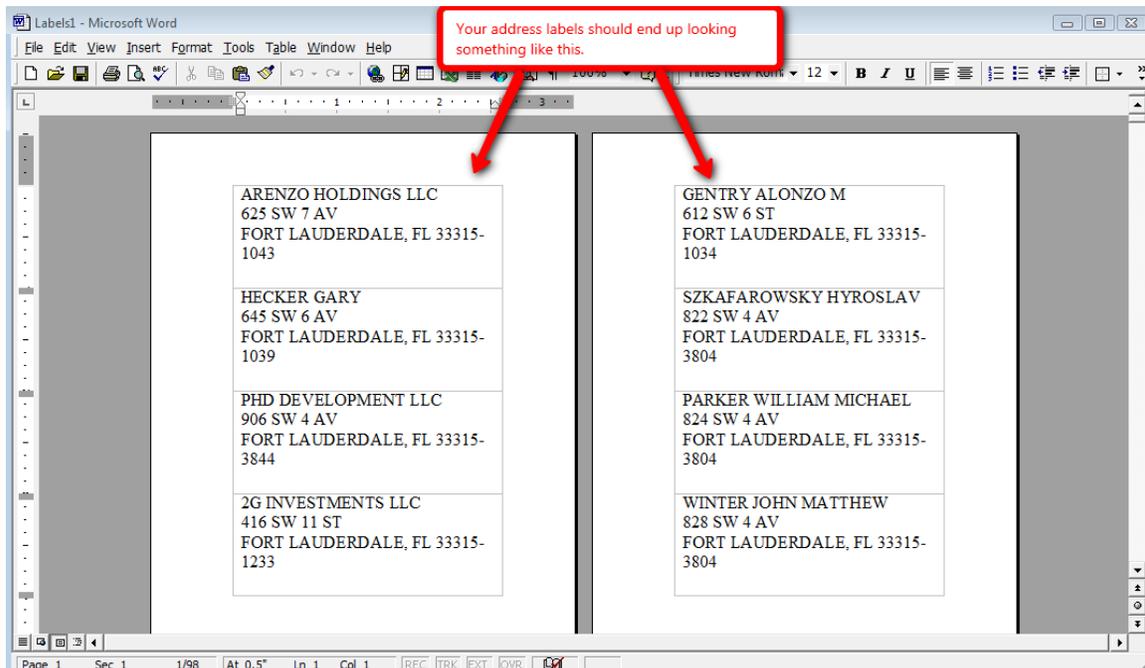
Step 11: Merge Available



Step 12: Merge

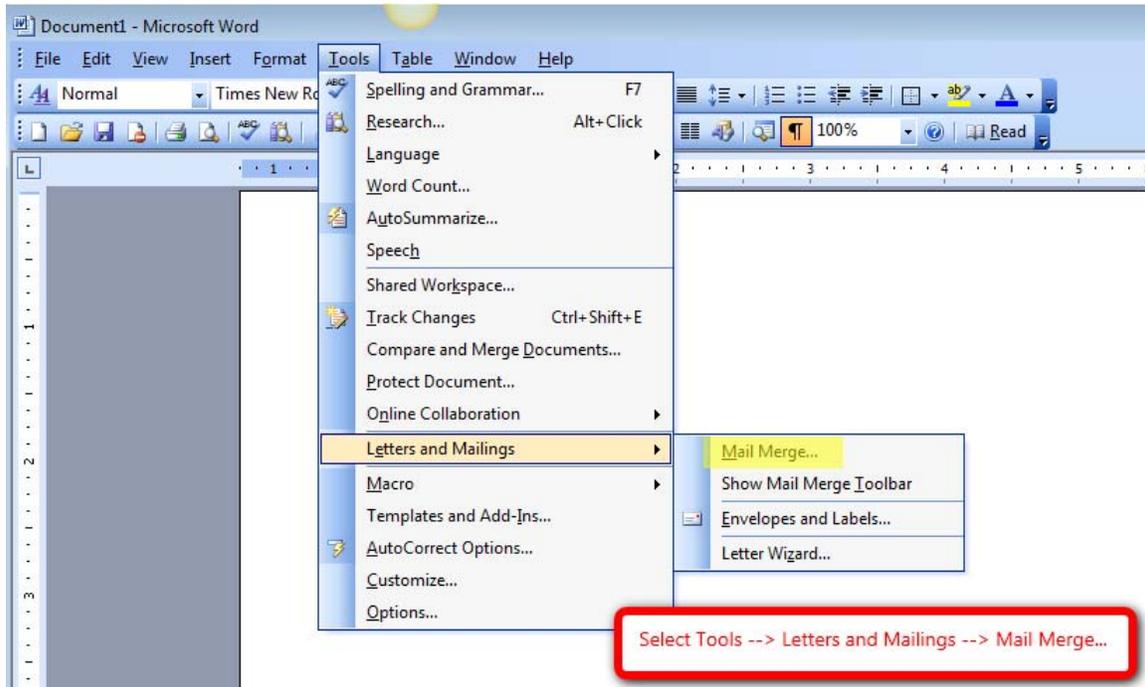


Step 13: Address Labels Complete and Ready for Printing



6.3 Mail Merge Procedures using Microsoft Word 2003

Step 1: Start the Mail Merge



Step 2: Document Type

Select the document type from the Mail Merge pane on the right side of the document window. We can choose from a list that includes Letters, E-mail messages, Envelopes, Labels, etc. For this example we will use Envelopes. Note the description for envelopes after it is selected. Once you have decided on a document type and have selected it, click the link at the bottom of the MS Word window labeled "Next: Starting document"

Mail Merge

Select document type

What type of document are you working on?

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

Envelopes

Print addressed envelopes for a group mailing.
Click Next to continue.

Step 1 of 6

[Next: Starting document](#)

TRK EXT OVR English (U.S.)

Step 3: Choose Document Type

Select starting document

How do you want to set up your letters?

- Use the current document
- Start from a template
- Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

- Next: Select recipients
- Previous: Select document type

TRK EXT OVR English (U.S.)

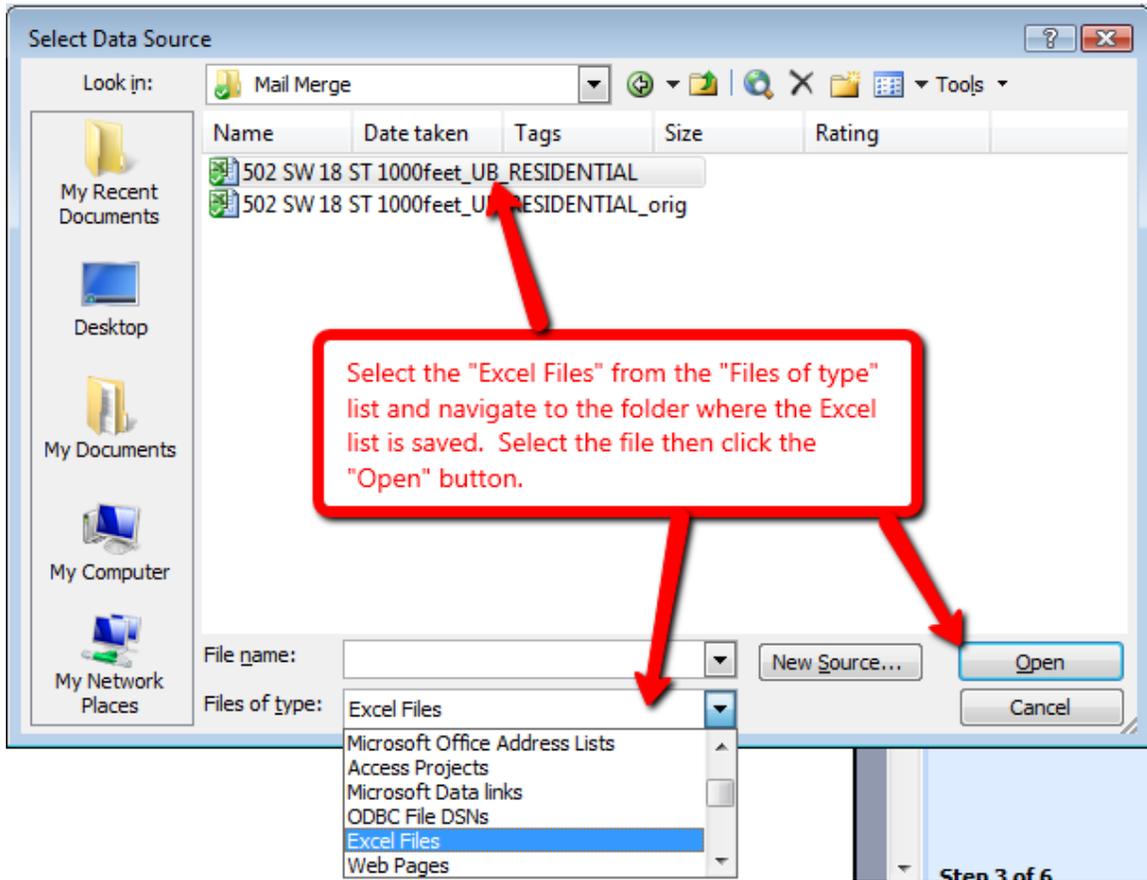
You have a choice of "Use the current document, Start from a template, or Start from existing document." For this example we will use the current document. This uses the currently opened MS Word document window. Once selected, click the "Next: Select recipients" link to proceed to Step 3 of the wizard. Remember that the wizard actions are all on the right side of the document window.

Step 4: Select Recipients List

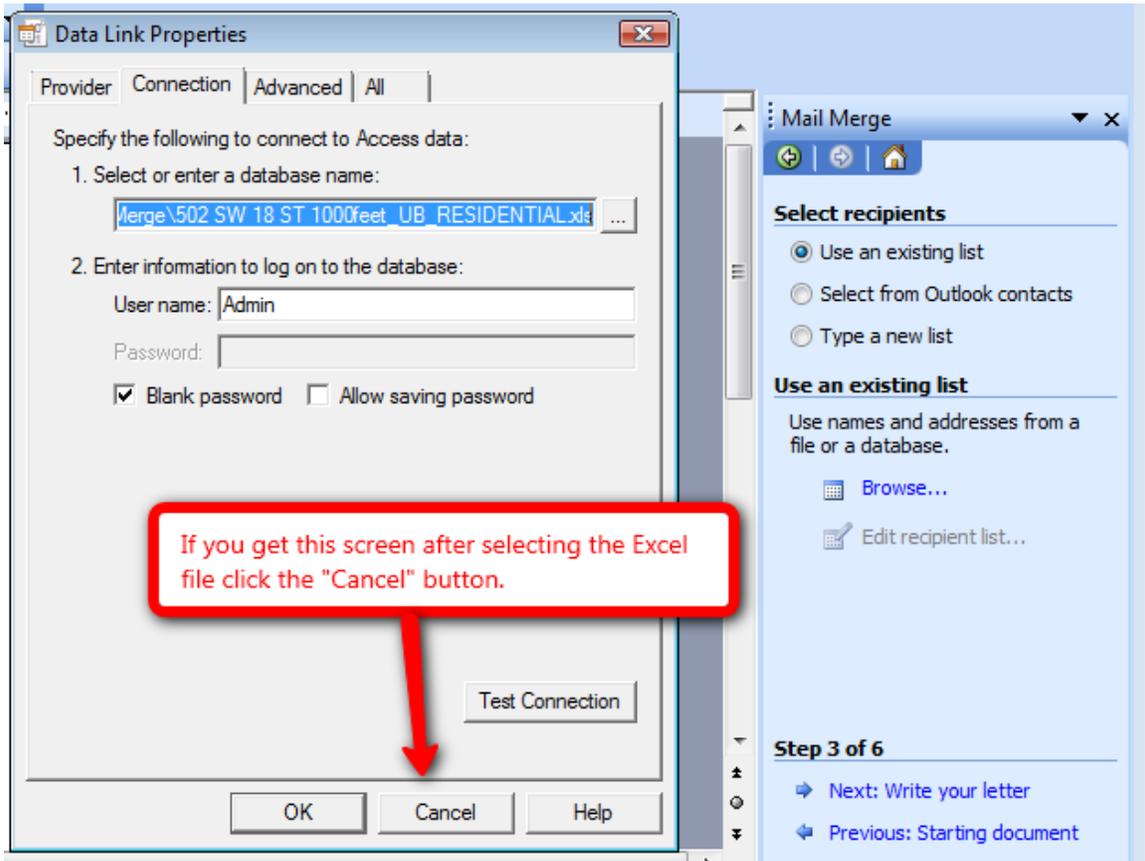
The screenshot shows the 'Mail Merge' dialog box in a software application. The 'Select recipients' section has three radio button options: 'Use an existing list' (which is selected), 'Select from Outlook contacts', and 'Type a new list'. Below this, the 'Use an existing list' section contains the text 'Use names and addresses from a file or a database.' and two buttons: 'Browse...' and 'Edit recipient list...'. At the bottom, the 'Step 3 of 6' section shows 'Next: Write your letter' and 'Previous: Starting document'. A red callout box with a white background and a red border is positioned over the 'Use an existing list' option. It contains the following text: 'Because we already have an Excel list, we will "Use an existing list." We will have to browse to the location where we saved it after obtaining it from the GIS Mailers application. We won't proceed to Step 4 until after we browse to and select teh Excel file.' Two red arrows point from the callout box to the 'Use an existing list' radio button and the 'Browse...' button.

Because we already have an Excel list, we will "Use an existing list." We will have to browse to the location where we saved it after obtaining it from the GIS Mailers application. We won't proceed to Step 4 until after we browse to and select teh Excel file.

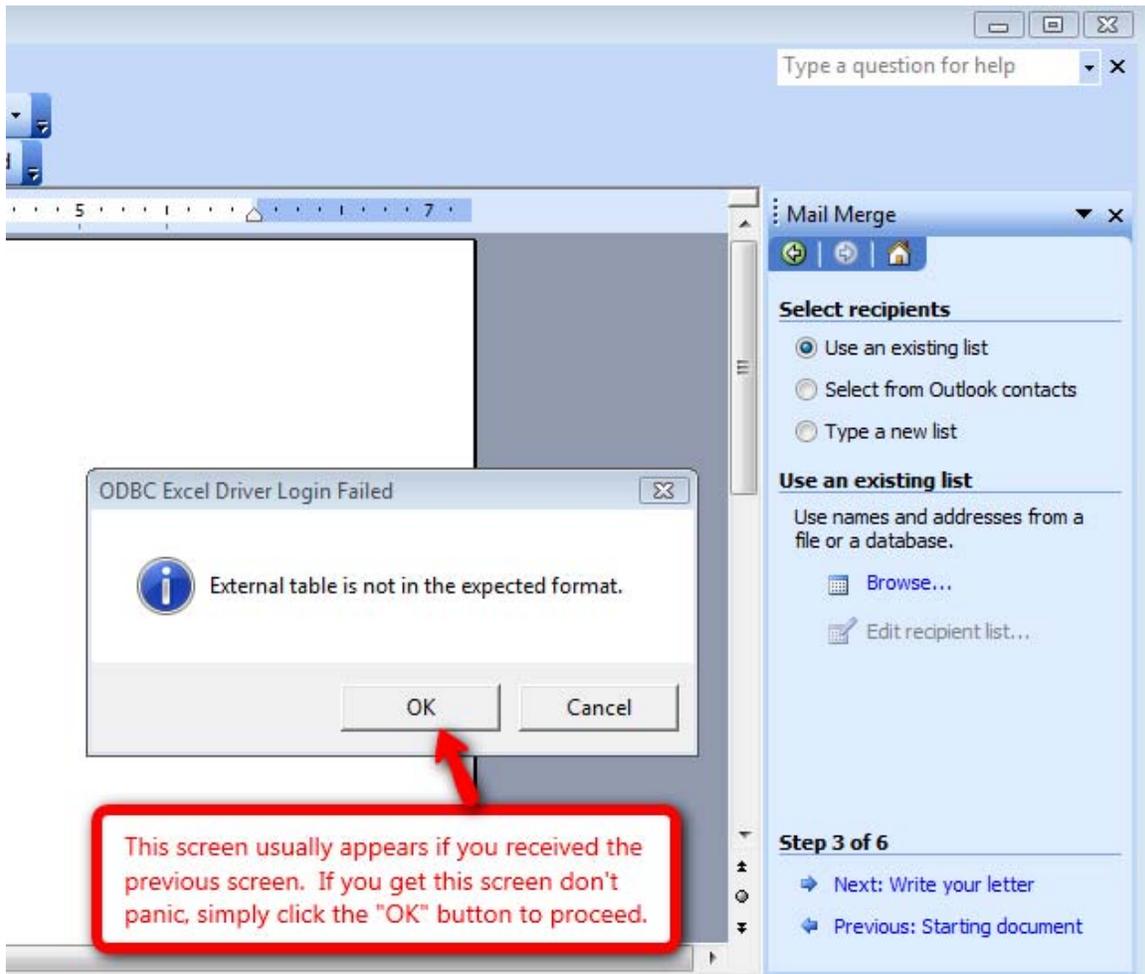
Step 5: Open the Excel File



Step 6: Data Link Properties



Step 7: ODBC Excel Driver Login Fail



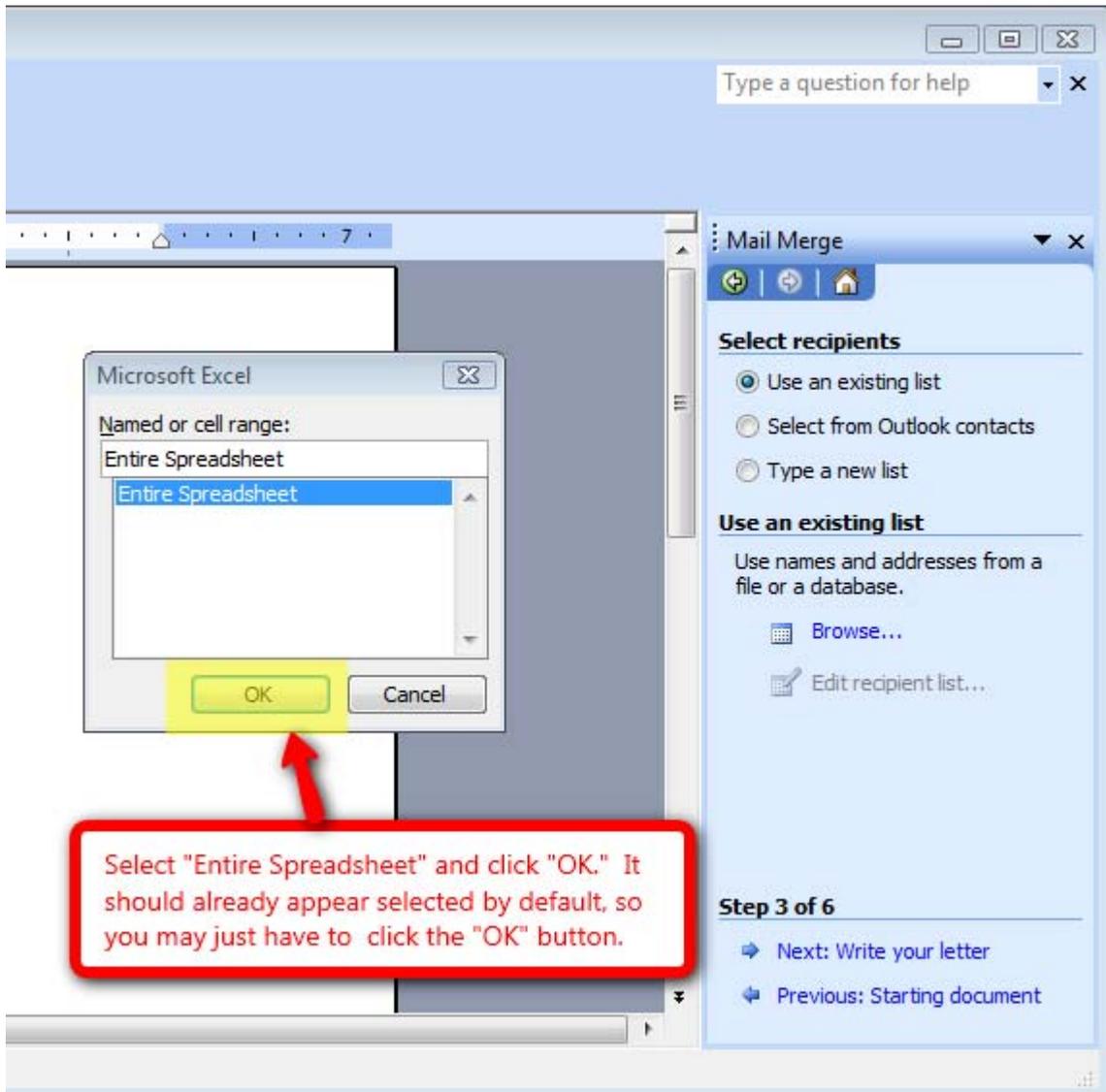
Step 8: Select Workbook

The screenshot shows the Microsoft Word Mail Merge Wizard interface. The 'Select Workbook' dialog box is open, displaying a list of files in the 'c:\mail merge' directory. The file '502 SW 18 ST 1000fee' is selected. A red arrow points to the 'Cancel' button. A red-bordered text box contains the following text:

Because we received the previous two messages, we will have to select the Excel file again and click the "Cancel" button. Don't worry, clicking "Cancel" will still allow us to proceed without causing us to lose our progress.

The Mail Merge Wizard sidebar on the right shows the 'Select recipients' step, with options to 'Use an existing list', 'Select from Outlook contacts', or 'Type a new list'. The 'Use an existing list' option is selected. Below this, there are options to 'Browse...' or 'Edit recipient list...'. The 'Step 3 of 6' indicator is visible at the bottom of the sidebar, with 'Next: Arrange your envelope' and 'Previous: Starting document' options.

Step 9: Named or Cell Range



Step 10: Mail Merge Recipients

Accept the defaults by simply clicking the "OK" button.

Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

<input type="checkbox"/>	Account_Owner_Name	Account_Address	Account_City	
<input checked="" type="checkbox"/>	ARENZO HOLDINGS LLC	625 SW 7 AV	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	HECKER GARY	645 SW 6 AV	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	PHD DEVELOPMENT LLC	906 SW 4 AV	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	2G INVESTMENTS LLC	416 SW 11 ST	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	GENTRY ALONZO M	612 SW 6 ST	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	SZKAFAROWSKY HYROSLAV	822 SW 4 AV	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	PARKER WILLIAM MICHAEL	824 SW 4 AV	FORT LAUDERDALE	FL
<input checked="" type="checkbox"/>	WINTER JOHN MATTHEW	828 SW 4 AV	FORT LAUDERDALE	FL

Select All Clear All Refresh

Find... Edit... Validate OK

Mail Merge

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...

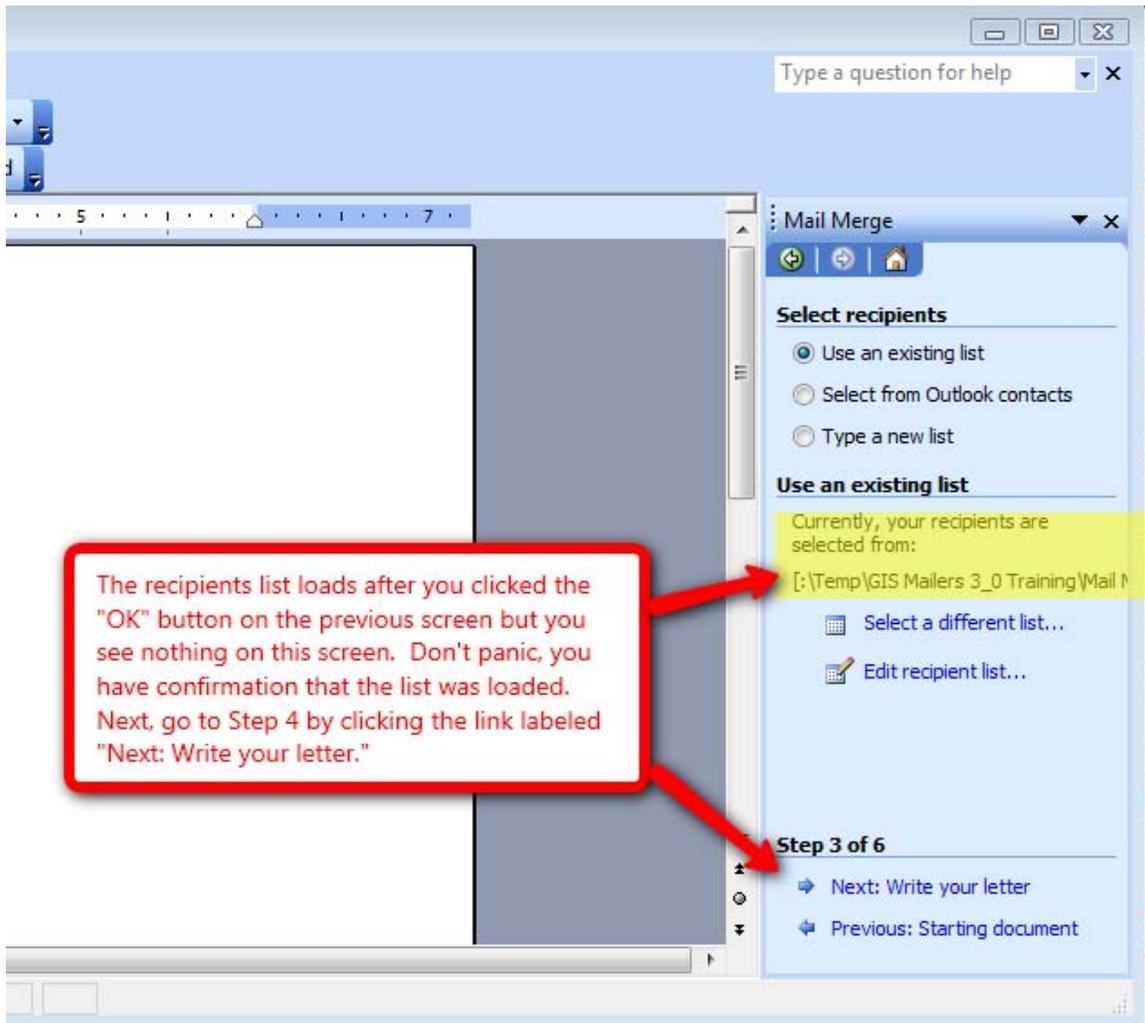
Edit recipient list...

Step 3 of 6

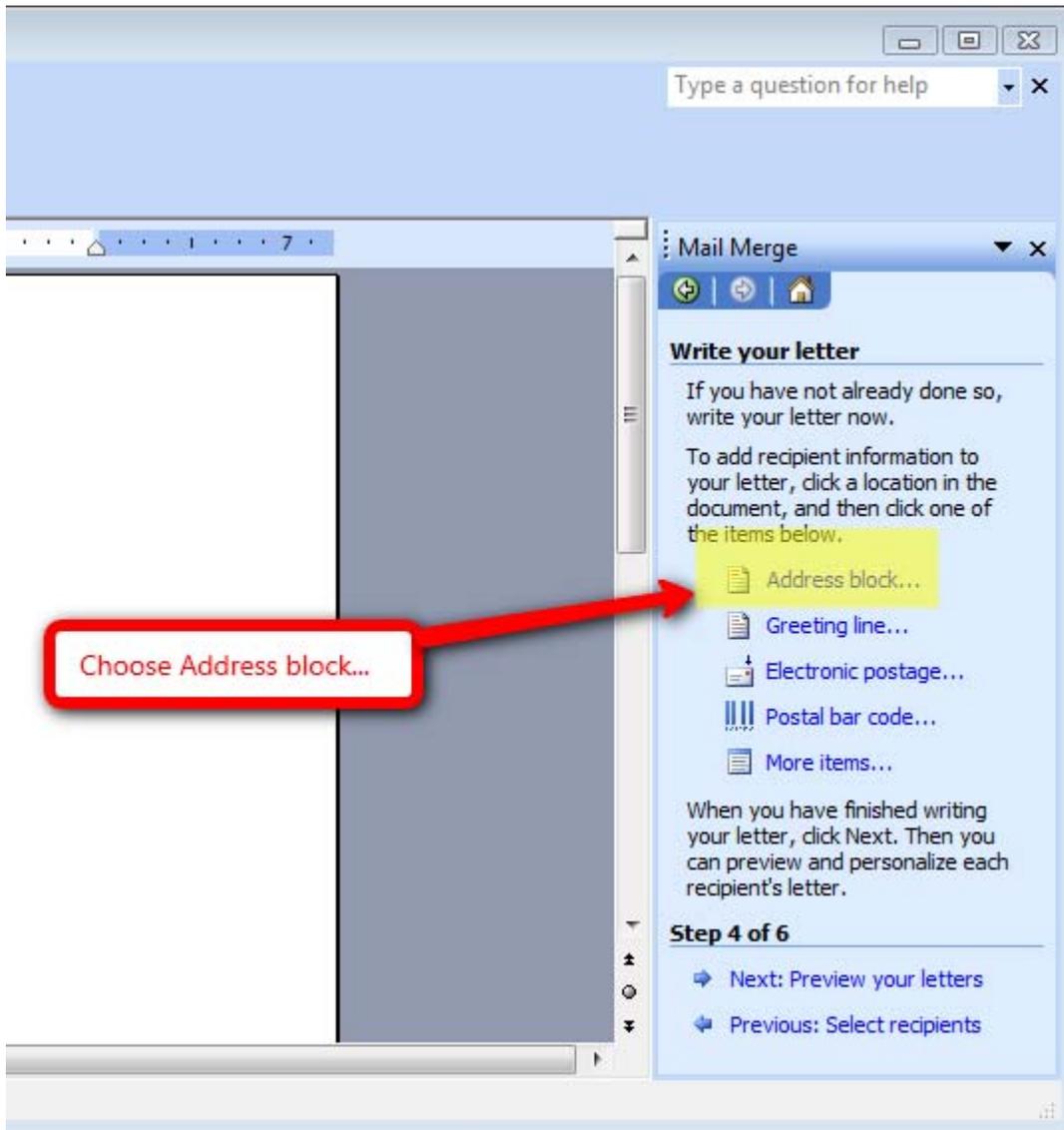
- Next: Write your letter
- Previous: Starting document

English (U.S.)

Step 11: Confirm Load of Recipients List



Step 12: Address Block



Step 13: Insert Address Block

Select your desired address format and then click the "Match Fields..." button.

Insert Address Block

Specify address elements

- Insert recipient's name in this format:
 - Josh
 - Josh Randall Jr.
 - Josh Q. Randall Jr.
 - Joshua
 - Joshua Randall Jr.**
 - Joshua Q. 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.
Blue Sky Airlines
1 Airport Way
Kitty Hawk, NC 27700

Match Fields... OK Cancel

Mail Merge

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 one of the items below.

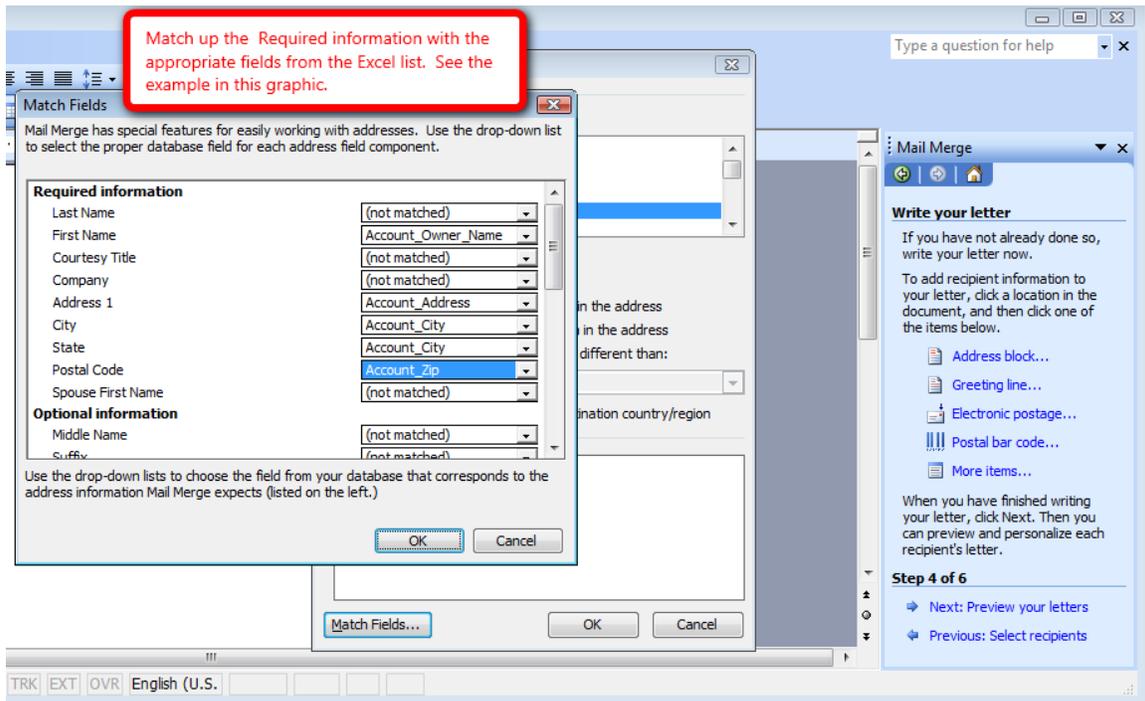
- Address block...
- Greeting line...
- Electronic postage...
- Postal bar code...
- More items...

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

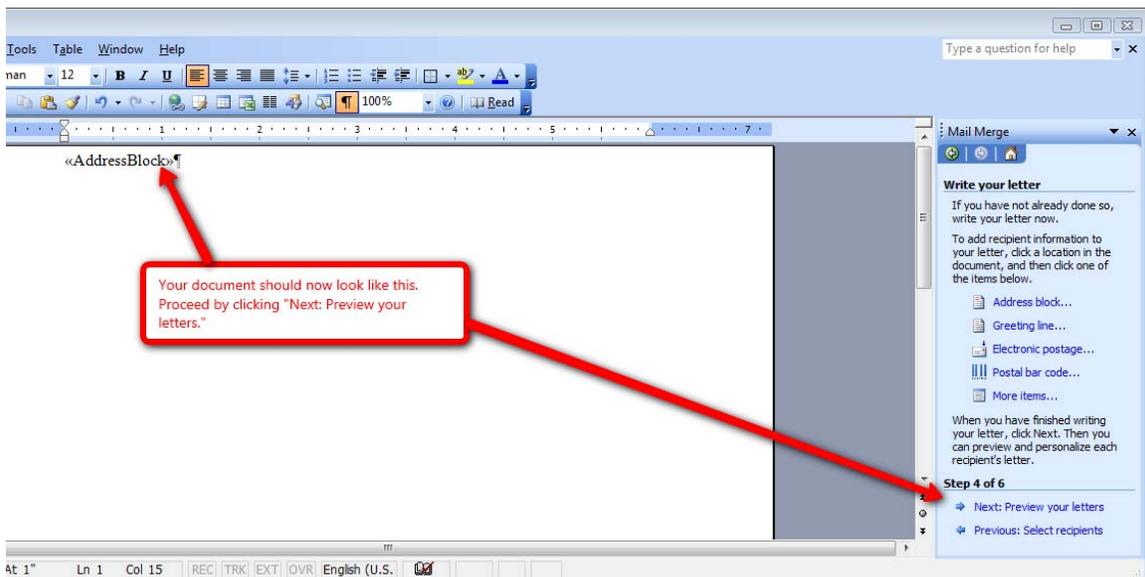
Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

Step 14: Field Matching



Step 15: Address Block View



Step 16: Preview Address Records

HECKER GARY
645 SW 6 AV
FORT LAUDERDALE, FORT LAUDERDALE 33315-1039

This is how the list previews. To preview more records simply click the scrolling buttons identified by the symbols "<<" and ">>". You can also exclude a particular recipient from the list. Complete the merge by clicking on the link titled "Next: Complete the merge."

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 2 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

Next: Complete the merge

Previous: Write your letter

Step 17: Complete the Mail Merge

HECKER GARY
645 SW 6 AV
FORT LAUDERDALE, FORT LAUDERDALE 33315-1039

Now you can print your letters or further edit the individual letters.

Mail Merge

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...

Step 6 of 6

Previous: Preview your letters