



SCOTI LE Ad Hoc

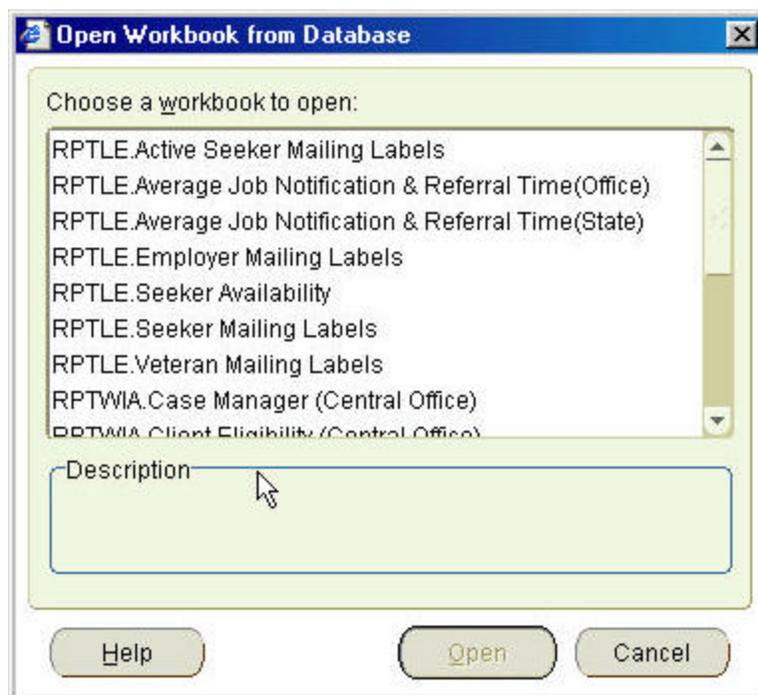
Create Mailing Labels

Last updated: April 20, 2005

SCOTI LE Ad Hoc: Create Mailing Labels

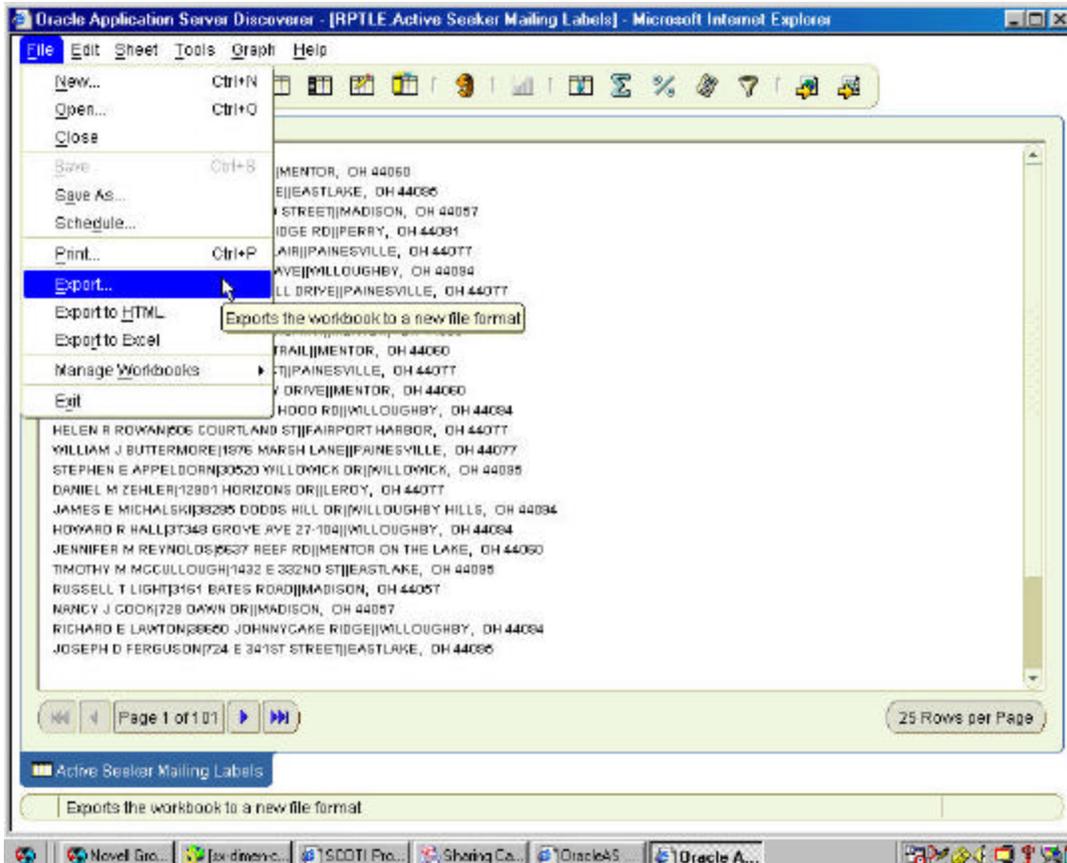
In the Ohio Job Net (OJN) system, users were able to request mailing labels for job seekers, for veteran job seekers and for employers. The request was sent to the OJN support staff who sent a form to MIS. They actually ran the query to product the labels and mailed the labels to the requestor.

The SCOTI system has a correspondence function that takes a letter text and adds an inside address that is displayed in a window envelope. This function replaces the “run a query and print the labels” function of OJN. However, the Correspondence function does not yet have any controls on how many letters may be generated. Until this change is accomplished, SCOTI users may obtain labels by accessing the SCOTI LE Ad Hoc Reports. Go to the report menu and select the appropriate label query – Job Seeker, Veteran, or Employer Labels.

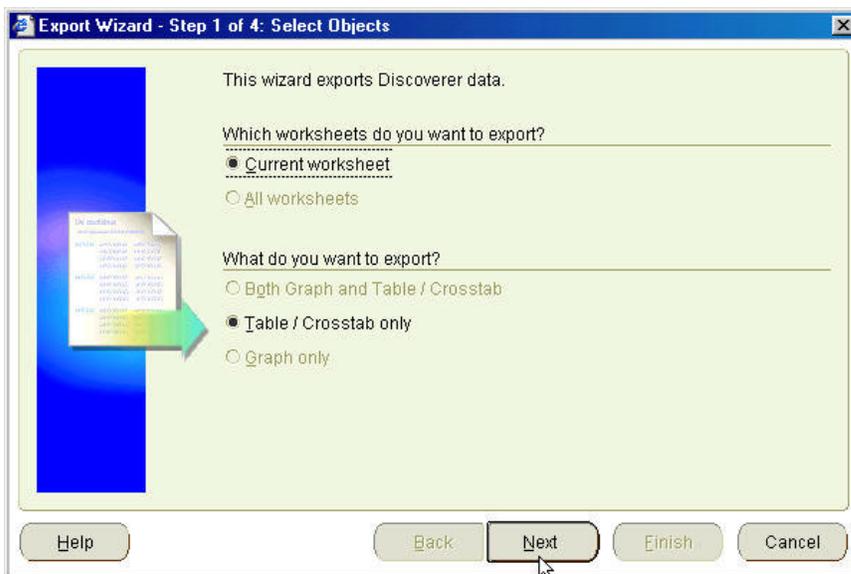


After making your selection, enter the required information (usually a county name) and run the report.

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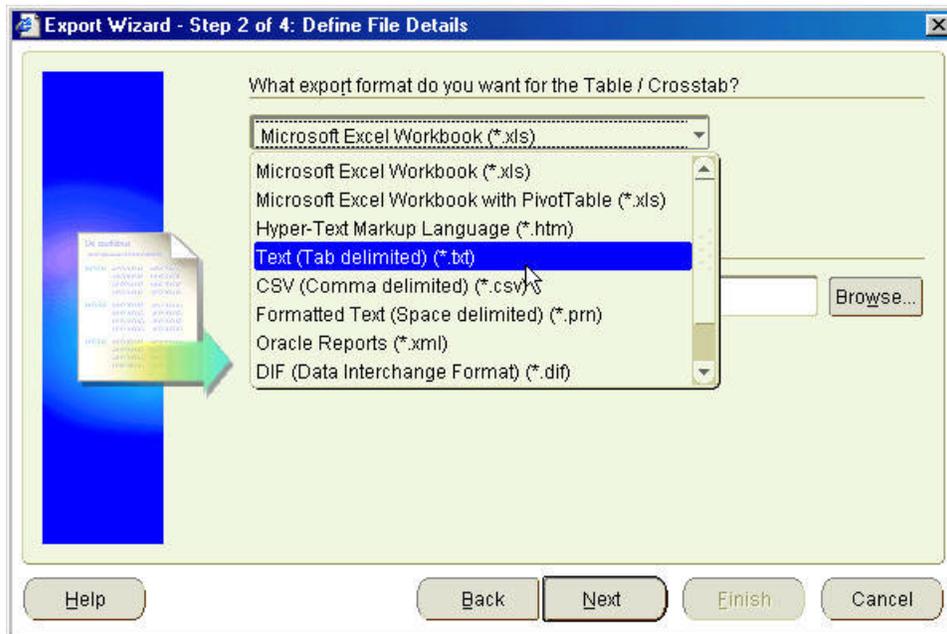


After the report runs, click on File → Export. This will allow you to choose the type of file and location of the exported file.

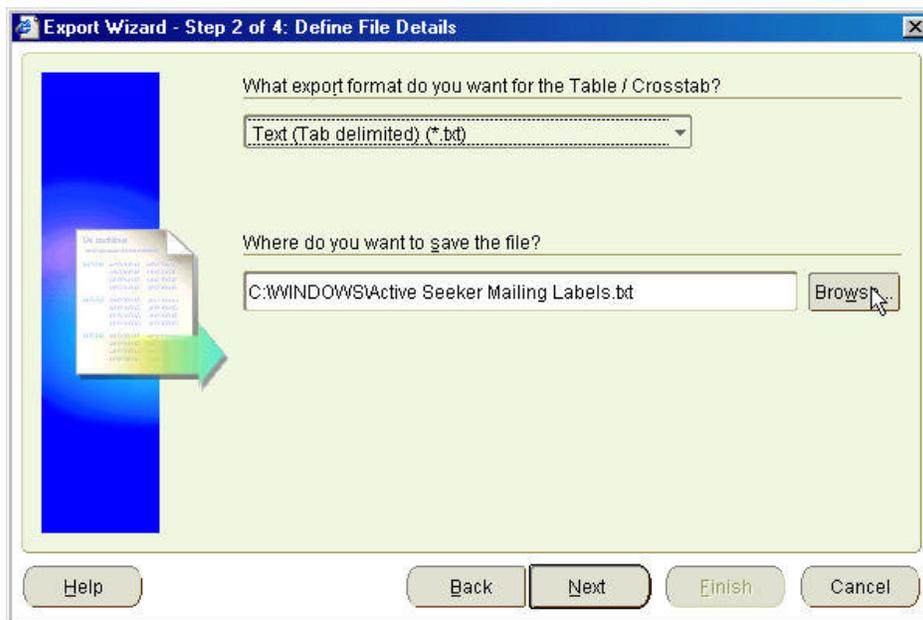


Follow the Export Wizard and click on Next. (Export Wizard – Step 1 of 4: Select Objects)

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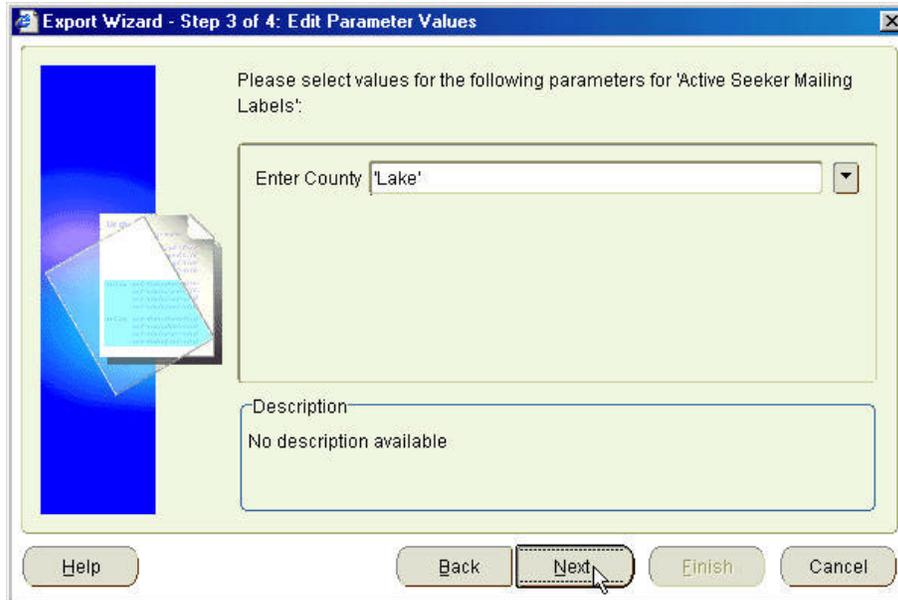


Click on the Down arrow and choose Text (Tab Delimited) (*.txt) as the format that the file needs to be saved as. (Export Wizard – Step 2 of 4: Define File Details)

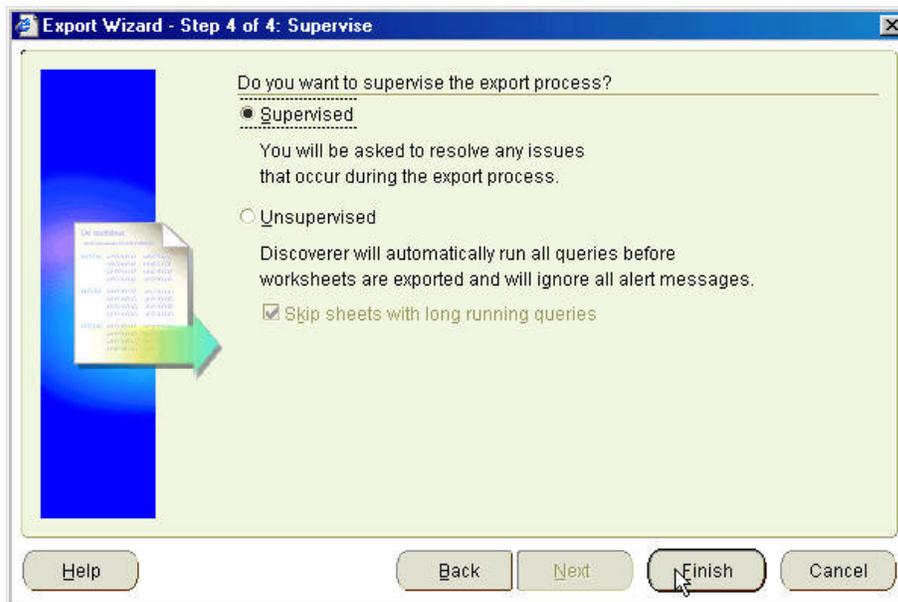


Select the location of where the file needs to be saved by clicking on the Browse button. If satisfied with the location suggested continue to the next step. (Export Wizard – Step 2 of 4: Define File Details)

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Click Next on the wizard (Export Wizard – Step 3 of 4: Edit Parameter Values)



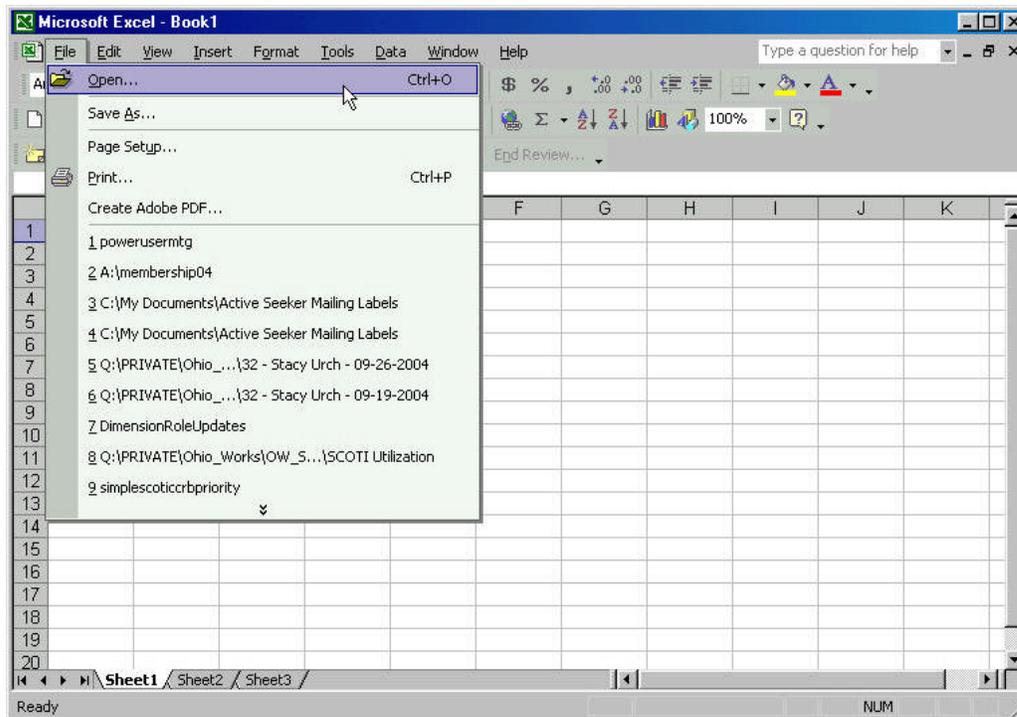
Click Finish on the wizard (Export Wizard – Step 4 of 4: Supervise) This will complete the export of the file.

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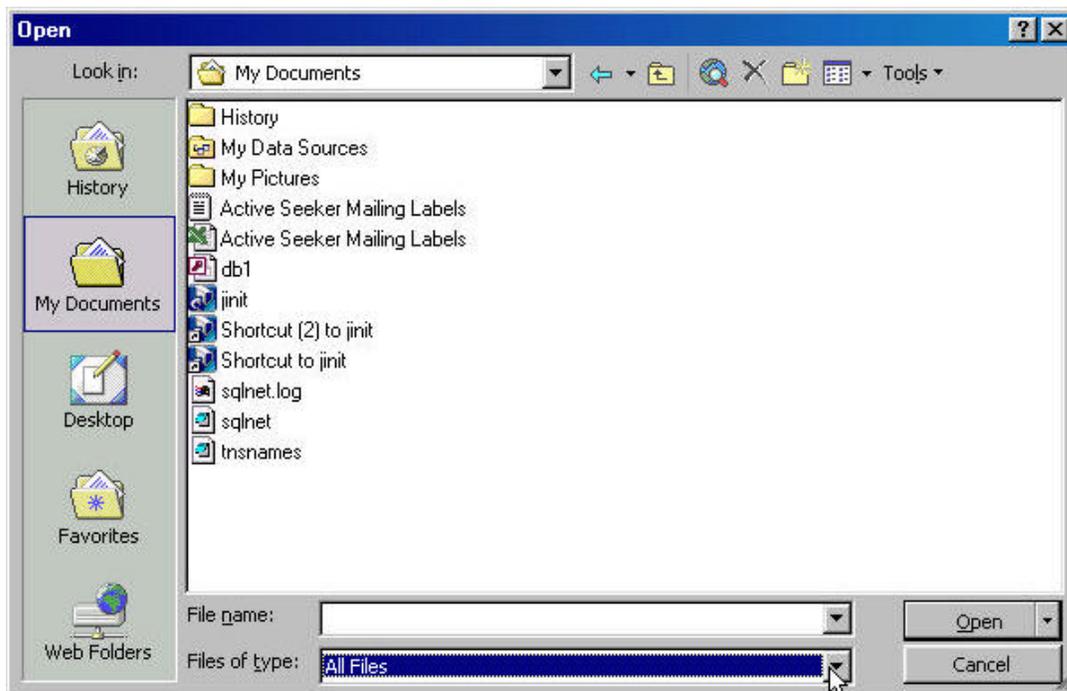
After successful exportation of the file an export log will pop up and say that the Sheet exported successfully.

Open up Excel.



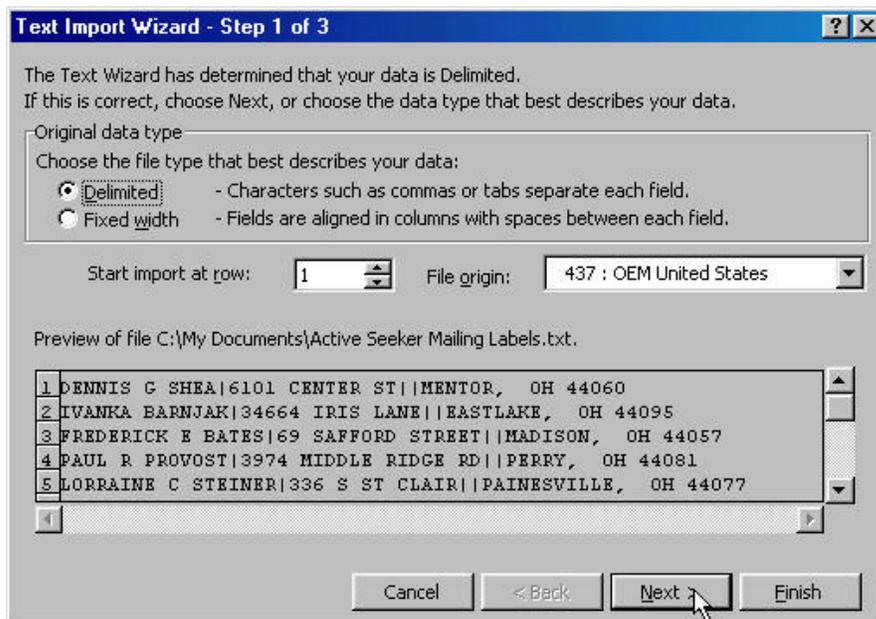
Open up the exported file that was created from Discoverer.

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When the Open box appears make sure to select All Files from the Files of type: box at the bottom of the wizard. The default option is to only show Excel files, not all files. If this is not selected properly the file that was saved (*.txt) will not be shown.

The next few screen shots show the Text Import Wizard steps and how to make sure that the file is imported properly.



Click Next. (Step 1 of 3) Please make sure the Delimited box is checked.

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For Step 2 make sure that the Other box is checked and then insert the | in the box to the right of the word Other. This is known as the Pipe and is selected by holding down the shift key and the \ button (located directly above the Enter key) The following screens show where these need to be placed.

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters: Tab Semicolon Comma Space Other: Treat consecutive delimiters as one

Text qualifier: "

Data preview

```
DENNIS G SHEA|6101 CENTER ST||MENTOR, OH 44060
IVANKA BARNJAK|34664 IRIS LANE||EASTLAKE, OH 44095
FREDERICK E BATES|69 SAFFORD STREET||MADISON, OH 44057
PAUL R PROVOST|3974 MIDDLE RIDGE RD||PERRY, OH 44081
LORRAINE C STEINER|336 S ST CLAIR||PAINESVILLE, OH 44077
```

Buttons: Cancel, < Back, Next >, Finish

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters: Tab Semicolon Comma Space Other: Treat consecutive delimiters as one

Text qualifier: "

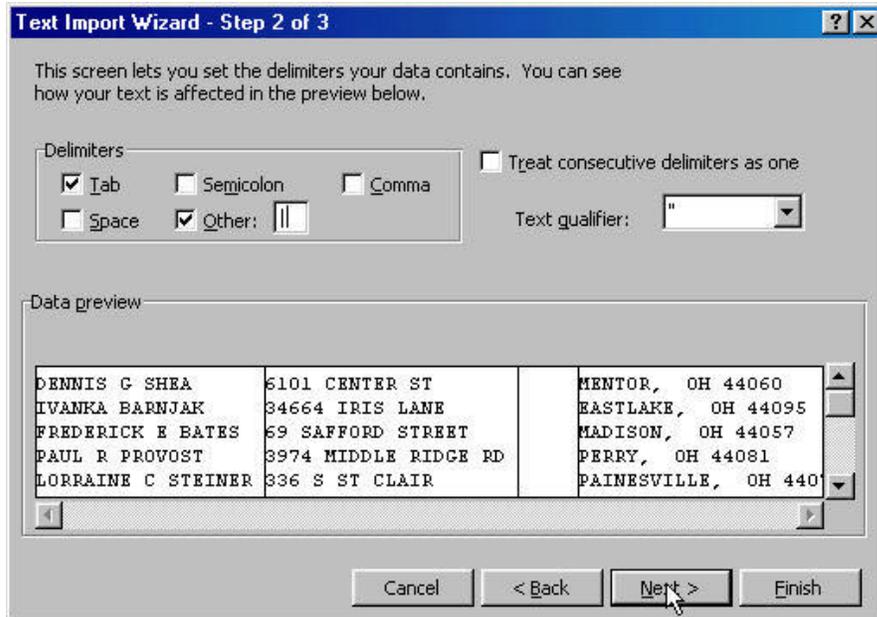
Data preview

DENNIS G SHEA	6101 CENTER ST	MENTOR, OH 44060
IVANKA BARNJAK	34664 IRIS LANE	EASTLAKE, OH 44095
FREDERICK E BATES	69 SAFFORD STREET	MADISON, OH 44057
PAUL R PROVOST	3974 MIDDLE RIDGE RD	PERRY, OH 44081
LORRAINE C STEINER	336 S ST CLAIR	PAINESVILLE, OH 440

Buttons: Cancel, < Back, Next >, Finish

Notice the Data preview has changed to show the different columns.

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This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma
 Space Other: |||

Treat consecutive delimiters as one

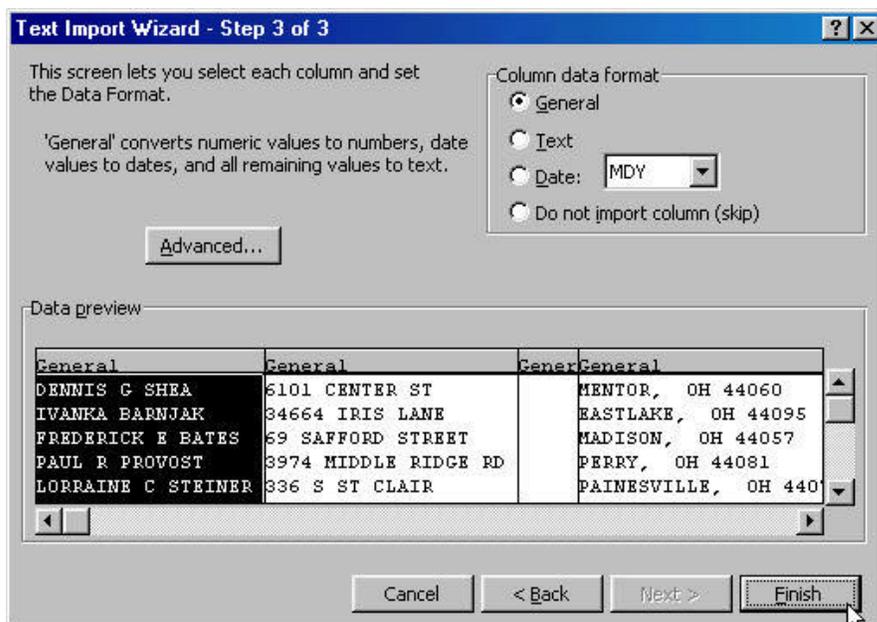
Text qualifier: " [v]

Data preview

DENNIS G SHEA	6101 CENTER ST	MENTOR, OH 44060
IVANKA BARNJAK	34664 IRIS LANE	EASTLAKE, OH 44095
FREDERICK E BATES	69 SAFFORD STREET	MADISON, OH 44057
PAUL R PROVOST	3974 MIDDLE RIDGE RD	PERRY, OH 44081
LORRAINE C STEINER	336 S ST CLAIR	PAINESVILLE, OH 440

Buttons: Cancel, < Back, Next >, Finish

Click the Next button (Step 2 of 3)



This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

General
 Text
 Date: MDY [v]
 Do not import column (skip)

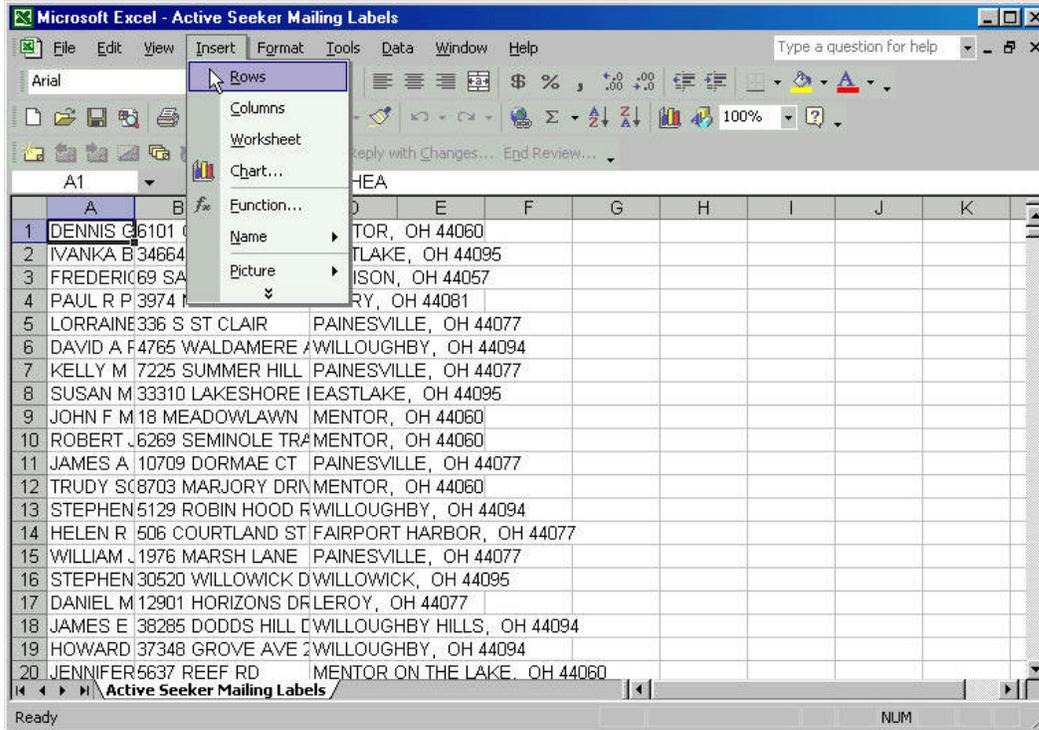
Data preview

General	General	General	General
DENNIS G SHEA	6101 CENTER ST	MENTOR, OH 44060	
IVANKA BARNJAK	34664 IRIS LANE	EASTLAKE, OH 44095	
FREDERICK E BATES	69 SAFFORD STREET	MADISON, OH 44057	
PAUL R PROVOST	3974 MIDDLE RIDGE RD	PERRY, OH 44081	
LORRAINE C STEINER	336 S ST CLAIR	PAINESVILLE, OH 440	

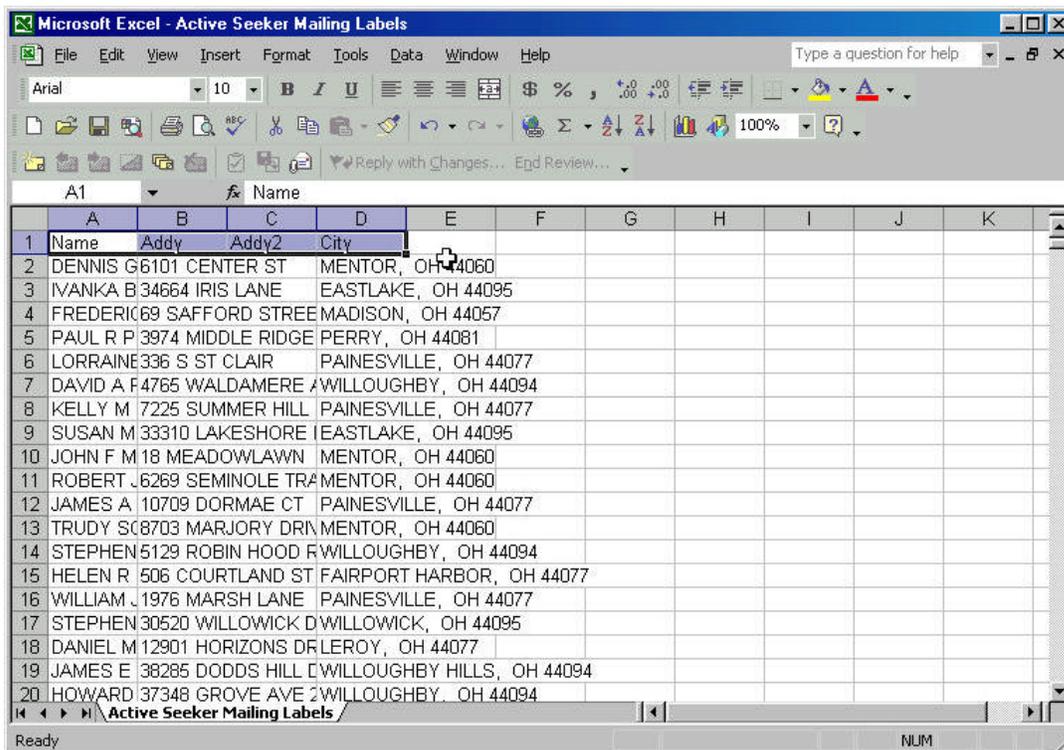
Buttons: Cancel, < Back, Next >, Finish

This screen allows you to change the column format. Because we are just using General data nothing needs to be altered. Click on Finish.

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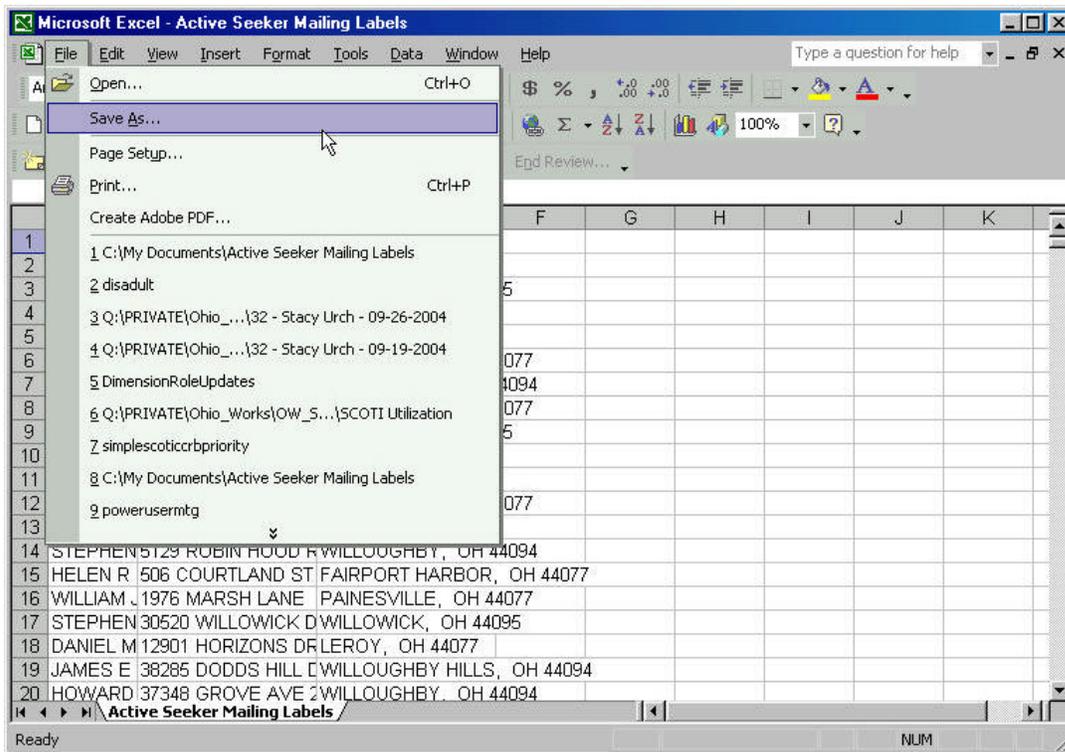


The address should be showing up on the Excel screen at this point. The next step is to Insert a row so the Column headers can be added. Click on Insert → Rows, making sure the cursor is sitting on the first name in the list (Cell A1).

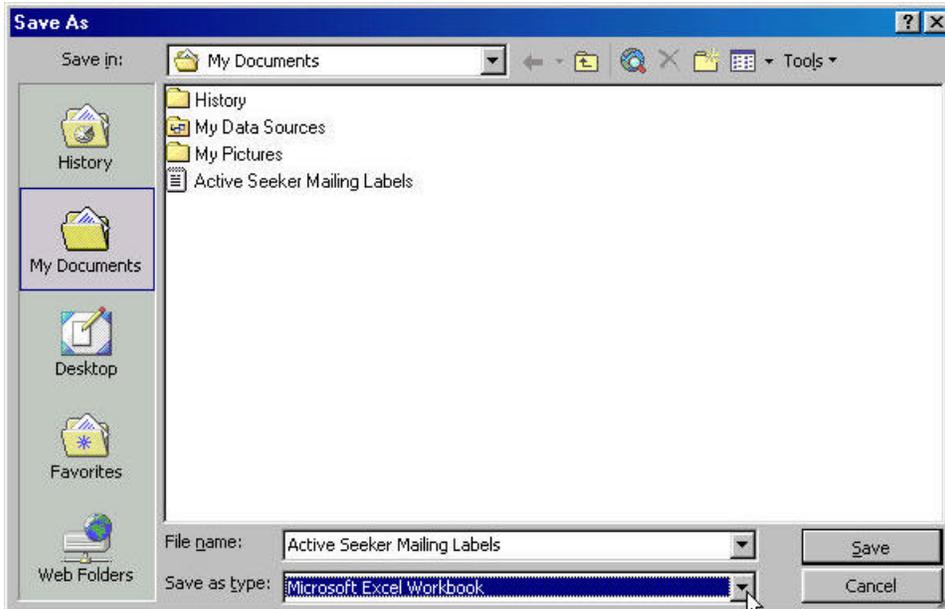


Insert the headers in cells A1 (Name), B1 (Addy), C1 (Addy2) and D1 (City).

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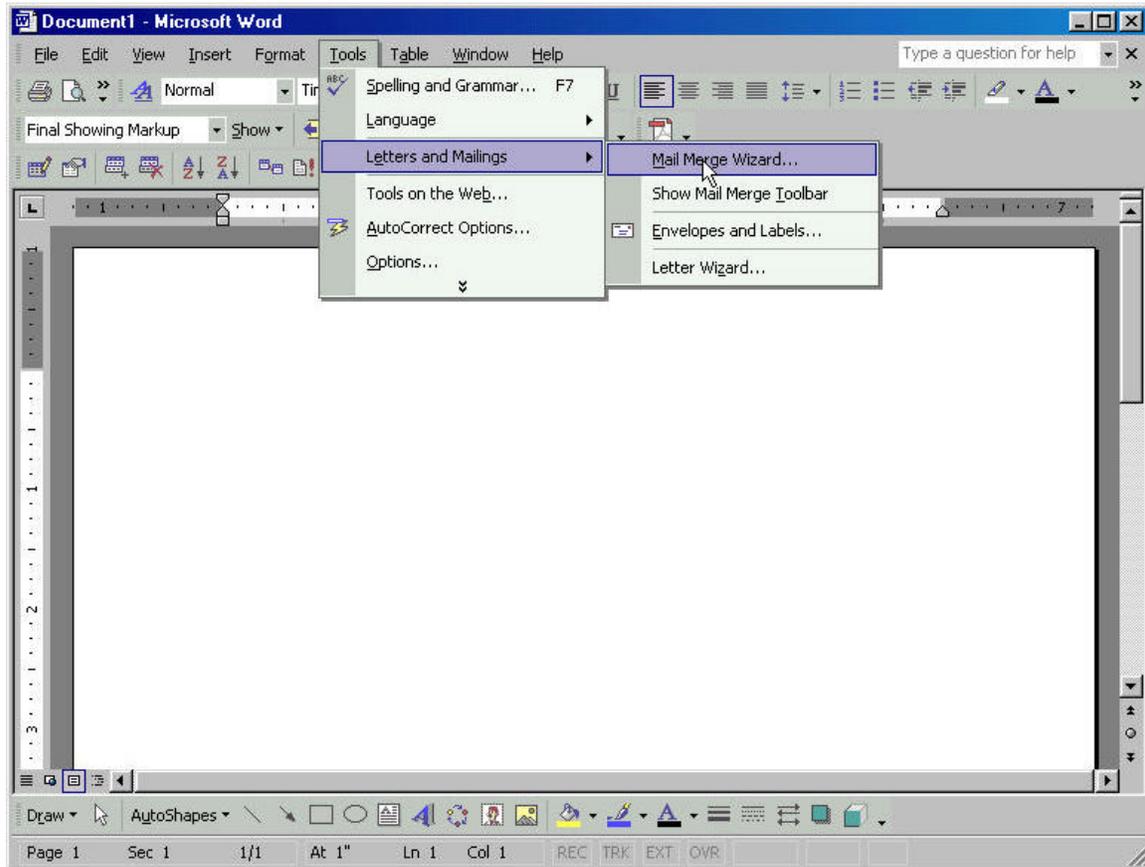
Save the document at this point. Select File → Save As.



Make sure to save the file in the appropriate folder. Also make sure to save the document as a Microsoft Excel Workbook, the default "Save as Type" is a text file. This will allow the document to be saved properly for merging into Word.

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Open up Word.



With a new document select Tools → Letters and Mailings → Mail Merge Wizard. This will start the mail merge process.

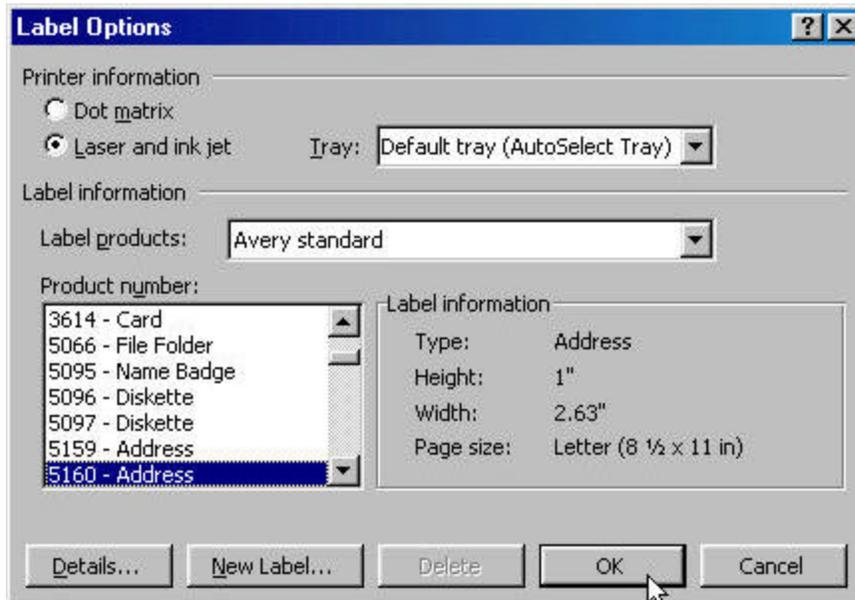


The mail merge wizard will start on Step 1 of 6. Make sure to select Labels. Then select Next: Starting document.

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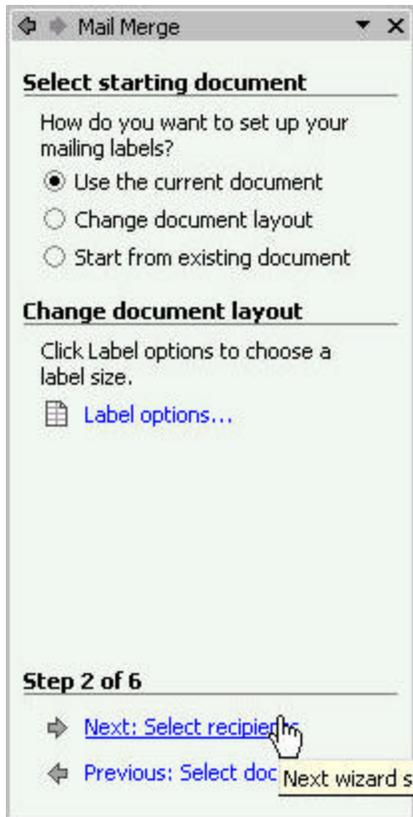
Select Label Options to choose the appropriate style and size of label that will be used for printing.



Select the appropriate Label product (most commonly used is Avery) and the Product Number.

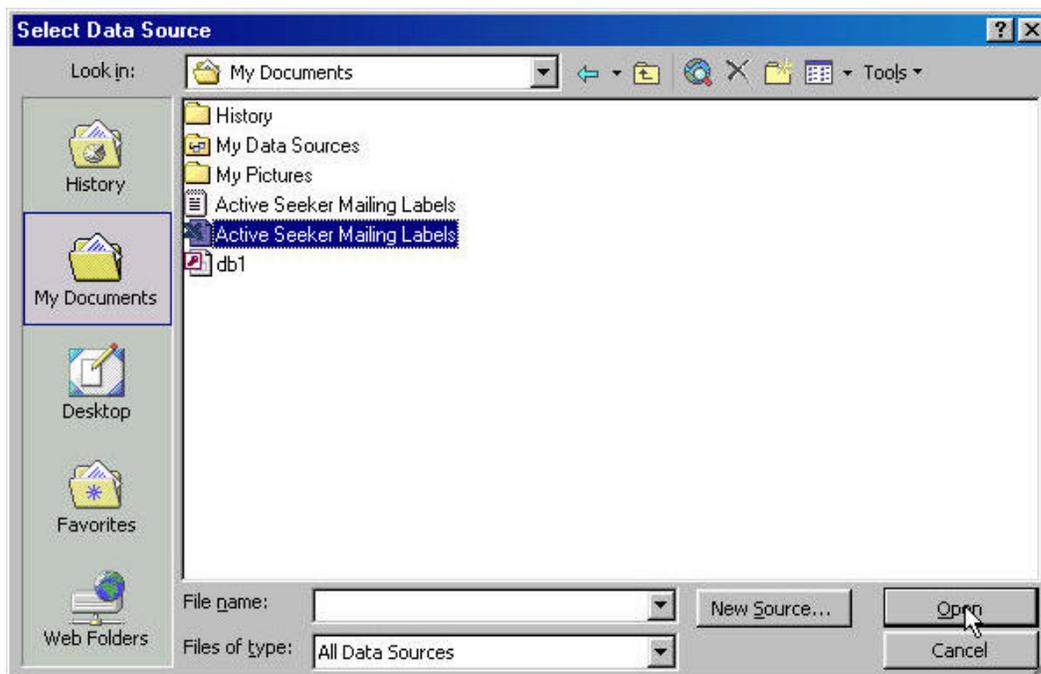
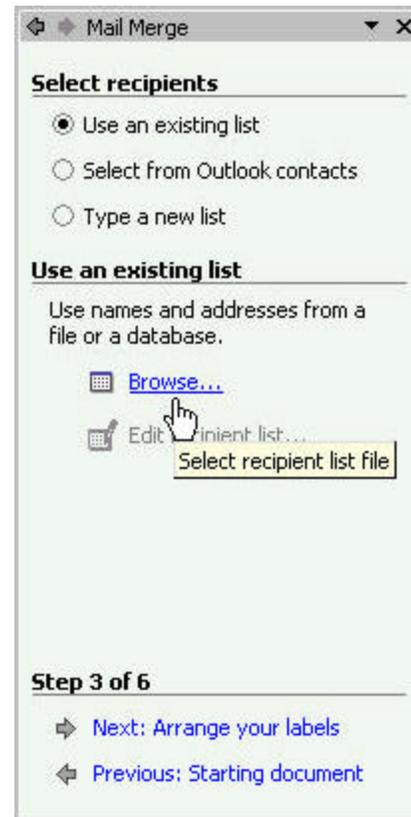
Then select OK.

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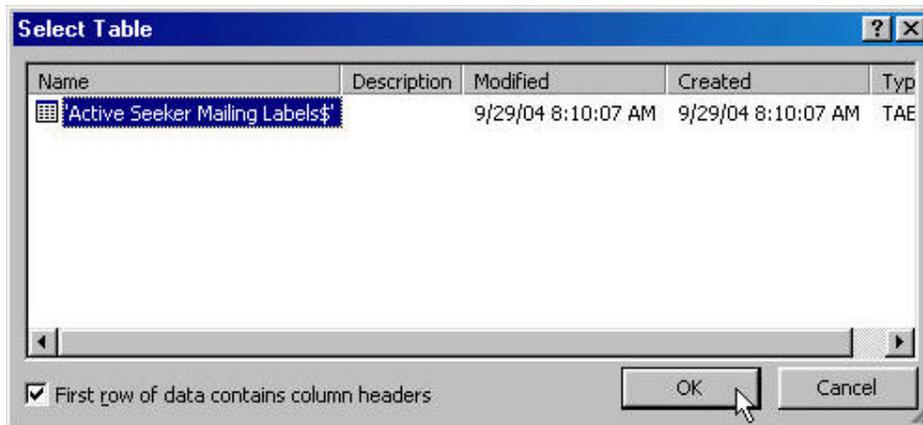
Left Image:
Click Next:
Select recipients
to proceed to the
next step.

Right Image:
Click on Browse
to use an existing
file. This is
where the file will
be chosen that
was just created
from Excel.

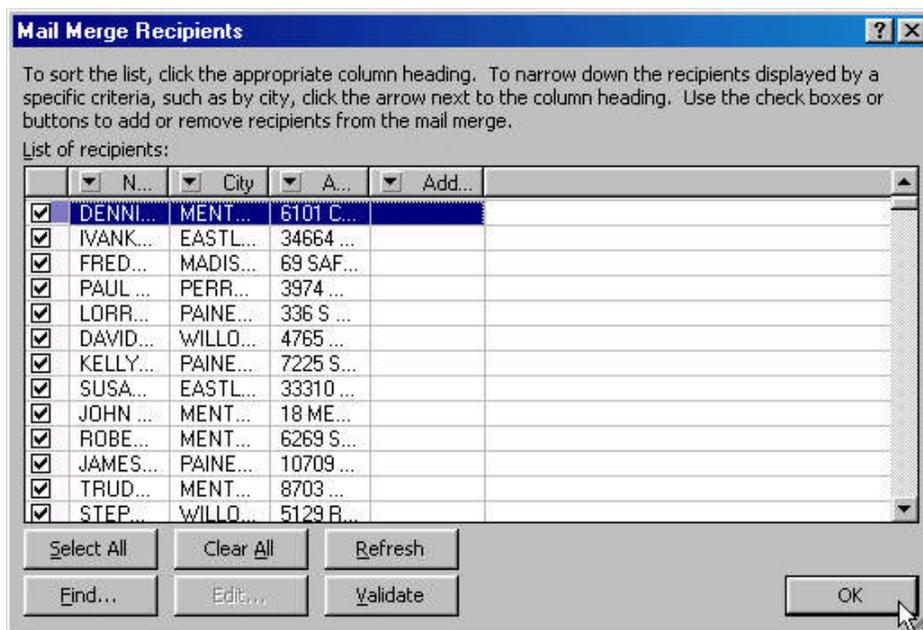


Select the appropriate .xls file and click Open. This will bring up a new window, making sure that the correct table is selected from the file.

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Make sure the box “First row of data contains column headers” is selected and click OK.



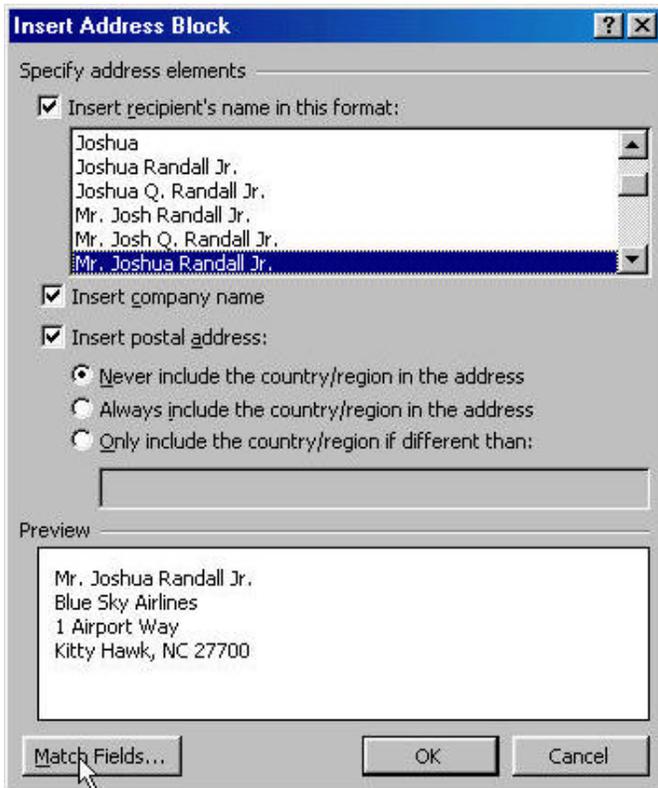
Make sure there the check boxes are clicked on the left side and select OK.

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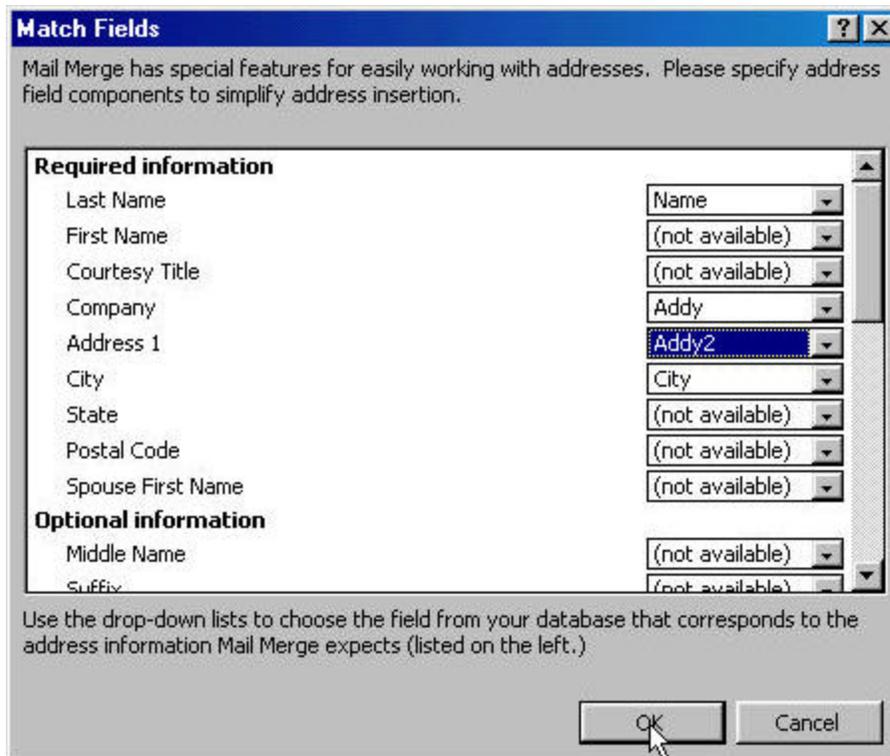
Left image: Select
Next: Arrange your
labels

Right Image: Click on
Address block.



Click on Match Fields to select
the layout of the label.

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Match Fields

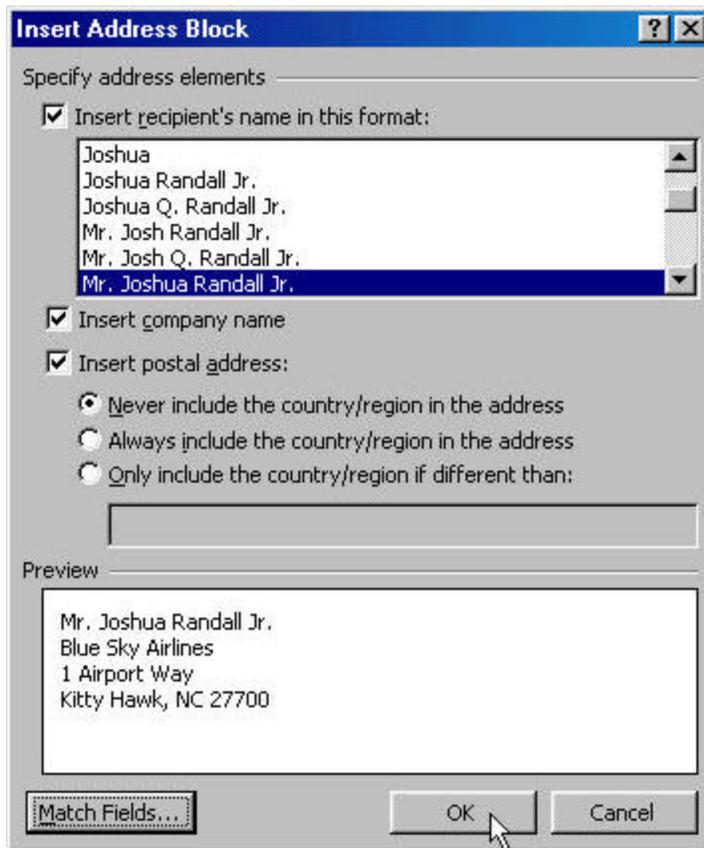
Mail Merge has special features for easily working with addresses. Please specify address field components to simplify address insertion.

Field	Selected Field
Last Name	Name
First Name	(not available)
Courtesy Title	(not available)
Company	Addy
Address 1	Addy2
City	City
State	(not available)
Postal Code	(not available)
Spouse First Name	(not available)
Middle Name	(not available)
Suffix	(not available)

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

OK Cancel

Each column in the file represents a row on the address label. Make sure to change the Last Name to be "Name", Company should be "Addy", Address 1 should be "Addy2" and City should be "City". Then click OK.



Insert Address Block

Specify address elements

Insert recipient's name in this format:

- Joshua
- Joshua Randall Jr.
- Joshua Q. Randall Jr.
- Mr. Josh Randall Jr.
- Mr. Josh Q. Randall Jr.
- Mr. Joshua Randall Jr.

Insert company name

Insert postal address:

Never include the country/region in the address

Always include the country/region in the address

Only include the country/region if different than:

Preview

Mr. Joshua Randall Jr.
Blue Sky Airlines
1 Airport Way
Kitty Hawk, NC 27700

Match Fields... OK Cancel

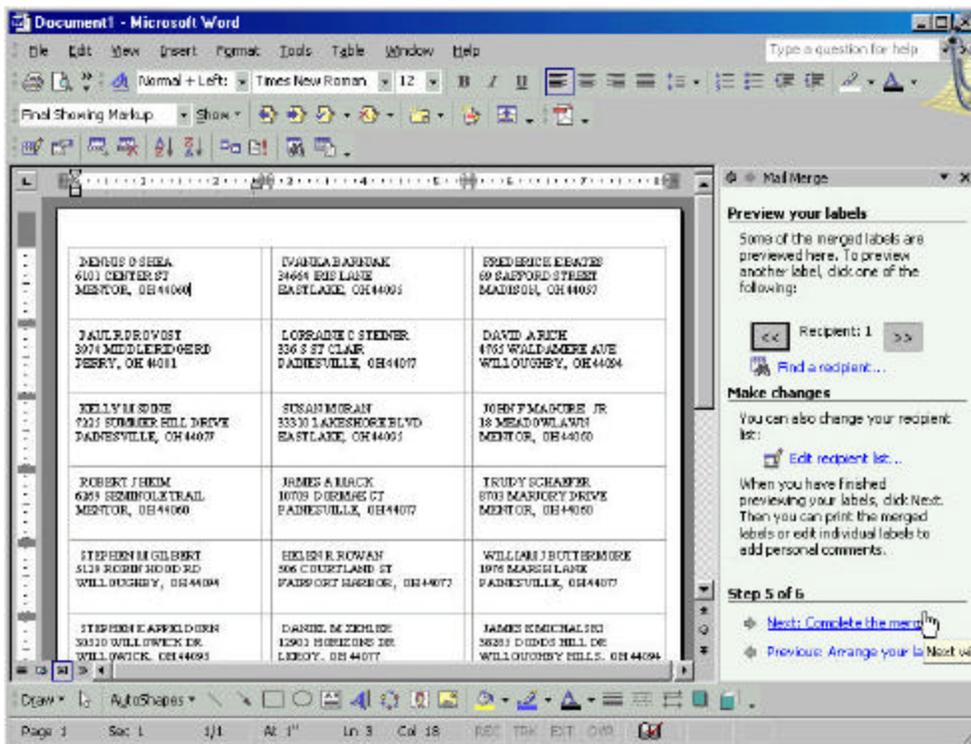
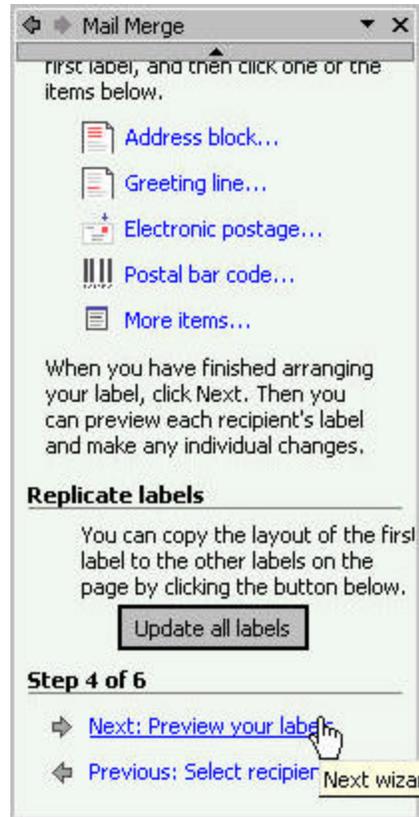
Click OK to continue.

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Left Image: Click Update all Labels – this will update all records to be in the appropriate layout that was just selected.

Right image: Click on Next: Preview your labels to view the labels.

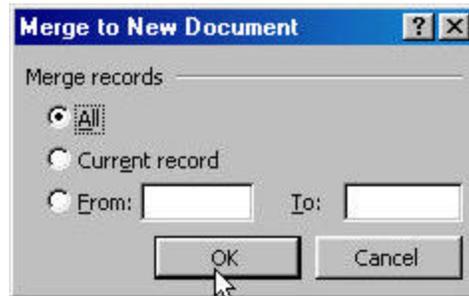


The labels should appear on the left hand side of the screen. Click on Next: Complete the Merge to finish the merge.

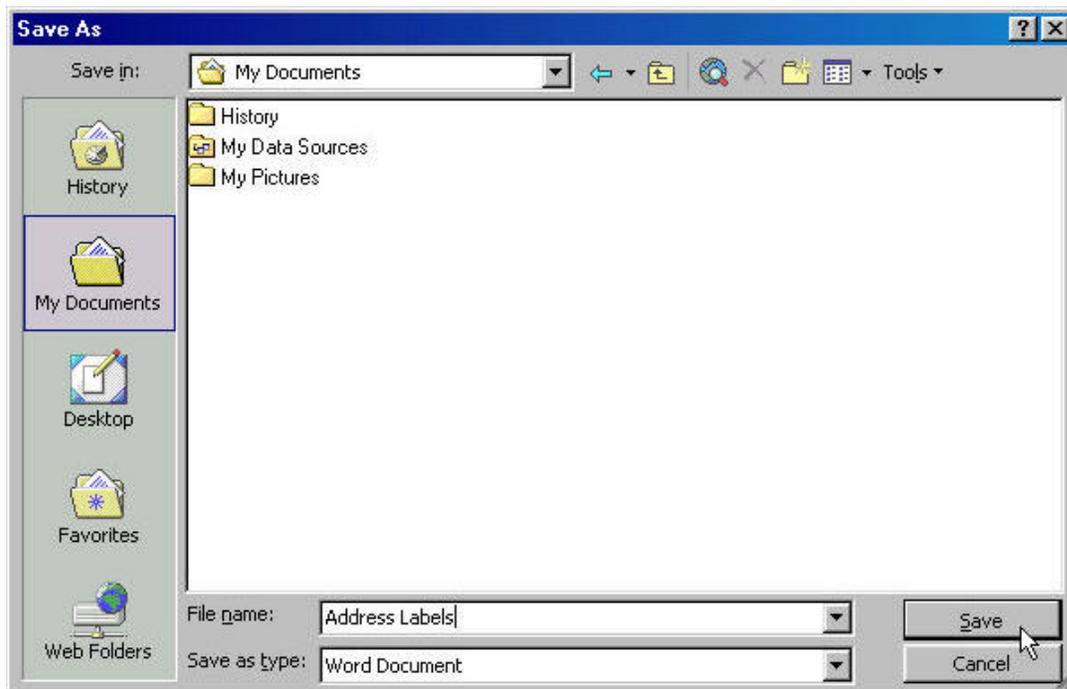
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Left image: click on Edit individual labels. This will merge the labels into a new document.



Right image: Make sure all is selected to then click OK.



Save the final document in a desired location as a Word document. The labels can be printed at any time.

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Some users have had issues with their laser printers heating up on long runs and softening the label glue. Exactly how you create the labels from the SCOTI file will depend upon your equipment and your staff preferences. If you experience difficulties in creating labels from SCOTI Ad Hoc reports, please call the SCOTI Help Desk at 1-888-385-2588.

As soon as the limits on Correspondence are created and tested, we will transmit instructions on how to use that function to create a set of letters for either local or central printing and distribution. Until then, please use the SCOTI LE Ad Hoc method described above.