

SMARTT Waitlist Mailing Labels –

Office 2000 process:

Start in SMARTT waitlist

- Go to the list

- Click on the “list for excel” button

Wait List- SMARTT Test Agency/ABE Central
 Fiscal Year: 2004

[Hide Menu](#)
[Edit Wait List \(remove names from list\)](#)

Sort on Column: then Column: then Column:

Show:

Number of wait listed candidates: 11

Name	Address	Phone	Wait Listed	Type	Delivery	Level	Available	Score	Placement	
Bredford,Betty	Lesser Main Jamaica Plain MA 02130	617-524-4321	11/08/2001	ABE	Class	Inter	Aft			Called las
Potter,Harry	11 Privet Dr Jamaica Plain MA 02130		02/26/2003	ABE	Class	Inter	AM,Aft			
Potter,Harry	2435234 Boston MA 02114		04/01/2003	ABE	Class	Begin	AM			
Potter,Harry	123 Mass Ave Lexington MA 02420	555-1212	04/01/2003	ABE	Tutor	Begin	AM,Aft			Just born
Robles,Christian	171 Boylston St Boston MA 02115	6174271756	12/20/2002	ESOL	Class	Begin	Eve			
Smythe,Lorraine	Main Street Fiskdale MA 01518	508-347-5555	07/01/2001	ABE	Class	Advanced	AM	154	no	
Smythe,Timmy	159 Main Street Fiskdale MA 01518		01/16/2002	ABE	Class	Begin	AM			
Smythe,Johnnie	111 Main Street Fiskdale MA 01518	508-347-9988	04/05/2002	ABE	Tutor	Inter	AM			
Smythe,Shella	159 Main Street Fiskdale MA 01518		06/23/2003	ABE	Class	Advanced	AM			
Tom Jones	341 Main Street Worcester MA 01606	508-248-6666	11/09/2001	ESOL	Class	Inter			7.5	math
Wallace,William	1314 Kilmarnock Castle Gardner MA 01440	9786309269	01/20/2004		ESOL	Class	Begin			

- Choose from the edit menu “select All”

- Now that the entire list of students is highlighted, Again from the edit menu choose “Copy”

http://smartt.doemass.org/smartt2/pWaitListCsv - Microsoft Internet Explorer provided by Quinsigamond Community ...

File Edit View Favorites Tools Help

Address Bar: smartt2/pWaitListCsv

Links: Google, QCC Intranet, SABES Resources, SMARTT Logon, Windows Media, Windows

Select All Ctrl+A

Last Name	First Name	City	Zip	State	Phone	Wait Listed	Country	Ethnicity	Language	S.Type	Delivery	Level	AM	Aft	Eve	Score	Placement
Bredford	Betty	Jamaica Plain	02130	MA	617-524-4321	11/08/2001	Bahamas	Black (not of Hispanic Origin)	Creole	ABE	Class	Inter		Y			
Potter	Harry	Jamaica Plain	02130	MA		02/26/2003	United Kingdom			ABE	Class	Inter	Y	Y			
Potter	Harry	Lexington	02420	MA	555-1212	04/01/2003	United States of America	White (not of Hispanic Origin)	Other	ABE	Tutor	Begin	Y	Y			
Potter	Harry	Boston	02114	MA		04/01/2003				ABE	Class	Begin	Y				
Robles	Christian	Boston	02115	MA	6174271756	12/20/2002	Colombia	Hispanic	Spanish	ESOL	Class	Begin			Y		
Smythe	Lorraine	Fiskdale	01518	MA	508-347-5555	07/01/2001	United States of America	White (not of Hispanic Origin)	English	ABE	Class	Advanced	Y			154	no
Smythe	Timmy	Fiskdale	01518	MA		01/16/2002				ABE	Class	Begin	Y				
Smythe	Johnnie	Fiskdale	01518	MA	508-347-9988	04/05/2002				ABE	Tutor	Inter	Y				
Smythe	Shella	Fiskdale	01518	MA		06/23/2003	United States of America	Hawaiian or Pacific Islander	English	ABE	Class	Advanced	Y				
Tom	Jones	Worcester	01606	MA	508-248-6666	11/09/2001	Armenia	Black (not of Hispanic Origin)	Chinese - Cantonese	ESOL	Class	Inter		Y	Y	7.5	math
Wallace	William	Gardner	01440	MA	9786309269	01/20/2004				ESOL	Class	Begin	Y	Y	Y		

Now you need to open up a session of Excel

- Place your cursor in Cell A1
- Go to the Edit menu and “Paste”
- This should bring in your waitlist of students for you.

- Now we don't need all of the fields for the waitlist.

- You just need the address information in Columns A-H

- Choose columns I-W

- Now that you have these columns highlighted

- Go to the Edit menu and Choose “Delete”

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Last Name	First Name	Init	Address1	Address2	City	Zip	State	Phone	Wait Listed	Country	Ethnicity	Language	S.Type	Delivery	Level	AM	A
2	Bredford	Betty	R	Lesser Main		Jamaica Plain	2130	MA	617-524-4321	11/8/2001	Bahamas	Black (not of Hispanic Origin)	Creole	ABE	Class	Inter		Y
3	Potter	Harry		11 Privet Dr		Jamaica Plain	2130	MA		2/26/2003	United Kingdom			ABE	Class	Inter	Y	Y
4	Potter	Harry		123 Mass Ave		Lexington	2420	MA	555-1212	4/1/2003	United States of America	White (not of Hispanic Origin)	Other	ABE	Tutor	Begin	Y	Y
5	Potter	Harry		2435234		Boston	2114	MA		4/1/2003				ABE	Class	Begin	Y	
6	Robles	Christian	E	171 Boylston St	Apt# 4	Boston	2115	MA	6.17E+09	#####	Colombia	Hispanic	Spanish	ESOL	Class	Begin		
7	Smythe	Lorraine		Main Street		Fiskdale	1518	MA	508-347-5555	7/1/2001	United States of America	White (not of Hispanic Origin)	English	ABE	Class	Advanced	Y	
8	Smythe	Timmy		159 Main Street		Fiskdale	1518	MA		1/16/2002				ABE	Class	Begin	Y	
9	Smythe	Johnnie	B	111 Main Street		Fiskdale	1518	MA	508-347-9988	4/5/2002				ABE	Tutor	Inter	Y	
10	Smythe	Shella		159 Main Street		Fiskdale	1518	MA		6/23/2003	United States of America	Hawaiian or Pacific Islander	English	ABE	Class	Advanced	Y	
11	Tom	Jones	A	341 Main Street		Worcester	1606	MA	508-248-6666	11/9/2001	Armenia	Black (not of Hispanic Origin)	Chinese - Cantonese	ESOL	Class	Inter		Y
12	Wallace	William	O	1314 Kilmamock Castle		Gardner	1440	MA	9.79E+09	1/20/2004				ESOL	Class	Begin	Y	Y

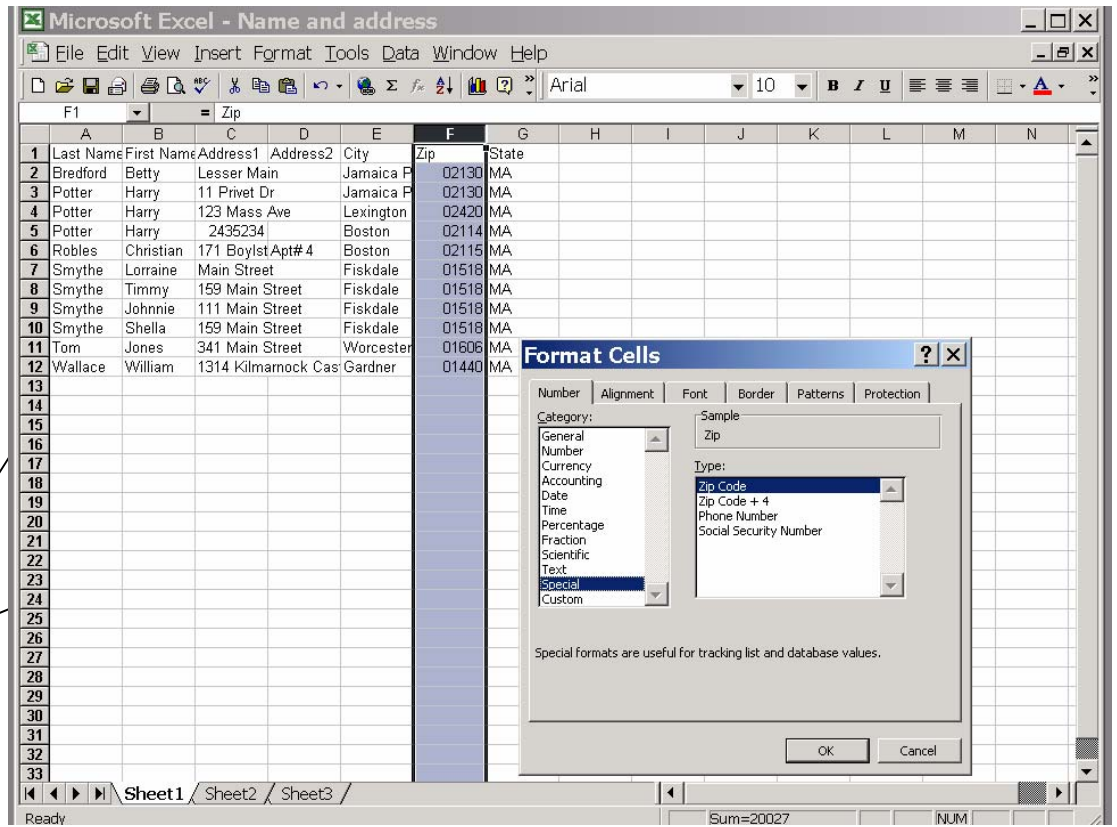
- You don't need the Middle Initial Column either
- Again highlight column “C”
- Go to the Edit menu and Choose “Delete”

- For the Zip Code column, you'll notice that it comes in with the preceding "0" missing. You'll want to change the format for this column.

- Highlight the zip code column

- Then go to the format menu, choose Cell

- Working on the number Tab, choose from the category list "Special", then under type choose zip code



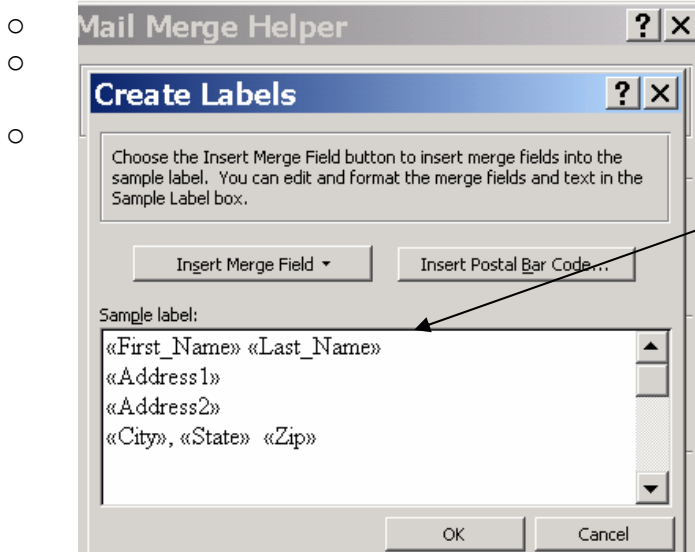
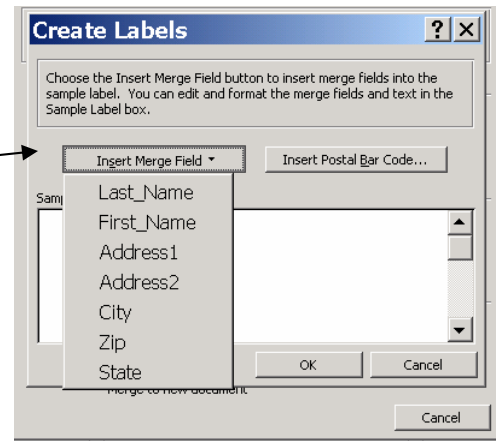
- Now save the file as your data source [REMEMBER the file name and location] for mail merging in Word

Now open up a session using Word

- Choose from the Tools menu “Mail Merge”
- This opens up the “Mail Merge Helper” with steps 1,2,3
- Following along Step 1 = Main Document – “Create – Mailing Labels” in the Active window
- Moving on to Step 2 = Data Source
- Choose Open the Data Source – The Excel Spreadsheet you saved earlier. You may need to change the file type to Microsoft Excel
- When it asks choose to open the entire spreadsheet
- Now the wizard is looking to create the main document
- Now choose from the list of Avery forms the label # of the form you’re using. – EX- 8160

○ It will bring up the following “Create labels” screen with a sample label

○ Click on the “Insert Merge Field” and this box will show a drop down box. It should list “Last name, First Name, Address 1”, etc.

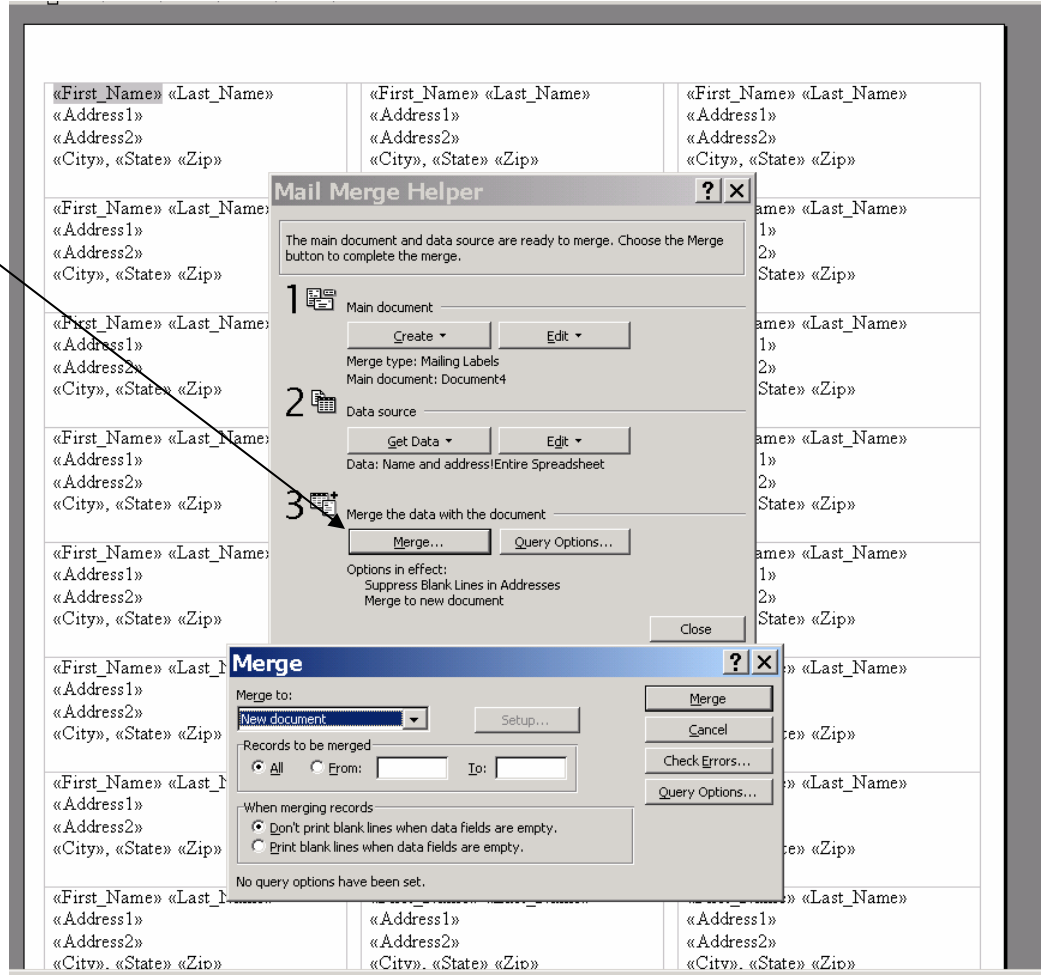


○ Drag and drop the individual fields, as you would create them on an individual label into the sample box provided. Remember to include all the spaces and punctuation. For ex: space after first name, comma after city then a space before the state.

○ Then choose OK

○ This brings you back to the Helper

- On to Step 3 = Merge
- Leaving the options set to the defaults. Click on the “Merge” button when the 2nd box appears again leaving the options as default choose “Merge”
- If you close the mail merge helper before doing going thru the merge you will get the document showing the format of the labels as they will be after the merge. [see the background document in the screen shot] .
- You can then go back to the Tools menu and choose Mail merge and from the Mail Merge Helper you can then just go to step #3 – Merge



- After you merge it creates the mailing labels you need.

Betty Bredford Lesser Main Jamaica Plain, MA 02130	Harry Potter 11 Privet Dr Jamaica Plain, MA 02130	Harry Potter 123 Mass Ave Lexington, MA 02420
Harry Potter 2435234 Boston, MA 02114	Christian Robles 171 Boylston St Apt# 4 Boston, MA 02115	Lorraine Smythe Main Street Fiskdale, MA 01518
Timmy Smythe 159 Main Street Fiskdale, MA 01518	Johnnie Smythe 111 Main Street Fiskdale, MA 01518	Shella Smythe 159 Main Street Fiskdale, MA 01518
Jones Tom 341 Main Street Worcester, MA 01606	William Wallace 1314 Kilmarnock Castle Gardner, MA 01440	