

SETTING UP and USING A DATABASE (envelopes and labels)

A Seminar Presented by Jim Wilkinson
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- Bring up your version of Works.
- At the top, click on 'Programs' and then, in the left column (or, in the 8.5 version, the database icon) 'Database', then click on 'Start a blank database'.
- "Create a Database" window will appear to begin the process.
- Where it says "Field Name" type "Title" and hit enter on the keyboard. You now have the first field of the database for an Address Book. In this instance that is what we will be doing, but it could also be anything you want to keep track of...an inventory, books, whatever you want. (NOTE: you should first write out on a piece of paper an outline of the headings you want for each field for the type of database you are creating)
- Now type in "First Name" and hit enter.
- Type in "Last Name" and hit enter.
- Type in "Street" and enter.
- Type in "City", enter.
- Type in "State", enter.
- Type in "Zip Code", enter.
- Whatever you want to go with the basics you can keep on going. For instance, Phone, Cell Phone, Fax Number, E-Mail address. So let's keep going and type in "Phone", enter.
 - a. **Important point here:** Do not use periods or commas in the field names. It will not accept them. In other words, do not put in 'Phone No.'
- Type in "Cell Phone", enter.
- Type in "E-Mail Address, enter.
- Click on "Done" and the blank database will appear.....it is that simple to create.
- You do not want to accidentally lose all that effort, so click "File", "Save as:" then type in the name you want it to have, like Address Book. It will automatically be saved as a database (.wdb) file. Don't forget to look at where it is going to be saved!! Desktop, My Documents, or a removable drive.
- Now start in-putting the data in the cells, title, first name, last name, etc. It makes no difference in what order they go in, we will sort it out later....does not have to go in alphabetically. It is a good idea to do a ctrl+S (Save) every few entries to save what you have already created.

- Now that all the data is in, go up to the menu bar and click “records”, then “sort records”. Now select the field you want it to use to sort them out...probably the field with the last name.
- Click “Sort” and the entries will all be put in alphabetical order.

You now have your Address Book. If you want to add to it at a later date, just add the name to the bottom and then do the “Records”, “Sort Record” step one more time and it will put the added name in the natural order.

Let’s take this one more step and cull some of the entries out of the whole list to send out Christmas cards or cards for Hanukkah.

- First step is to put a checkmark in the box to the left of the first column, for those to whom you want to send cards. Do that by clicking on the box. Go down the list and click each one you want to send out a card to.
- Now go up to the “Menu bar” and click “Record” , then “Show”, then “Marked Records”. This will give you a separate list of only those marked records. Now go to “File”, “Save As:”, and when the “Save as” window comes up give it a name right away, like “Christmas card list”. Now it is imperative to save it as follows:
Where it says, at the bottom, “Save as type:” click the down pointing triangle and select “Text and commas (*.csv). Click “Save” and make sure you know the location where it was saved....like ‘Desktop’, or ‘My Documents’.

Now you have the list, let’s get to making the labels:

- Bring up Microsoft Works Task Launcher and go to “Programs” at the top, then “Word Processor”, and then “Start a Blank Document”. In the menu bar in the blank document that comes up, click “Tools” then “Labels”
- Now select “Mailing Labels” from the two or three choices that come up.
NOTE: Be sure to buy your labels in advance so you know which choice to make at this point.
- Now select from the list the mailing label number you have already purchased....I use #8162.
- Click on “New Document”
- The “Open Data Source” window will pop up and you select “Merge information from another type of file”.
- In the “Look in:” field, select the location where you saved the .csv file.
- At the bottom, where it says “Type of file” click the down arrow and select the text *.csv line. Your Christmas card list should now be shown in the group that comes up. Click on it and then click “Open”.
- Click “Yes” at the next question.
- Now select “Comma” and then “OK”.

- Double click the first field (it may say “No Name” but it is actually the ‘Title’ field), space bar, then first name, space bar, last name. That is the first line of the label.
- Now hit “Enter” on the keyboard, and double click “Street”, then “Enter”. That’s the second line in the address.
- Double click “City”, space bar, “State”, space bar, Zip Code.
- Now you do not want them aligned on the far left side of the label, so, put the cursor at the left of the first line and use the spacebar to move everything to the right until it is centered.
Do the same with the second and third line.
- Now click “View Results”, and if everything is aligned the way you want it, then go to “File”, “Print Preview” and you will see the entire page of labels.....all of them aligned as was the first one. Click the page to enlarge it.
- Put label pages into the printer tray and hit print. If you have never used a label page, be sure the side that has the labels is going to come out with the labels printed.
- Violá...you have your labels.**

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