



Jefferson Parish Library

WORD 3

TEMPLATES, MAIL MERGE, WATERMARKS, AND MORE

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In this class you will learn how to:

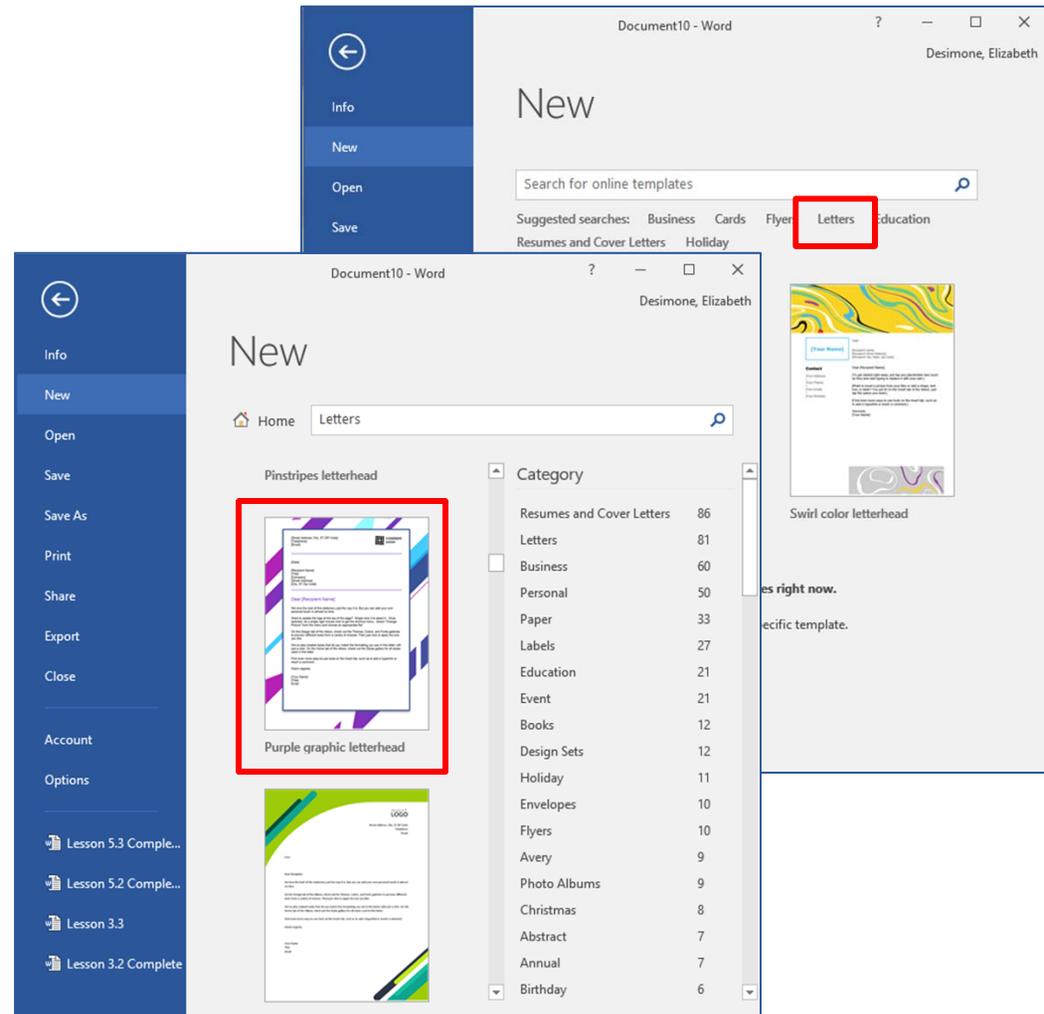
- Create Templates
- Customize themes in the Design tab
- Insert and format charts and tables
- Conduct a Mail Merge
- Insert a Watermark

CREATE A TEMPLATE

To create a template, Click **File** → **New**.

Choose your category or search by keyword. We're going to go with **Letters**.

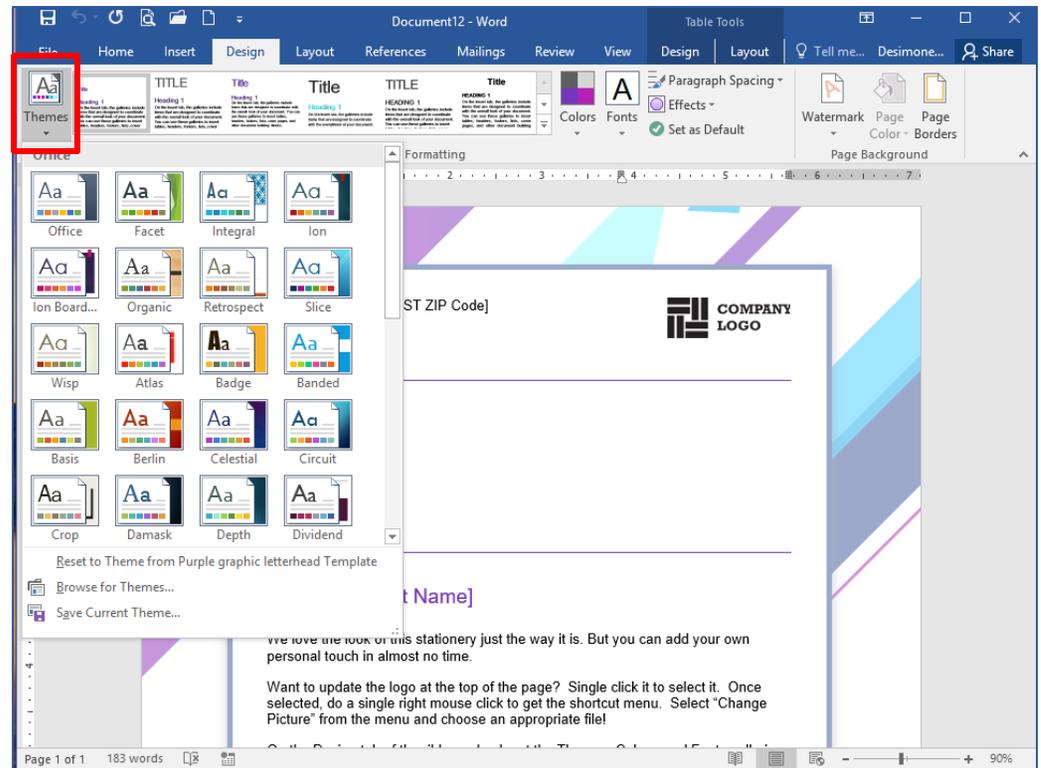
Scroll to your chosen template and double click. Then click **Create**.



CUSTOMIZE THEMES

Click the **Design** tab.

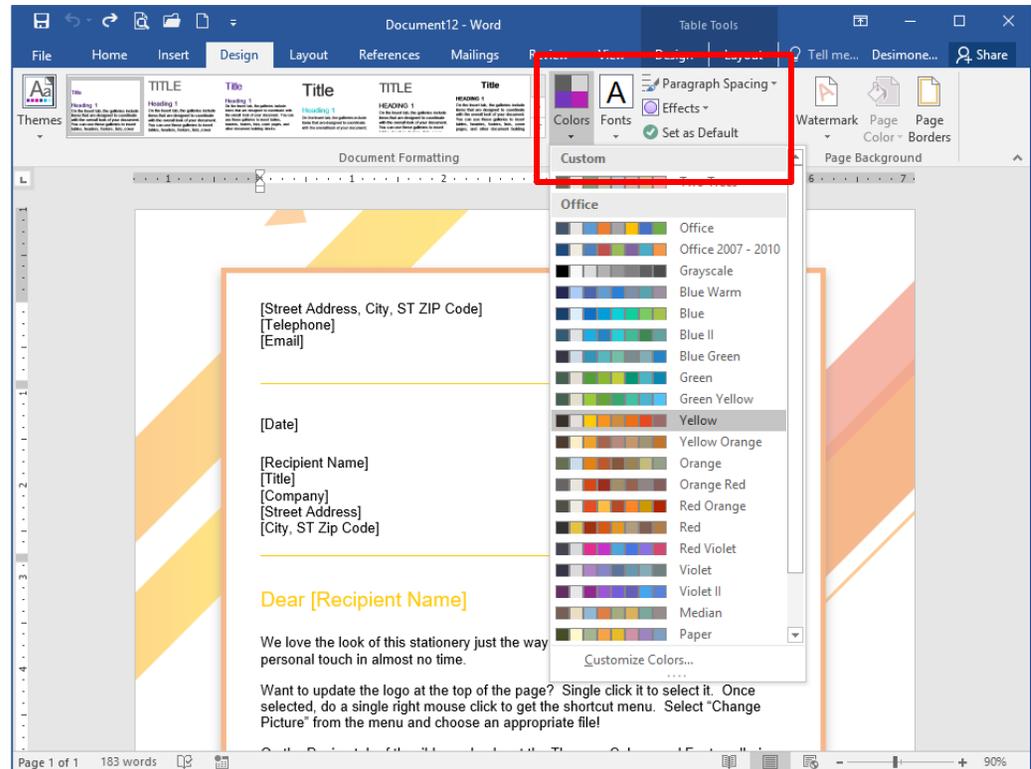
To choose a preset Theme, click **Themes** and choose a theme from the dropdown menu.



CUSTOMIZE THEMES

To customize a theme, click on the tools on the right side of the **Document Formatting** group.

These tools include Colors, Fonts, Paragraph Spacing, and Effects.



CHARTS

To insert a chart, click **Insert** → **Chart**.

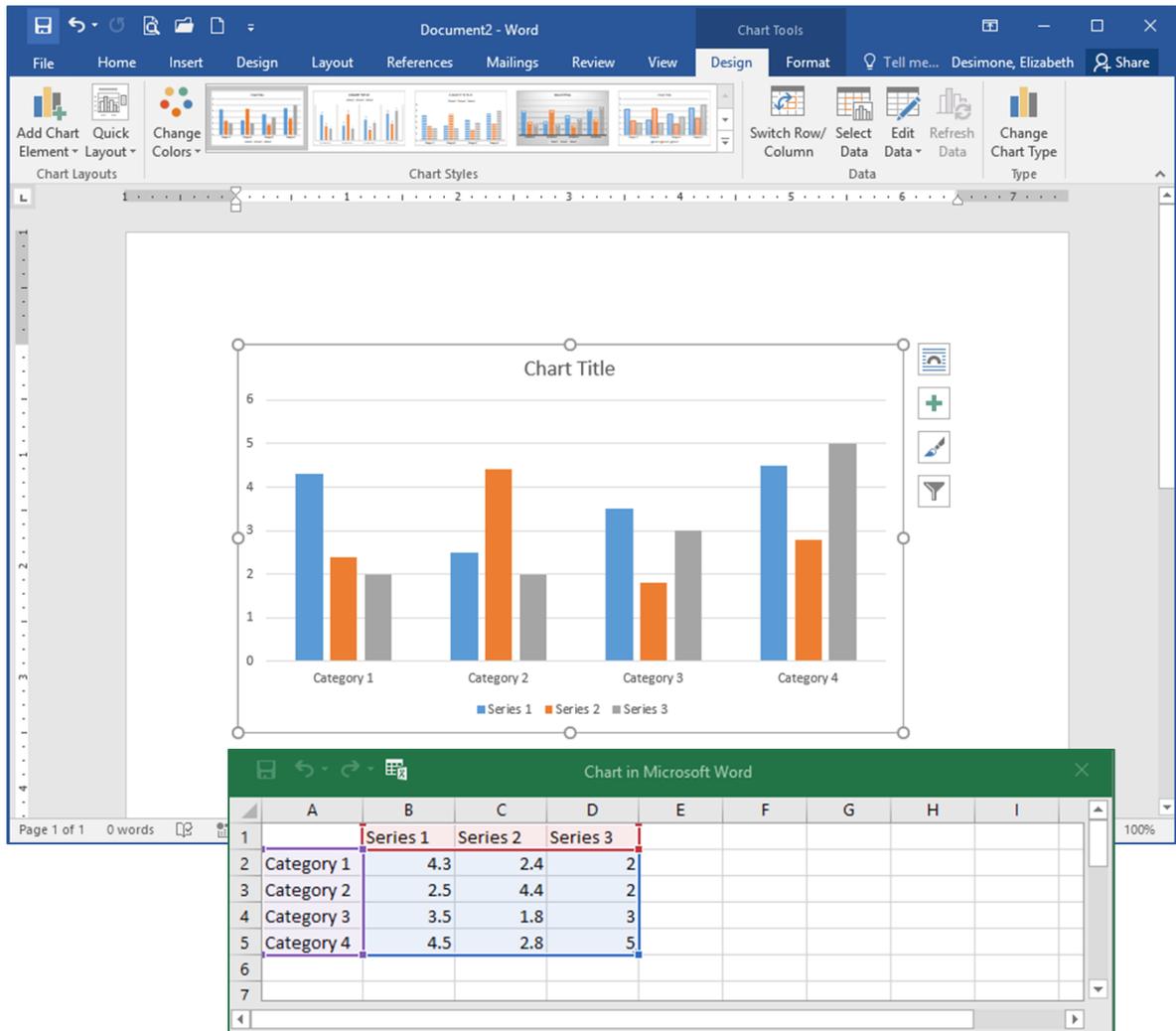
Choose a chart start from the Insert Chart dialog box. Click **OK**.

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Chart' button is highlighted in the 'Illustrations' group. An 'Add a Chart' dialog box is open, displaying a small bar chart and the text: 'Make it easy to spot patterns and trends in your data by inserting a bar, area, or line chart.' Below this is a 'Tell me more' link. The 'Insert Chart' dialog box is also open, showing a list of chart types on the left: All Charts, Recent, Templates, Column (selected), Line, Pie, Bar, Area, XY (Scatter), Stock, Surface, Radar, Treemap, Sunburst, Histogram, Box & Whisker, Waterfall, and Combo. The 'Clustered Column' chart type is selected, and a preview of a clustered column chart is shown on the right. The preview chart has four categories on the x-axis: Category 1, Category 2, Category 3, and Category 4. Each category has three bars of different colors (blue, orange, and grey). The y-axis ranges from 0 to 6. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog box.

CHARTS

Once you click OK, a chart will appear in your document, and a small Excel spreadsheet will pop up.

You can change the values of your chart by changing the sample data in the spreadsheet window.



CHARTS

Design Tab

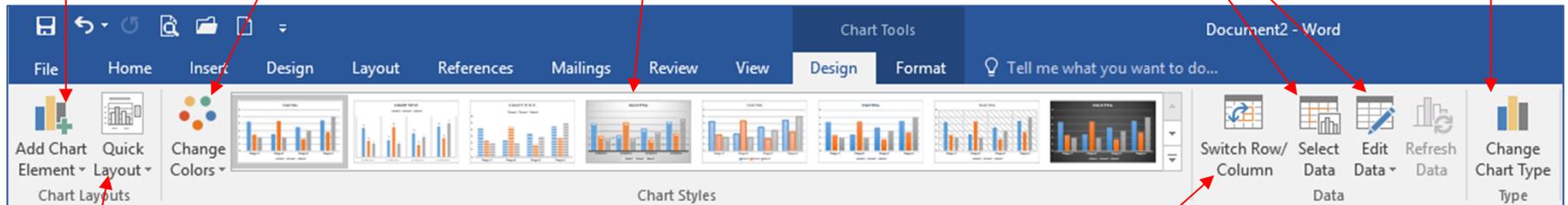
Add data labels, axis titles, legends, etc.

Choose a color scheme

Apply a preset formatting style

Change your data

Switch to a different kind of chart (bar, pie, line, etc.)

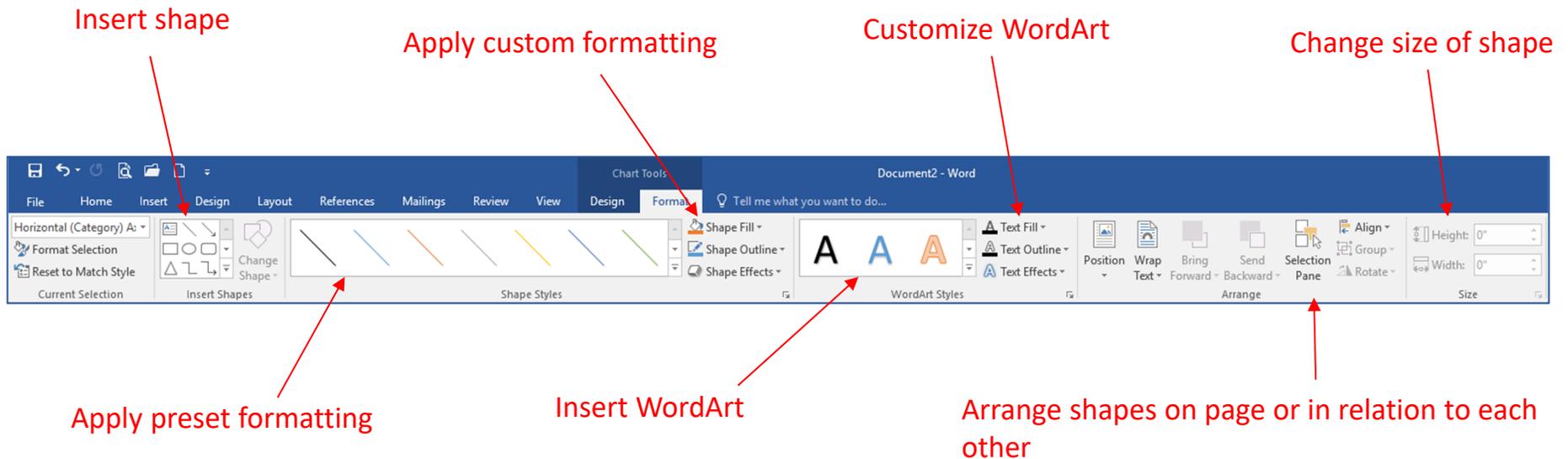


Choose from preset layouts

Switch your x and y axes

CHARTS

Format Tab. (Similar to Drawing Tools Tab.)



TABLES

To insert a table into a Word document, click **Insert** → **Table**.

Option 1: Move mouse over squares in grid; click.

Option 2: Click **Insert Table** and put in the number of columns and rows in the dialog box.

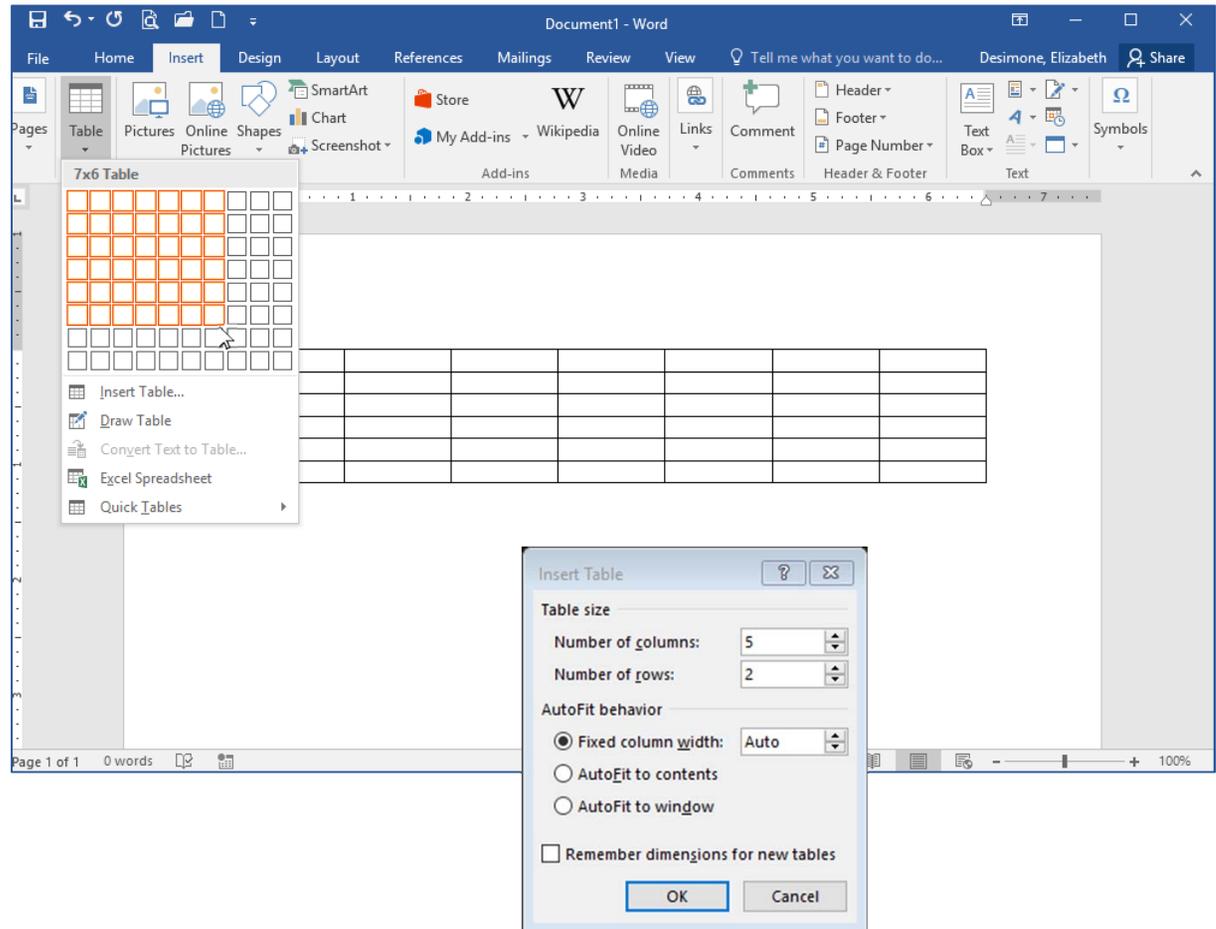


TABLE TOOLS TAB

Design Tab

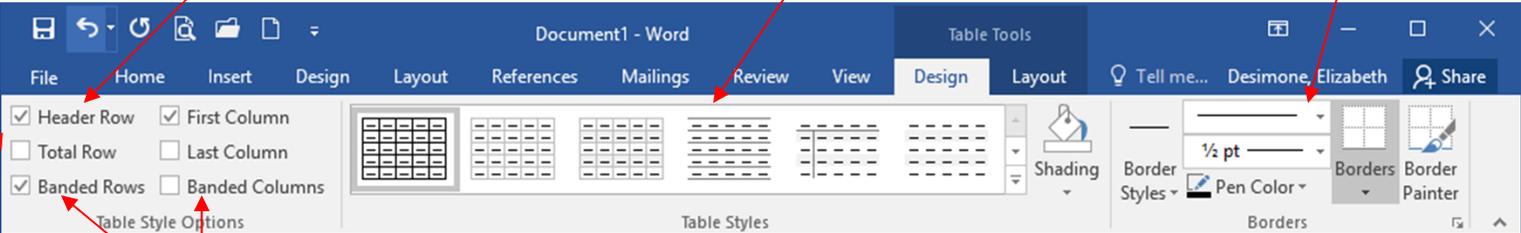
Add a Total Row at the bottom of your table

Add a Header Row at the top of your table

Choose a preset table style

Customize table appearance

Alternate shading between rows or columns



The screenshot shows the Microsoft Word ribbon with the Table Tools Design tab selected. The ribbon is divided into two sub-tabs: Design and Layout. The Design sub-tab is active and contains the following elements:

- Table Style Options:** A group of checkboxes for Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns.
- Table Styles:** A gallery of six different table styles, each represented by a small table icon with different shading and border patterns.
- Shading:** A button with a paint bucket icon and a dropdown arrow.
- Borders:** A group containing a line style dropdown (set to 1/2 pt), a Pen Color dropdown, a Borders button, and a Border Painter button.

Red arrows point from the text annotations to the corresponding features in the screenshot:

- An arrow points from "Add a Total Row at the bottom of your table" to the Total Row checkbox.
- An arrow points from "Add a Header Row at the top of your table" to the Header Row checkbox.
- An arrow points from "Choose a preset table style" to the Table Styles gallery.
- An arrow points from "Customize table appearance" to the Borders group.
- An arrow points from "Alternate shading between rows or columns" to the Banded Rows checkbox.

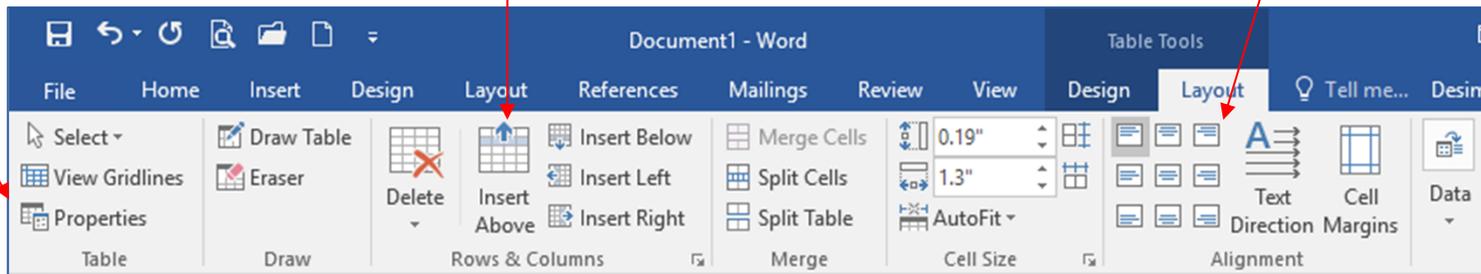
TABLE TOOLS TAB

Layout Tab

Open Table Properties dialog box

Delete or Insert rows or columns

Align text in a cell



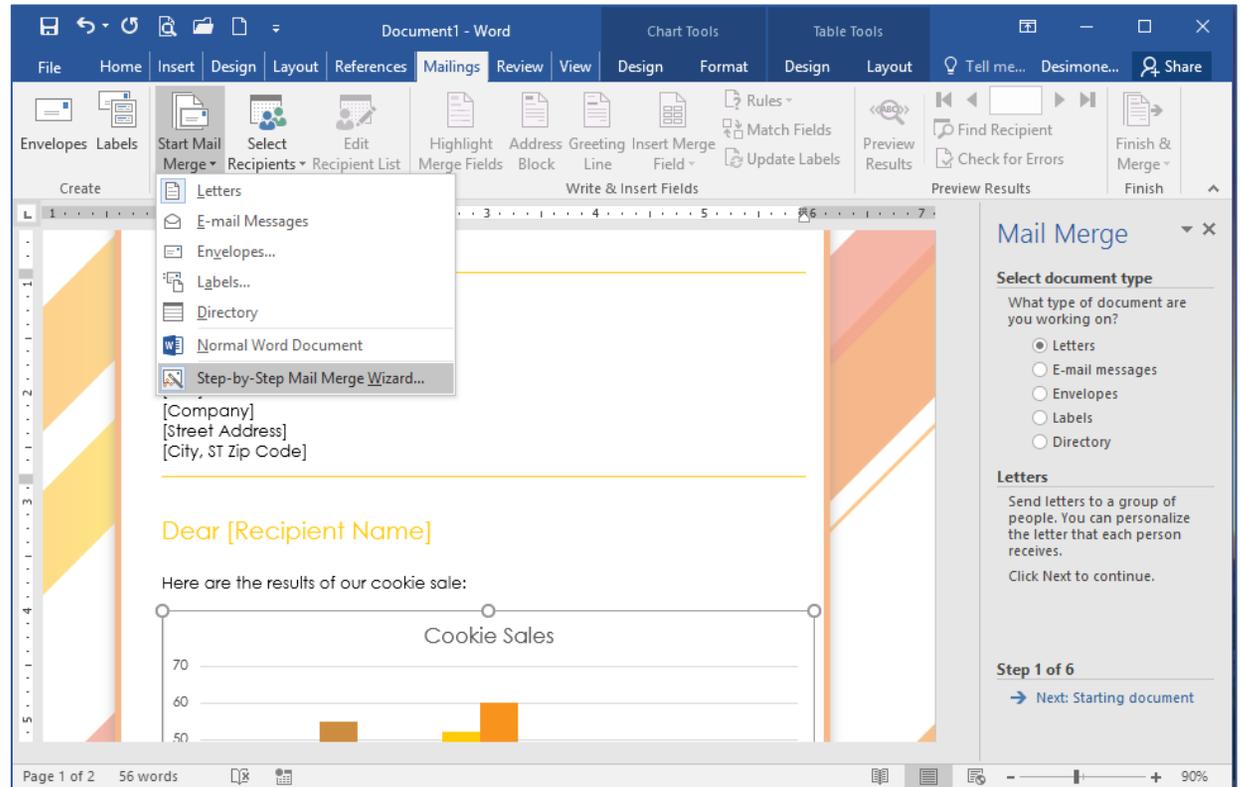
Draw or erase table lines

Merge or split cells

MAIL MERGE

To use the Mail Merge Wizard, click **Mailings** → **Start Mail Merge** → **Step by Step Mail Merge Wizard**.

Then follow the instructions in the panel on the right side of the window.



MAIL MERGE

Mail Merge [Close]

Select document type

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

→ Next: Starting document

Mail Merge [Close]

Select starting document

How do you want to set up your letters?

- Use the current document
- Start from a template
- Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

→ Next: Select recipients

← Previous: Select document type

Mail Merge [Close]

Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "My Address List"

- Select a different list...
- Edit recipient list...

Step 3 of 6

→ Next: Write your letter

← Previous: Starting document

Mail Merge Recipients [Help] [Close]

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source		Last Name	First Name	Title	Company Name	Address
My Addresses.mdb	<input checked="" type="checkbox"/>	Flintstone	Fred	Mr.		39 Ston...
My Addresses.mdb	<input checked="" type="checkbox"/>	Rubble	Barney	Mr.		37 Ston...
My Addresses.mdb	<input checked="" type="checkbox"/>	Quarry	Rock	Mr.	Rock Studios	1 Quar...
My Addresses.mdb	<input checked="" type="checkbox"/>	Slate	George	Mr.	The Slate Rock and Gra...	27 Slat...

Data Source

My Addresses.mdb

Refine recipient list

- [Sort...](#)
- [Filter...](#)
- [Find duplicates...](#)
- [Find recipient...](#)
- [Validate addresses...](#)

Edit... Refresh

OK

MAIL MERGE

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

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:
United States
- Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

Mr. Fred Flintstone
39 Stone Canyon Way
Bedrock, NV 12345

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

Insert Greeting Line

Greeting line format:

Dear Mr. Randall, .

Greeting line for invalid recipient names:

Dear Sir or Madam,

Preview

Here is a preview from your recipient list:

Dear Mr. Flintstone,

Correct Problems

If items in your greeting line are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

MAIL MERGE

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

[Find a recipient...](#)

Make changes

You can also change your recipient list:

[Edit recipient list...](#)

[Exclude this recipient](#)

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

→ Next: Complete the merge

← Previous: Write your letter

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

[Print...](#)

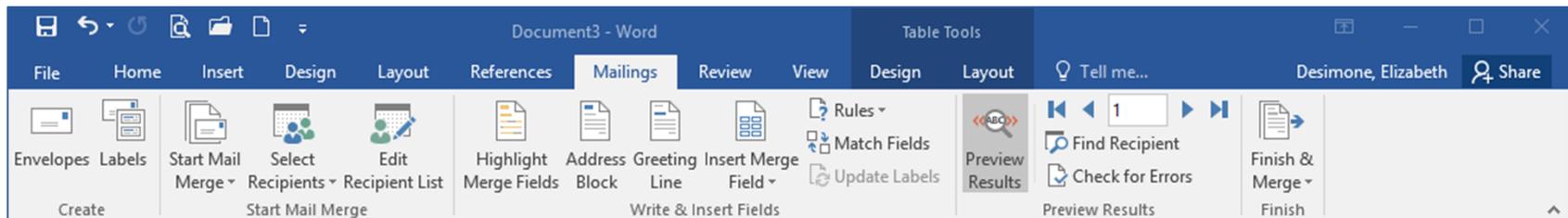
[Edit individual letters...](#)

Step 6 of 6

← Previous: Preview your letters

MAIL MERGE

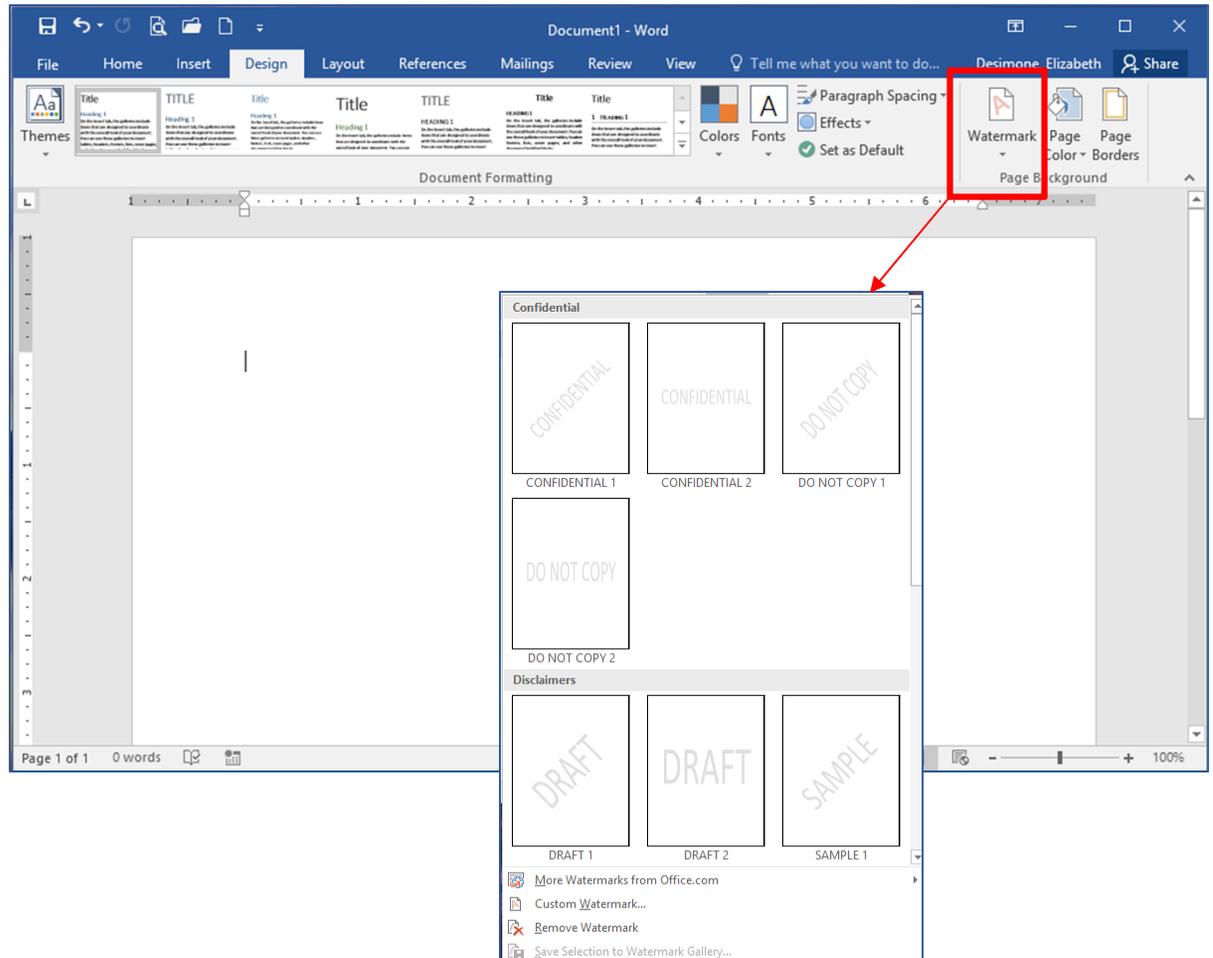
You can also conduct a mail merge using the tools in the Mailings tab.



WATERMARK

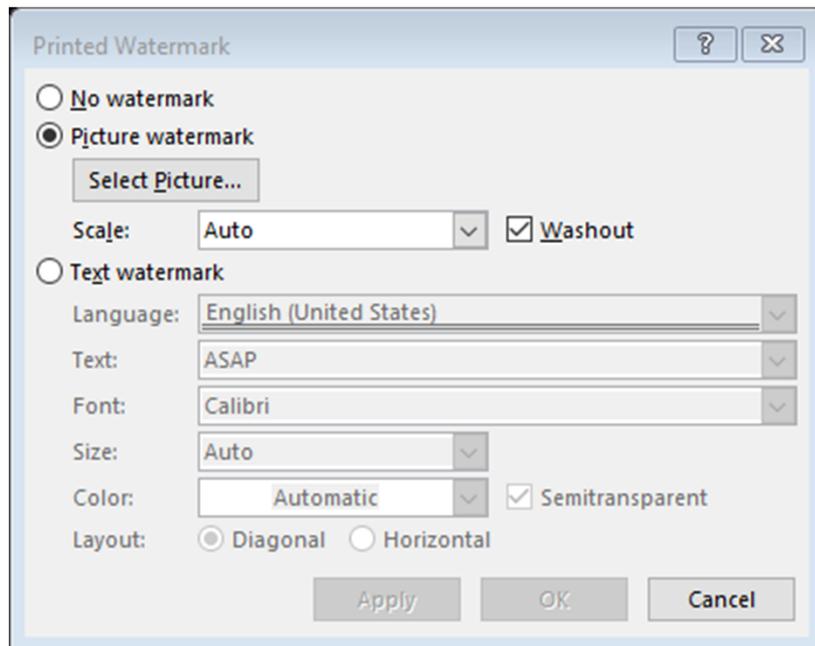
To insert a watermark,
click **Design** →
Watermark.

Click a preset watermark,
or click **Custom**
Watermark from the
menu.



WATERMARK

Choose a picture watermark or a text watermark.



Printed Watermark

No watermark
 Picture watermark

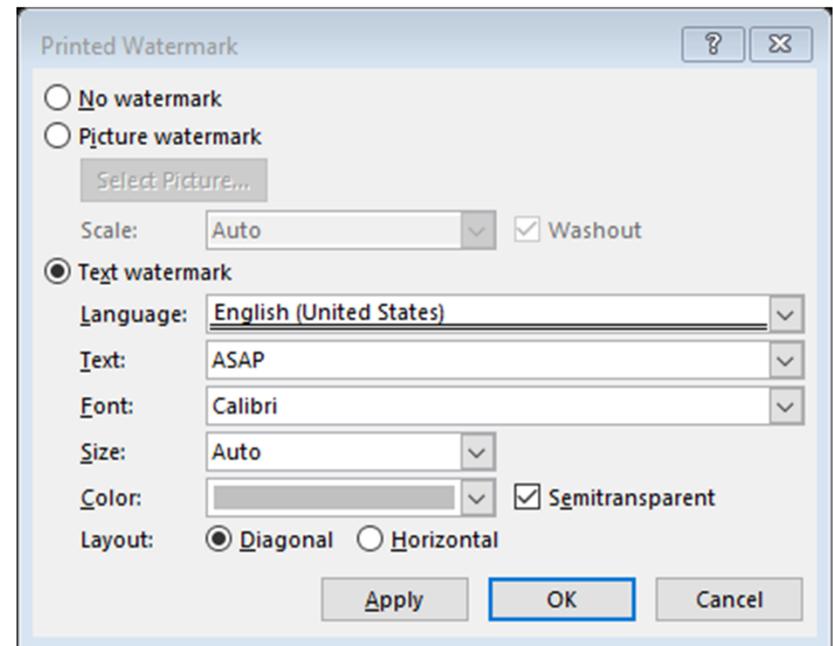
Select Picture...

Scale: Auto Washout

Text watermark

Language: English (United States)
Text: ASAP
Font: Calibri
Size: Auto
Color: Automatic Semitransparent
Layout: Diagonal Horizontal

Apply OK Cancel



Printed Watermark

No watermark
 Picture watermark

Select Picture...

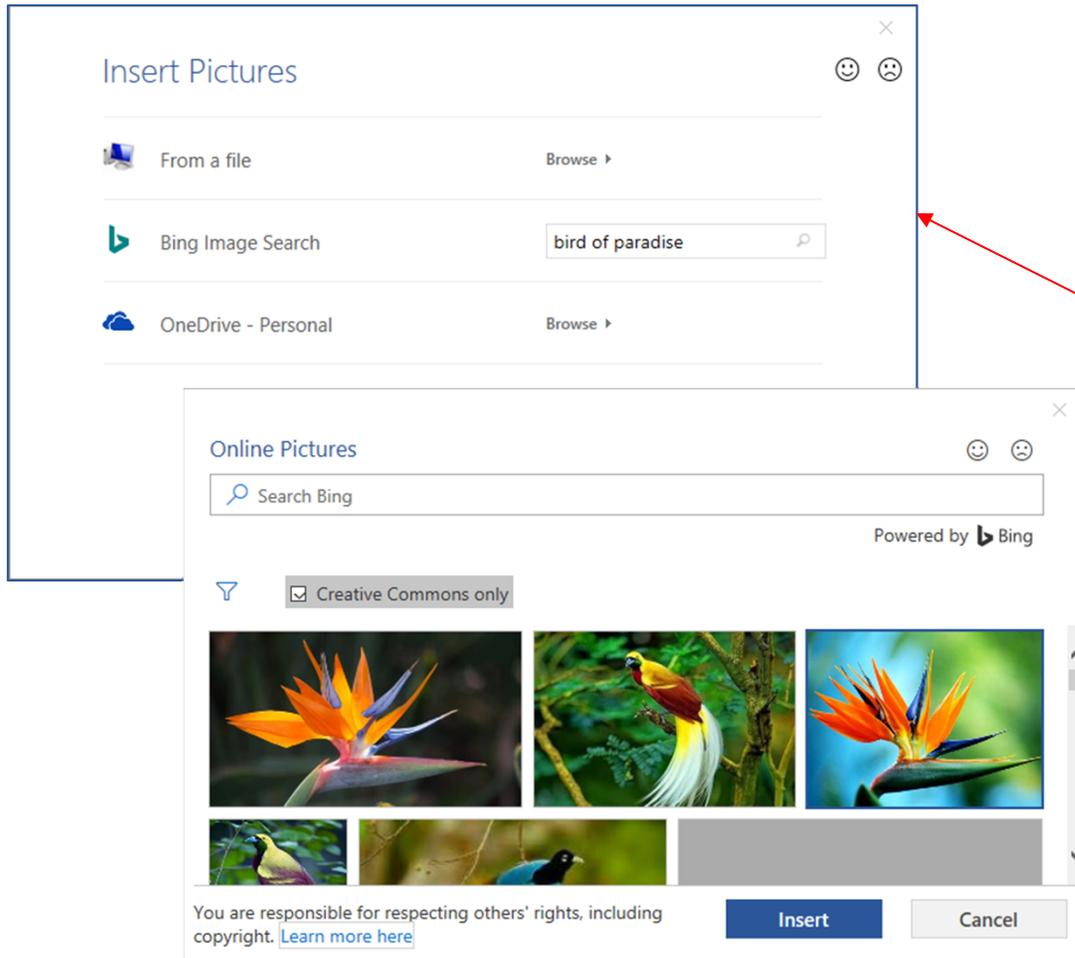
Scale: Auto Washout

Text watermark

Language: English (United States)
Text: ASAP
Font: Calibri
Size: Auto
Color: Semitransparent
Layout: Diagonal Horizontal

Apply OK Cancel

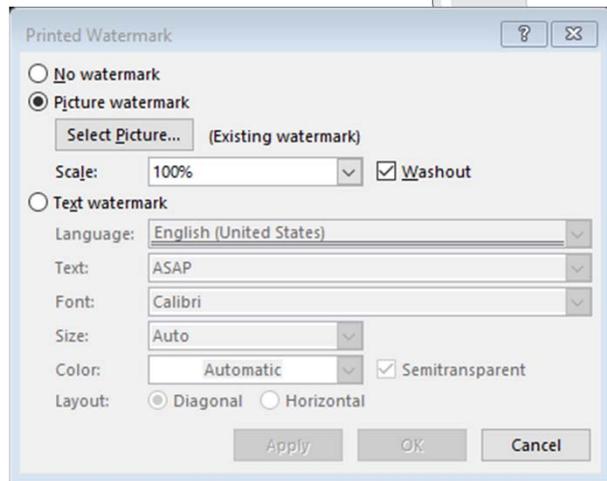
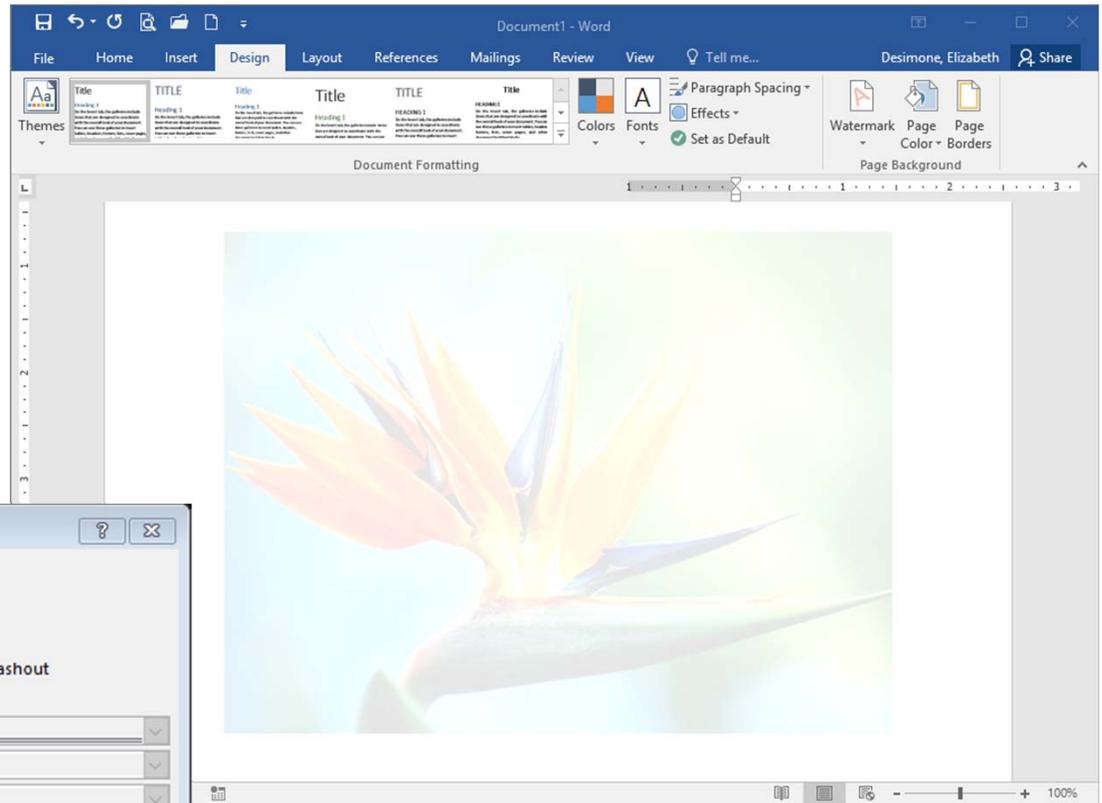
WATERMARK



You can insert a picture watermark from a file, from your OneDrive account, or from online.

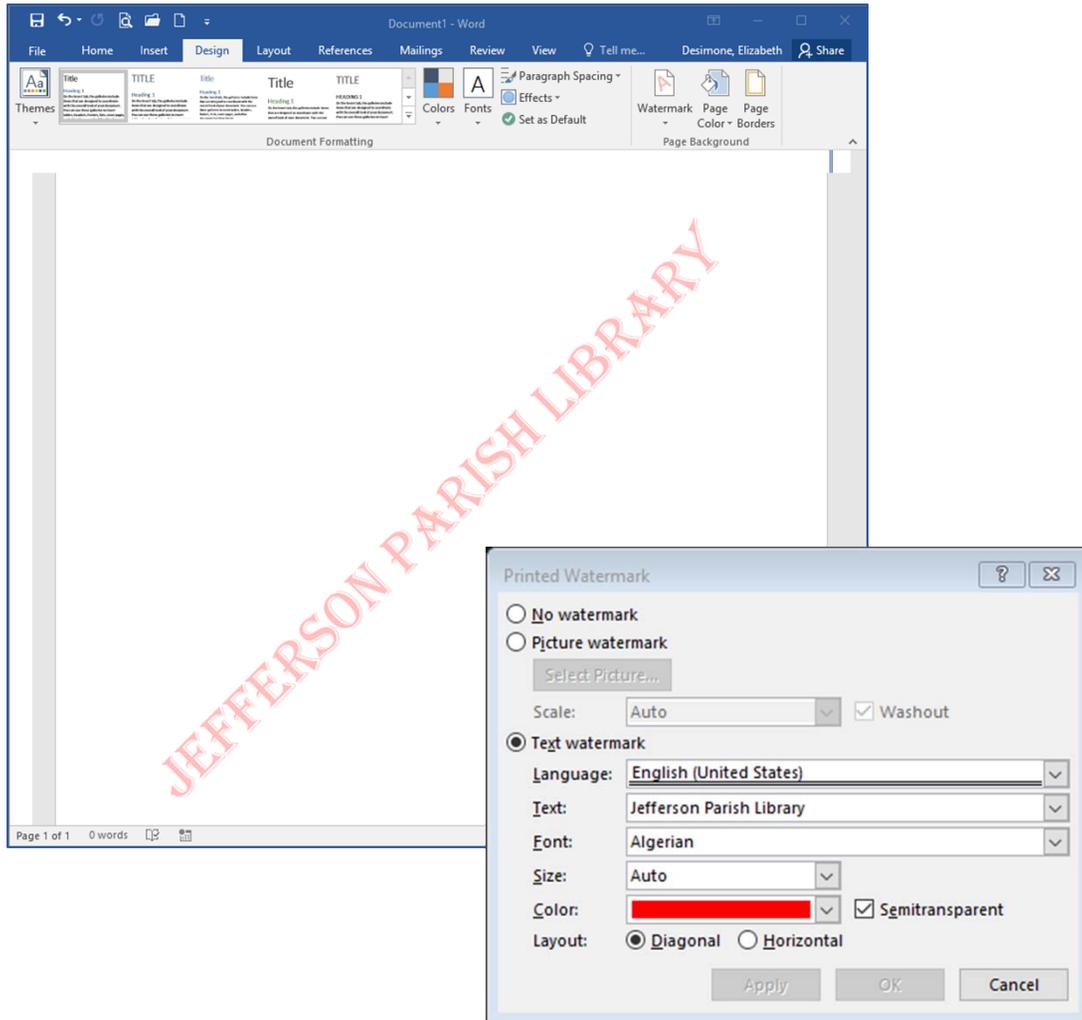
WATERMARK

Once a picture watermark is inserted, you can choose the scale and level of washout.



WATERMARK

You can choose a preset text watermark or a custom text watermark.



ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the JPL homepage, click on the **Digital Content Tutorials** (blue rectangle) next scroll bar.

- After the course menu opens, click Full Screen at the top of the course menu to view tutorials.

The screenshot shows the Jefferson Parish Library homepage. At the top, there is a navigation bar with the JPL logo, search bar, and language selector. Below the navigation bar, there are several sections: a notice about repairs at the East Bank Regional Library, a large blue box with 'Information for all Jefferson Parish Libraries' containing bullet points about library hours and services, and a sidebar on the right with various digital content links. A blue rectangle highlights the 'Digital Content Tutorials' link in the sidebar. A red arrow points from this link to the 'Full Screen' button in the second screenshot.

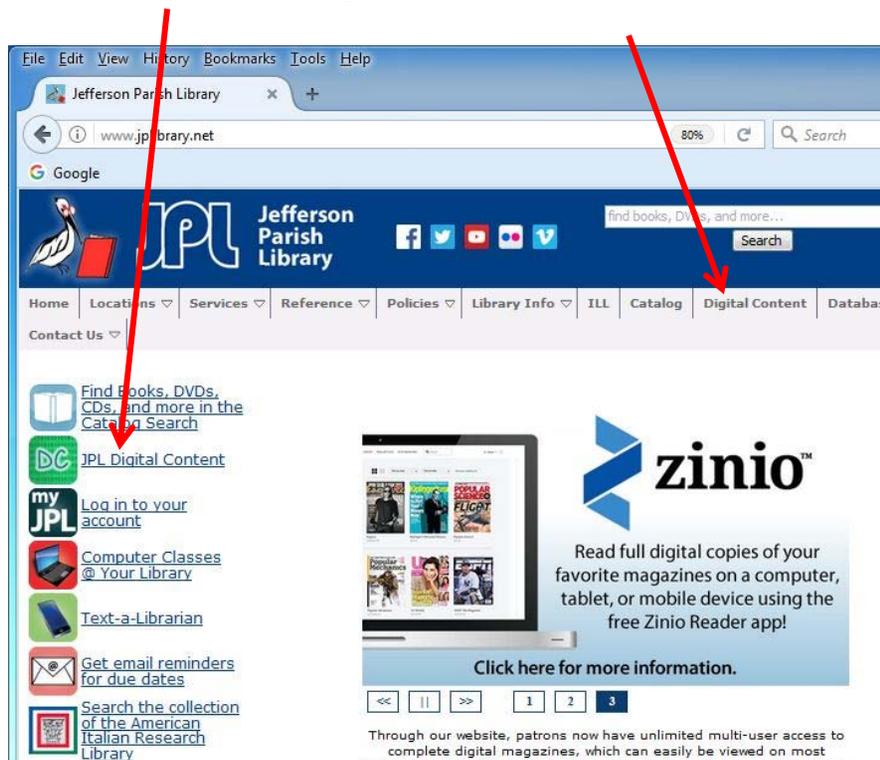
The screenshot shows the 'JPL Digital Content Tutorials' menu. At the top right, there is a 'Full Screen' button with a red arrow pointing to it. Below the button, there is a list of tutorial links, each with a small icon and a right-pointing arrow. The links include: 'The Great Job Hunt at JPL', '**Click and Learn JPL Digital Content Apps', '**JPL's Basic Computer Skills Learning Guide', '*Homework Louisiana (Tutor.com) Tutorial -- Real experts, waiting to help you now', '*Internet Basics', '*Joining Cisco Webex Meetings', '*Learn to Use Your Chromebook', '*Zoom - Let's learn to use it!', 'Advanced Internet Search Techniques', 'Ancestry Library Edition Tutorial -- Access Billions of Genealogical Records', 'AtoZ World Food', and 'Auto Repair Source - Automotive Information'.



ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage www.jplibrary.net

- From the library's homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.



The screenshot shows the Jefferson Parish Library homepage. A red arrow points from the 'Digital Content' menu tab in the top navigation bar to the 'JPL Digital Content' link in the left sidebar. Another red arrow points from the 'Digital Content' menu tab to the search bar. The sidebar also contains links for 'Find Books, DVDs, CDs, and more in the Catalog Search', 'Log in to your account', 'Computer Classes @ Your Library', 'Text-a-Librarian', 'Get email reminders for due dates', and 'Search the collection of the American Italian Research Library'. The main content area features a 'zinio' advertisement for digital magazines and a 'Creativebug CHECK IT OUT (FOR FREE)' advertisement.

- Then click on the **LinkedIn Learning** icon to access online training using your library card number and pin.



The screenshot shows the JPL Digital Content page. A red arrow points from the 'Digital Content' menu tab in the top navigation bar to the LinkedIn Learning icon in the bottom right corner. The page features a 'JPL Digital Content' banner, a 'Download eBooks' section, a 'Download eBooks & Audiobooks' section, a 'Suggest a title form', and several service logos including 'freegal', 'kanopy', 'hoopla', 'TumbleBook Library', and 'K-3 Books Online'. The LinkedIn Learning icon is part of a banner that also includes the text 'Lynda.com is now LinkedIn Learning Online Training Videos'.



NOTES

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