

Using vLetter Handwriting Software with Mail Merge in Word 2007

Q: What is Mail Merge?

A: The Mail Merge feature in Microsoft Word allows you to merge an address file with a form letter in order to generate multiple copies of the same letter, with one copy for each address in your file. This automates the task of generating the same letter for multiple recipients. See Mail Merge in the Word Help for more information.

Q: Why use vLetter Handwriting Software with Mail Merge?

A: vLetter Handwriting Software gives your form letters a personalized look with your own handwriting font, or with one of our Ready-Made Handwriting Styles.

Q: Are there any limitations to using vLetter Handwriting Software with Mail Merge?

A: Yes. First, the vLetter Handwriting Software converts limited quantities of text at a time, up to 8000 characters. Second, there is a licensing limit of less than 5000 documents at a time. If you need to send mass mailings of 5000 or more pieces of mail at a time, then you need to contact vLetter for a special license and for database conversion. Visit <http://direct.vletter.com> for more information.

Q: How do I use vLetter Handwriting Software with Mail Merge?

A: Read the step-by-step guide on the following pages!

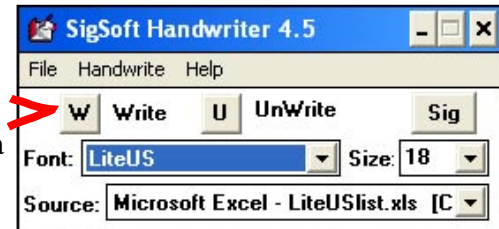
Step-by-Step Guide for Mail Merge in Word 2007 in Windows

SECTION 1: ADDRESS LIST CONVERSION

1. You can convert names and addresses to the handwriting font using Excel 2007. If your address list is in a program other than Excel, export your address data to a Comma Delimited file type (.csv), or as an Excel file if possible. You can do this in most database programs.

Open your address file in Excel. Then open the SigSoft Handwriter by going to the Start Menu, then Programs, then the vLetter group.

2. Highlight the cells in In Excel that you wish to convert to handwriting -- do not highlight the header row(s). If you have a long list, you may have to highlight a limited numbers of cells at one time, and work though the list in sections.



3. In the SigSoft Handwriter, select the handwriting font you wish to use, and set the Source to the Microsoft Excel file that is open. The Size does not need to be set. Click the “W” button to convert the data in the cells.

4. You should see high-ascii characters in place of the data in the cells. You will not see the handwriting itself yet. After you have converted all the address data in the file, save the file (you can save as a different file name if you choose). Close Excel.

Leave the SigSoft Handwriter open if you are in Windows Vista.

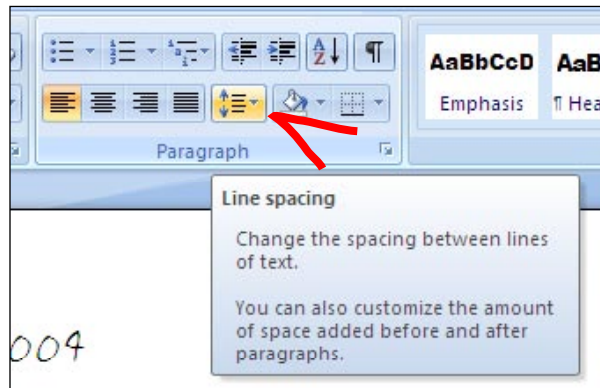
	A	B	C	D	E	F	G	H	I
	Title	First Name	Last Name	Company Name	Address Line 1	Address Line 2	City	State	ZIP Code
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SECTION 2: SETTING UP A TEMPLATE LETTER

5. Open Word 2007, and compose a new letter to use for mail merge, or open an existing letter. Do not insert any merge fields yet. If there are already merge fields, delete them (you will add them later).

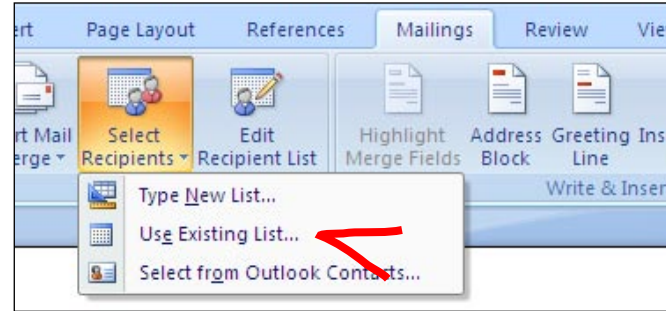
Windows XP: Go to the Add-Ins tab, then click the Settings button to choose the same handwriting font as the one used to converted the address list (you must use the same font, or the handwriting may not display correctly). Leave the “Use CSV mail merge syntax” option unchecked. Then click OK. Highlight the text to be converted to handwriting, then click the Handwriting button.

Windows Vista: Highlight the text to be converted to handwriting, then go to the SigSoft Handwriter (the same one you used to convert the Excel file), and set the Source to your Word document. Click the “W” button to convert the text to handwriting.

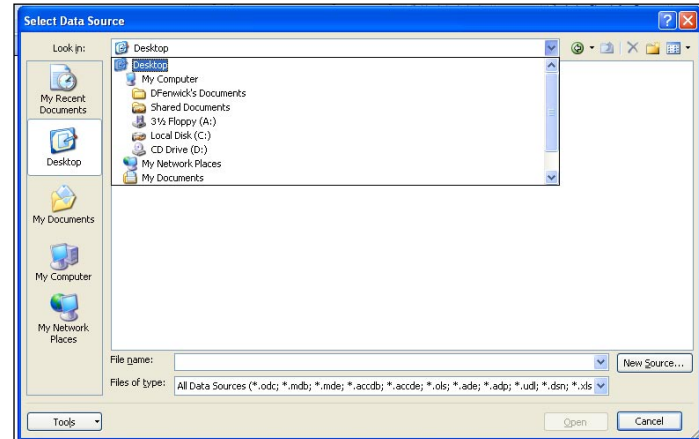


Once your text is converted to handwriting, go to the Home tab to set the font size, line spacing and font color, if needed. To set the line spacing, click the Line Spacing button, choose Line Spacing Options, then set spacing to Exactly and enter a point size to the right (example: for an 18pt font, try 22pt line spacing).

6. Now you can add merge fields. Click the Mailings tab, then click Select Recipients, then select “Use Existing List.”



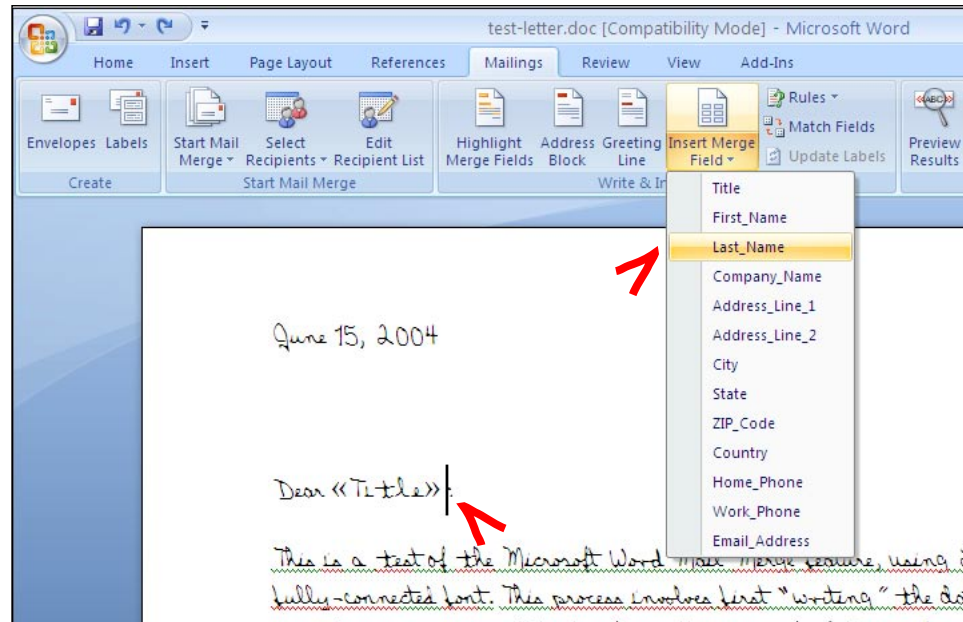
7. In the Select Data Source window, navigate to where you saved the converted address file, and open the file. In the next window named Select Table, be sure the “First row of data contains column headers” box is checked, then click OK. The column headers will be the names of the merge fields you insert.



8. Click in your document where you would like to insert a merge field. On the Mailings tab, click Insert Merge Field, then select a field. It will be inserted where the cursor is blinking within your document. Click where needed within the document to insert more merge fields, and insert spaces or punctuation between fields when necessary.

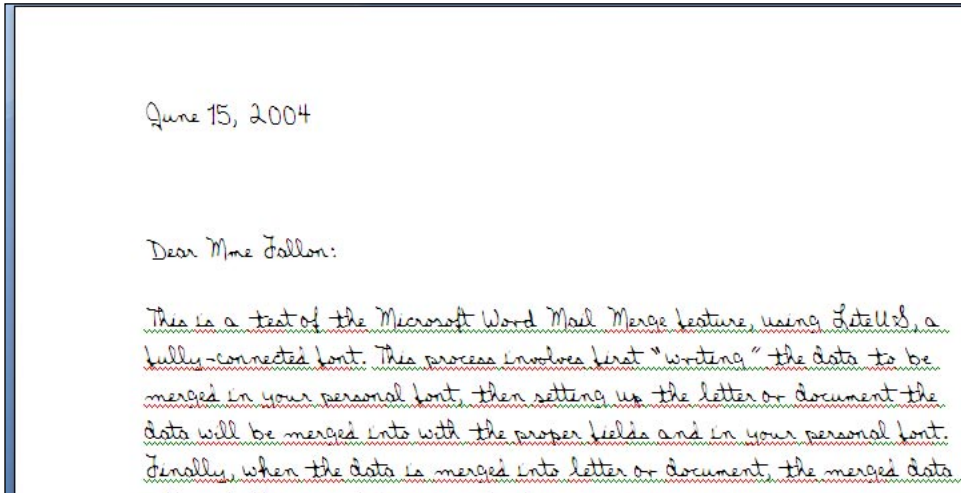
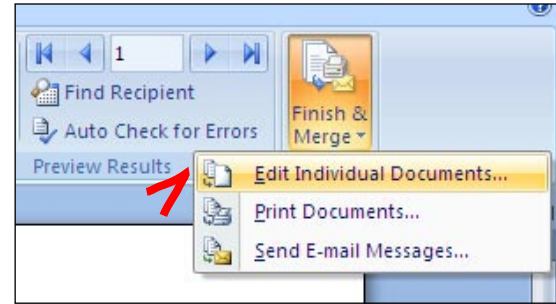
Do not use the Address Block or Greeting Line buttons; the merged data will not be displayed correctly in handwriting.

Save your letter before proceeding to the next step.



9. When finished adding fields, click Finish & Merge at the far right of the Mailings tab, then select “Edit Individual Documents” to preview the merged letters before printing.

Note: Do not use Send E-mail Messages -- it sounds great, but once the letters leave your computer, the letters can no longer be seen in the handwriting font. Your recipients will see high-ascii “junk” code instead.

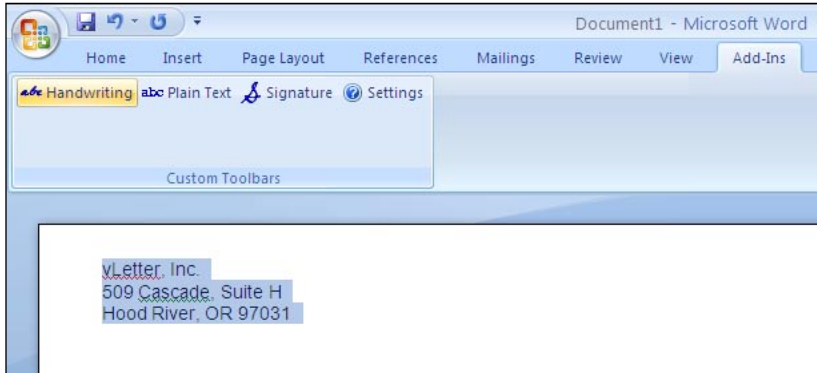
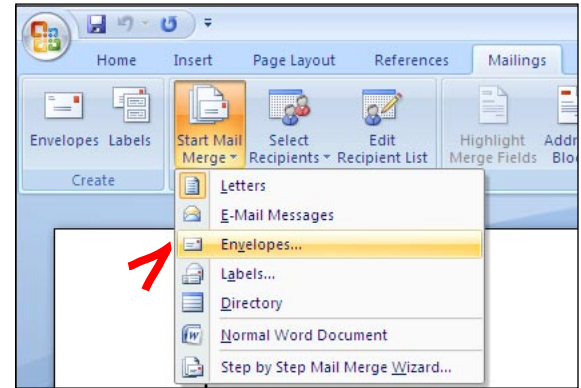


10. If the letters look right, go ahead and print. If you need to make adjustments, close this document of merged letters and make changes in the template letter, then repeat step 9 above.

SECTION 3: SETTING UP A TEMPLATE ENVELOPE

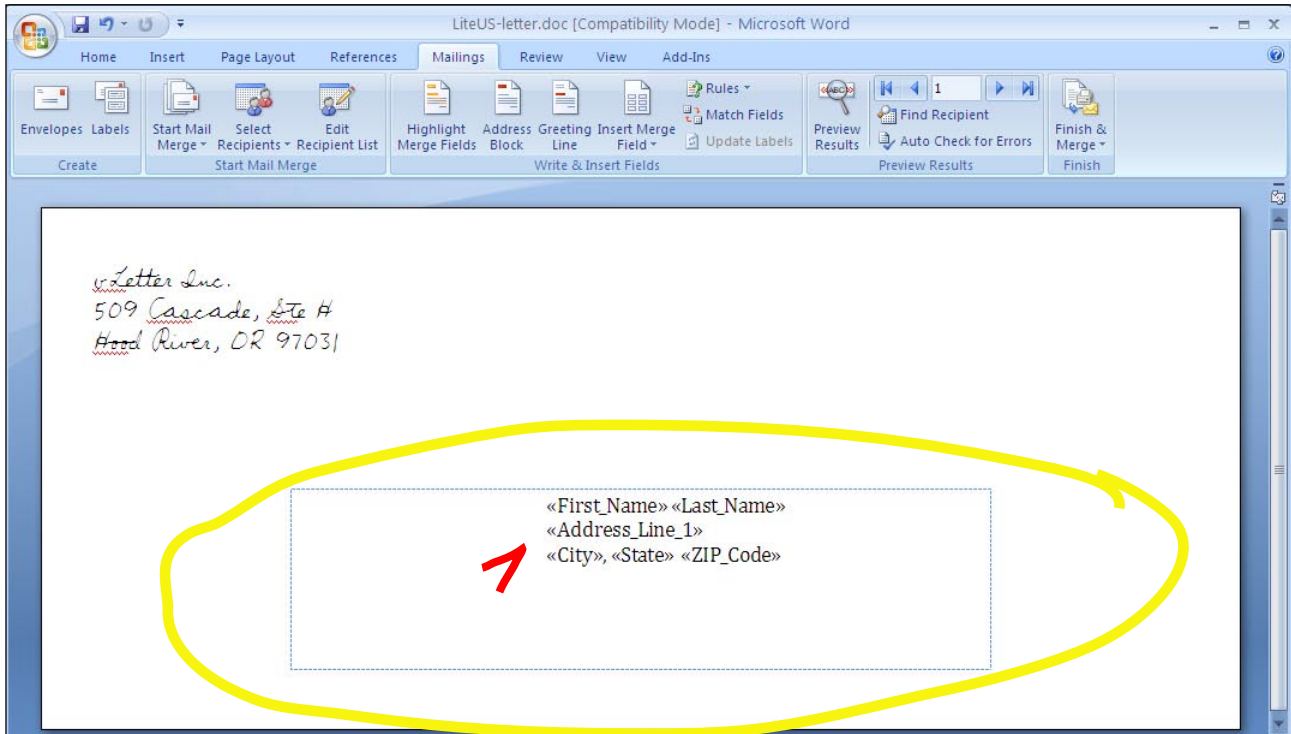
11. To set up an envelope for a mail merge, go to the Mailings tab. Click Start Mail Merge, then select “Envelopes.” Set up your envelope size and printing options, then click OK.

12. Highlight the return address on the envelope and convert it to handwriting, if you want it handwritten. Adjust the font size, color and line spacing if needed (see page 4).

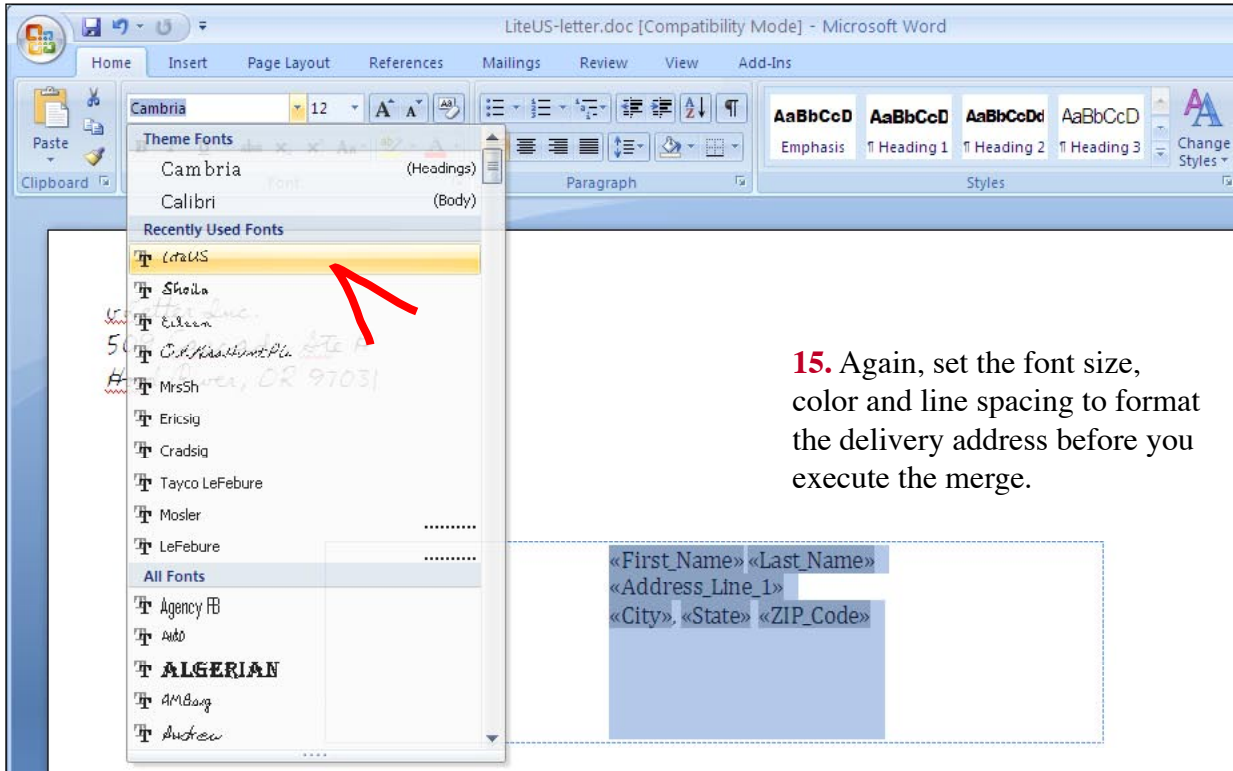


Note: Handwritten addresses should be readable when held at arm's length, so do not set the font size too small. 14pt size is good for the return address; 16pt or larger should be used for the delivery address.

13. Now click in the lower center of the envelope to put the cursor inside the delivery address box. Insert merge fields using the Insert Merge Field button on the Mailings tab (see page 6). Enter spaces, punctuation and line returns as needed between merge fields.



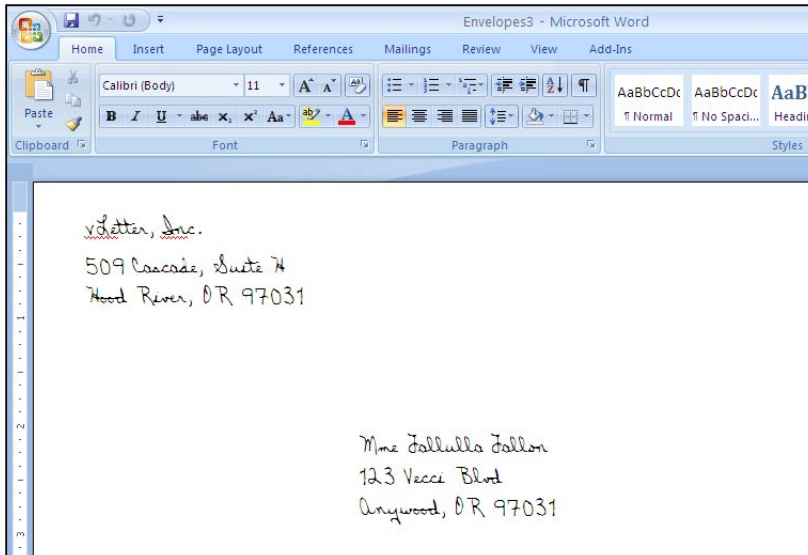
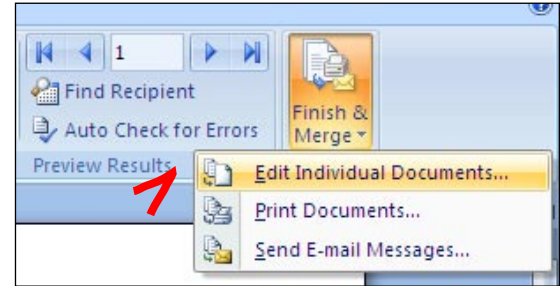
14. Once all the merge fields are inserted, highlight the fields, then go to the Home tab, then select the handwriting font from the Font menu. DO NOT convert these merge fields to handwriting using the vLetter software -- it breaks the fields so they no longer function.



The screenshot shows the Microsoft Word interface with the Font menu open. The 'c02aUS' font is highlighted in yellow, and a red arrow points to it. The document content shows a delivery address with merge fields: «First Name», «Last Name», «Address Line 1», «City», «State», and «ZIP Code». The address is currently in a blue highlighted box.

15. Again, set the font size, color and line spacing to format the delivery address before you execute the merge.

16. When finished adding fields, click Finish & Merge at the far right of the Mailings tab, then select “Edit Individual Documents” to preview the merged envelopes before printing.



17. If the envelopes look right, go ahead and print. If you need to make adjustments, close this document of merged letters and make changes in the template letter, then repeat step 16 above.