

BRIEF COMMENTS

1) GENERAL GUIDELINES.

- A different method or approach is used to collect and distribute data for residential records as opposed to business records. If you used this utility for the business letter writing campaign in November of 2020, please read the new material and videos posted on this web site. Attempting to apply the methods for processing business records to residential records may result in unnecessary complications.
- A library card number will provide access to the database of A to Z databases.com. Sign in is described in Video Tutorial 1. Please do not share the library card number without permissions.
- You can adjust the margin width of the letterhead stationery to increase the content of your letter. You can also use the fonts of your choice, graphics, images etc. If doing custom work, please assure that you do not delete any of the merge fields in the document.
- If your computer does not have the fonts that are used in the letterhead stationery, you should either revise the document to use local fonts or download fonts from the web site. (see the font download button).
- For best results please use a Windows device with Google Chrome for your project.
- A to Z now has a Search By feature called 'Location Unique' which allows you to select one record per address. This option is a very useful if you are content to send your mailings addressed to a single individual at a given address as opposed to being more specific in your salutation.

2) USE OF SAMPLE DATABASE.

A sample Excel Data File is available for download on this web site. It contains the content for all 7 memorial samples and is ready for print. If you choose to use this sample for your actual mailing, **please be sure** to replace the sample territory records on the left side of the spreadsheet with your own.

3) ARRANGE FOR DISTRIBUTION OF ELECTRONIC MATERIALS TO PUBLISHERS.

Microsoft Excel Spreadsheets with embedded A to Z records can be transferred to publishers via email. The data can be formatted in a spreadsheet or simply pasted directly into an email. Publishers can copy data from email and paste directly into their Excel spreadsheet.

4) ARRANGE FOR OPTIONAL PURCHASE OF DISCOUNTED ELECTRONIC POSTAGE OR PHYSICAL STAMPS.

Electronic postage can be obtained through Microsoft Word to conveniently print postage to each envelope. This service is 52 cents each envelope; a 3 cents savings on each stamp. To use the E-Postage utility, open any Microsoft Word document. From the Mailings tab chose either Envelopes or Labels. Click on E-Postage Properties. When asked if you would like to visit the Microsoft Office Web site to find out more... Click Yes. Follow the on-line instructions. Stamps can be purchased online with significant savings.

WRITTEN STEP BY STEP INSTRUCTIONS FOR EFFECTING A MAIL MERGE

- 1) Open the stationery file you have chosen.**
- 2) Click 'Enable Editing' at the top of the page if the document opens in protected view.**
- 3) Chose 'No' from the dialog box that appears unless you have already connected your data file.**
- 4) Click on the 'Mailings' tab, then 'Select Recipients' then 'Use an Existing List'.**
- 5) Navigate through your Windows directories to locate your data file.**
- 6) Open the chosen data file and then the desired tab on the Excel spreadsheet.**
- 7) Click on 'Preview Results' and then use the scroll arrows to view the individual records if desired.**
- 8) To print, click on 'Finish & Merge', 'Print Documents', and then print all if desired.**
- 9) In the 'Print What' section, select 'Even Pages' to print your letters and 'Odd Pages' to print the envelopes. (if you have two-sided printing, disable this feature from the 'Properties' button.)**