COMPUTER STUDIES NOTES

FORM 2

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**Using Mail Merge**

You can use mail merge to sent a letter to your friends telling them how your trip to the meteorological station was exciting (P)You will do this by:

1. Writing the letter which is also refferred to as the main document.

2. Here is an example of such a letter(P). 3. Creating the addresses file(P) The adresses file is also known as the Data Source(P). Here is an example of the data source(P).

3. Merging the data source with the letter (main document). 4. A diagrammatic representation of the mail merge process is as shown   
  
**Setting up the Main Document**

We shall set up our letter by following this procedure.

1. From the Tools menu, choose Mail Merge. (P)

2. In the Main Document section, click on Create (P)and then choose Form Letters from the drop-down list(P)

3. Click on the Active Window button on the dialog box(P) Creating a New Data Source: 1. In the Data Source section of the 'Mail Merge Helper', click the Get Data button.(P)  
Note: This option is unavailable until you specify the main document.(P)

**Creating Data Source.**

1.Choose Create Data Source.

2.In the Field Names in header row box, Word lists field names that are commonly used in a data source.

3. To delete a field name that you do not require in your data source, select the Field Name, and then click Remove Field Name.

**Adding a field name**

To add a Field name to the data source, type the new field name in the Field name: box(P), and then choose the Add Field Name button. (P)

**Note**: The field name should not contain any spaces.To change the order of field names select a Field name and then click the Move arrows (Up or Down arrows) until the field name is in the correct position. (P) When you add a new field name, it usually appears at the bottom of the list, and so you will need to move the new field name to the most logical position.(P). When you finish, click the OK button and save.(P) The Data source that has been created is just the ‘structure’ and has not got any records yet.(P)

**Inserting Merge Fields into the Main Document**

In the main document you need to indicate where you want specific information from the data source to be inserted during mail merge. You indicate such places using placeholders called Merge Fields. For each field or category of information to appear in the merged document there must be a merge field.

***To insert a merge field***

Move the insertion point to the place where you want to place the Merge Field.  
Click the Insert Merge Field button on Mail Merge toolbar and then choose the merge field you want to insert.The Insert Merge Field button Save the main document.To Merge the Data Source with the Main Document: Click the Mail Merge Helper button. Choose the Merge button.

***Selecting a location for the merge results***

Click on the ‘Merge to drop list box’ to select a location for the merge results. (P)  
The New Document option will create a new document for the merged letters. (P)  
The Print option sends the resulting merged documents directly to the printer, while the Electronic mail option will send the merged documents by email (provided the email addresses are listed). (P)  
Click on Merge.(P)

**Preparing Envelops**

To prepare envelopes to send out your merged document, the following procedure is suitable for use on non-standard mailing lists that are used only once and then become obsolete. For example, a list of job applicants who have qualified for an interview, or a wedding guest list to be sent thank you notes.  
  
**Creating Envelops**

From the Tools menu, choose Mail Merge  
Click on Create then select Envelopes   
On the message box that appears, click on Active Window(P)   
This will make the active document the Main Document.(P)

**Create or open an existing data source(P)**

In the message box that appears click on Set Up Main Document button.(P)  
The Envelopes dialog box shown below appears(P)  
Click on Envelope size list box and select your envelope size(P)   
Click Ok(P)   
The envelope Address dialog box appears.   
Click the Insert Merge Field button and select the fields to be inserted in the envelope.  
Merge the main document to your data source to produce the merged envelopes

Malala Kabala,  
Musire Secondary School,  
P.O. BOX 14,  
MASENO  
KENYA  
  
16th November, 2009  
Dear Friend,

I hope this letter finds you well. I am fine this end. I am writing to let you know that recently, I visited Nairobi Meteorological Station in the company of my school mates and was so excited to discover many things about weather in our country. I will be sharing with you the report about the visit and some of the pictures when we meet in December, during the school holidays.

With your help, I am thinking about setting up a weather station in our community. This might help people in our community to understand more about weather forecasting and make informed decisions while planning their activities. This will enhance livelihoods in our community. What do you think? I look forward to hearing from you.

Your caring friend,  
Kabala  
  
**Starting and Using Mail Merge**  
To start mail merge, open a blank MS word Window pane. From the mailings tab,(P) choose start mail merge then select Step by Step Mail Merge Wizard(P)Select letters and click next, Use current document P) then click on next(P) Type a new list and click create recipients list.

Fill the particulars of your recipients in the fields.(P) Here is an example of recipientslist. Paste the letter you wrote in the blank MS window pane to start the process of merging the letter with the recipients

To add recipient information to your letter, click a location in the document address book (P) and Greeting line. (P)Adjust your preferences accordingly. Preview your letters(P) And complete the merge (P)

Note that there are many options to mail merging. Practice as many options as possible and apply those that are appropriate to your situations. You can send your merged document via e-mail, fax or print. You may have seen a card such as a wedding invitation card or read a newspaper, a magazine and a book. Have you ever wondered how these documents are created? The process of creating these documents is known as publishing. When a computer is used in all stages of publishing to produce quality documents, the process is referred to a desktop publishing. A DTP program is an advanced word processing program with the ability to integrate text, graphics, pictures, styles and advanced formatting .  
For a long time, word-processing has been used to create some simple graphic documents. A word processor program lacked specific features for logo design, letter head design, newspaper advertisement, greeting, wedding and birthday cards. Traditional typesetting involved the use of word processors to design and type simple text, a graphics specialist to design logos and artwork and a printer to put together text and graphics in a plate which was then used to run publications The process and timing was very involving and expensive. With the advent of desktop publishing programs, these documents are made easier to design.  
  
**Objectives   
By the end of the topic, the learner should be able to:**

Define desktop publishing   
State the purpose of desktop publishing  
Identify types of DTP software  
Design a publication   
Edit a publication  
Format a publication   
Print a publication

You may have seen a card such as a wedding invitation card or read a newspaper, a magazine and a book.

Have you ever wondered how these documents are created? The process of creating these documents is known as publishing. When a computer is used in all stages of publishing to produce quality documents, the process is referred to a desktop publishing. A DTP program is an advanced word processing program with the ability to integrate text, graphics, pictures, styles and advanced formatting   
  
**Purpose of Desktop Publishing Software**

Desktop Publishing Software has gained popularity in the printing and publishing industry. It has the ability to produce quality and fancy documents. The popularity of Desktop software is based on its ability to manipulate graphics, text and photographs. The main purpose of DTP software, therefore includes ability to:

(i) Design graphics  
(ii) Manipulate page layout designs and  
(iii) Printing on small scale and large scale  
  
**Designing a publication**

With a desktop publisher, you are able to design a page layout by setting consistent picture and object locations, dividing the page in a number of columns and creating layers. A layer can be viewed as an arrangement of objects on top of each other with the one on top being in the first layer. Example can be on one layer while graphical objects on another. Therefore the text layer can be manipulated separate from the graphical object layer. Example text moves separate from the object. You can make the graphical layer transparent in order to make the text in a layer behind the object visible.  
  
**Designing a Publication**

***Graphic design***Using DTP software, a typesetter can create and edit very complex text and graphical objects like pictures to the finest details. Examples these are software that provides the user with ruler and ruler guides that can also be used to place an object in exactly the correct position.   
  
***Printing oversized publications***

You can create and print PageMaker publications as large as 1066.8mm by 1066.8mm). Most desktop printers, however, cannot print such large pages. If you want to print an oversized publication on your desktop printer, you can print each page of your publication in pieces, called tiles, and then trim and assemble those pieces. Alternatively, you can scale the publication to fit the available paper size.  
  
Print an oversized publication (left), by creating tiles (center), or by scaling to fit (right).  
  
**Types of Publishing Software**

***Classification***

There are two main DTP software specifically developed to create different designs for text and pictures. The two main classifications are:  
Layout based e.g. Adobe Pagemaker   
Graphic based e.g. Ms Publisher