

Re: Please help with file labels

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2005-08/msg00037.html>

- *From:* "Anne Troy" <ng@xxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Mon, 1 Aug 2005 16:40:35 -0400
-

You bet. And as a matter of fact, I encourage it. And it's not "too" off-topic! Follow the directions here:

http://www.officearticles.com/misc/best_install_procedures_for_microsoft_office.htm

(I have lots of Office answers there—tons of the commonly asked questions—you might want to do a search before you bother posting and waiting.)

Hope it helps, Jim!

~Anne Troy

www.OfficeArticles.com

"Jim" <Jim@xxxxxxxxxxxxxxxxxxxxxx> wrote in message news:AE64E011-D663-4344-9A89-AA1B1A6A64A9@xxxxxxxxxxxxxxxxxxxx

> Anne: I know this is off subject for this forum, but I am wondering about
> your comment concerning the different versions of Word.

>

> Since I have Word as part of Office 2000, when I install Office 2003 is
> there any way for me to keep Word 2000 on my hard drive so both versions
are

> available? I assume I would have to extract the Word files separate from
the

> rest of the Office suite upon installation, but am not sure if that's
> possible.

>

> Thanks for your help.

> --

> Jim

>

>

> "Anne Troy" wrote:

>

>> Yes, Jim, there is. But I run BOTH versions and use 2000 whenever I can
>> because pretty much everyone hates 2002 and up when it comes to mail
merge.

>> *****

Re: Please help with file labels

>> ~Anne Troy
>>
>> www.OfficeArticles.com
>>
>>
>> "Jim" <Jim@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message
>> news:C8C8AEED-472C-440A-82B7-D4D7CDC0B886@xxxxxxxxxxxxxxxxxxxx
>>> Thanks Anne.
>>>
>>> I apologize for not telling you my version. I know how important that
is,
>>> and I always include the information, but forgot this time. Anyhow, I
am
>>> presently using Office 2000, but I have ordered Office 2003 and UPS
should
>>> deliver it by the middle of the coming week.
>>>
>>> Nonetheless, the information you provided has already helped my
>>> understanding. I will rework my database per your instructions, then
go to
>>> the website you provided and see how I get along. I may be back with
>> another
>>> question if I get too confused.
>>>
>>> Thanks again for the help.
>>>
>>> p.s. I probably will wait until I am using 2003, as it sounds like
there
>> is
>>> a considerable difference in how the Mial Merge is done in the new
>> version.
>>> --
>>> Jim
>>>
>>>
>>> "Anne Troy" wrote:
>>>
>>>> Your first mistake, Jim:
>>>>>>>Some cells have one row of data, some two rows.
>>>>
>>>>> Don't do that. If you have 2 rows in some cells, then make an extra
>> column.
>>>>> For instance, if you have 2-line addresses, put the 2nd line in a
column
>>>>> titled Address2.
>>>>>
>>>>> Get your data right before you begin:
>>>>> Row 1 is headings only
>>>>> Row 2 is your first label's data
>>>>> Row 3 is your second label's data, and so on...
>>>>>

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>>>> Always, always, always provide a version when you ask a questions.
It
>> saves
>>>> all of us some time. If you are using Word 2000 or less, here's mail
>> merge:
>>>> <http://www.theofficeexperts.com/word.htm#MailMerge>
>>>>
>>>> If you are using 2002 or 2003, then here's mail merge:
>>>>
>>
http://www.officearticles.com/word/mail_merge_labels_in_microsoft_word.htm
>>>>
>>>> Good luck!!
>>>> *****
>>>> ~Anne Troy
>>>>
>>>> www.OfficeArticles.com
>>>>
>>>>
>>>> "Jim" <Jim@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message
>>>> news:5F72EBB9-5EF2-4A58-A16F-070C541B0DEE@xxxxxxxxxxxxxxxxxxxx
>>>>> I am a previous WP user, and so I have some bad(!) habits. I have
>> never
>>>> used
>>>>> Mail Merge, but everyone keeps telling me that in Word I shouldn't
>> enter
>>>>> my
>>>>> data directly into labels, but should do a merge from a data
table.
>>>>>
>>>>> I have constructed a Word document that contains a Word 4x4 table.
>> (The
>>>>> table will get bigger once I understand this.) Within each cell,
the
>> data
>>>>> is
>>>>> centered and top aligned. Some cells have one row of data, some
two
>> rows.
>>>>>
>>>>> I need to print the data on Avery #5267 labels (which I found in
the
>>>>> Envelopes and Labels dialogue box. Now, however, I am lost. How do
I
>> tell
>>>>> Word to take my table and merge it into labels? I know I'm asking
a
>> huge
>>>>> question, so I will be very appreciative of any help you can
offer.
>> (I've

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>>>> tried Word's online Help menu and I'm either looking in the wrong
>> place,
>>>> or I
>>>> just can't understand what it is telling me to do.)
>>>> Thanks.
>>>> —
>>>> Jim
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>>
>>

• **References:**

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