

# Technology Tips & Treats



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## Shop Online this Holiday Season!

The Holiday shopping season is just around the corner—in fact, if you haven't already started, some people would say you are behind! Take some of the stress and hassle out of holiday shopping by ordering online and having items delivered to your doorstep rather than fighting long lines and holiday crowds. You may even save some money—Most stores honor in-store sales, and some even offer “online-only” deals. Follow the tips below to be sure you are shopping safely, and be sure to order early!

### Tips: Shopping Tip List

- **UPDATE:** Make sure your computer's security software is up-to-date. Install an anti-virus program and ensure that it is always up to date.
- **CHOOSE:** Shop well-known brands or sites with which you are familiar or the websites of popular brick-and-mortar stores.
- **CHECK:** Make sure the site uses a secure check-out. The web address of payment pages should begin with <https://> and a lock icon should display next to the address bar on the browser window.
- **SECURE:** Use wireless? Never conduct a transaction over an unencrypted or open wireless network.
- **DON'T:** Don't email any financial information. Email

is not a secure method of transmitting financial information like your credit card, checking account, or SSN.

- **GUARD:** Protect your privacy: Know what information the merchant is collecting about you, how it will be used, and if they share it with or sell it to others. You can do this by checking the web site's posted privacy policy. Look for seals from privacy enforcement organizations like TRUSTe or BBBOnline.
- **AVOID:** Be quick to close suspicious pop-up windows by clicking on the icon in the top right corner of the window. Never enter any personal information into any pop-ups that may appear.
- **READ:** Get the details: Check for expected delivery dates, shipping and handling fees, warranties, return policies, and customer service policies before completing a purchase. Look for an email address to write to (or a phone number to call) if you have a question, a problem, or if you need help
- **EXAMINE:** Read the seller's description of the product closely, especially the fine print. Words like "vintage," "refurbished," or "close-out" may indicate that the product is in less-than-mint condition,
- **PAYMENT:** It's a good practice to pay with credit cards, because under federal law (and your credit card agreement) your liability for an

unauthorized charge is limited to \$50. In case of fraud, it is easier to cancel a purchase with a credit card. If you pay with a debit card, it is almost impossible to reverse a transaction. Gift cards are even safer for making purchases because they do not carry your financial information. Consider services like Pay Pal and Google Checkout, they will handle your transaction for you, if you shop at a website that accepts their payments—and many do.

- **REVIEW:** Read your credit card statements as you receive them; be on the lookout for charges that you don't recognize.
- **CALCULATE:** Factor shipping and handling into the total cost of your purchase. Some sites offer ridiculously cheap items for sale, but then charge exorbitant back-end fees that drive your total cost up
- **SAVE:** Keep good records: Make sure to print or save electronically any records related to your online transactions like the product description and price, the online receipt, and the emails you send and receive from the seller.. This will help you keep track of shipping dates, shipping and handling fees, and other details of your transactions.

**HAVE A GREAT  
HOLIDAY SEASON AND  
HAPPY SHOPPING!**

“Technology Tips & Treats.” is a monthly publication created by the 2011-2013 Technology Committee.

**Our goal is to provide you with the most up-to-date technology information to assist you and your chapter in the 21st Century!**

**Please let us know what you think of our newsletter at [sreddingdkg@gmail.com](mailto:sreddingdkg@gmail.com), Shelly Redding, Technology Committee Chairman**

### Technology

#### Tip of the Month

Ever receive a file that you were unable to open? That is usually because you don't have the software associated to that **extension** (*the three letters after the dot in a filename that tells software what program is used to 'read' the file*)

[FileInfo.com](http://FileInfo.com) contains a searchable database of thousands of file extensions with detailed information about the associated file types. You can use [FileInfo.com](http://FileInfo.com) to lookup information about unknown file types and find programs that open the files.

# How to use Mail Merge

## Mail Merge

Use **Mail Merge** when you want to create a set of documents that are essentially the same but where each document contains unique elements. For example, the return address is the same on all the labels or envelopes, but the destination address is unique on each one. Laying the ground work for a successful **Mail Merge** will take a little time, but once it is set up you can reuse your template.

### Format Data

You can use address data from a variety of sources (such as a table in Access, an Excel worksheet or Outlook contacts). If you create your own data file in Excel, ensure that the top row contains titles for the data directly below it. When performing a Mail Merge, the file containing the data is referred to as the **Data Source**.

### Mail Merge for Labels Using the Mail Merge Wizard (Word 07 or 10)

1. Click on the **Mailings** tab.
2. In the **Start Mail Merge** group, click **Start Mail Merge** and **Step by Step Mail Merge Wizard**

#### Step 1

The **Mail Merge** pane should open on the right side of the screen. Notice that the bottom of the window shows that you are on **Step 1 of 6**. To move through this entire wizard, you will either click **Next** or **Previous** at the bottom of the pane. For each step, read from top to bottom and answer each question. The wizard will step you through the process.

1. Select **Labels** under **Select document type**
2. Click **Next**

#### Step 2

1. In the middle of the pane, under **Change document layout**, select **Label Options**
2. In the **Label Options** window, under **Label information**, select the vendor and product number

from the list. You can find product information on the label box or package.

3. Click **OK**
4. Click **Next**

#### Step 3: Select recipients

Here you will connect this Word document with the data source that contains your recipient information. For this example, we are connecting to an Excel file.

Note: You can also select recipients from your Outlook contacts, or type a new list on the fly.

1. Under **Select recipients**, ensure that **Use an existing list** is selected.
2. Under **Use an existing list**, click the **Browse** button to connect with your data source. Once you select your Excel sheet, click **OK** when you are prompted through two windows (**Select Table** and **Mail Merge Recipients**).
3. Click **Next**

#### Step 4: Arrange your labels

1. If you haven't done so, type out the generic parts of your label that are the same for each recipient. Next, it takes several steps to add **Fields** to your document. **Fields** serve as place markers that Word will fill in with recipient information when we finish the merge.
2. Click your cursor in your label where you want to add your first field.
3. Under **Arrange your labels**, click on **More items**.
4. The **Insert Merge Field** window should open up. It should list all of the titles from the title row of your data source (i.e. First Name, Last Name, City, State, etc.).
5. To add a field to your document, click

**Use Mail Merge to create labels or envelopes for your Christmas cards. It may look challenging, but Word has a wizard that will lead you right through the steps!**

on the field (i.e. First Name) and click **Insert**.

6. To add additional fields, click on the field and click **Insert** for each one.
7. Click **Cancel** or **Close** to close this window so you can move to a different part of the document and add more fields.
8. Repeat steps 2-7 until you have added all the fields you need.
9. Click the **Update all labels** button to copy the fields in your first label to the rest of the page.
10. Click **Next**.

#### Step 5: Preview your labels

Now instead of seeing field titles in your document, you should see a preview of how the labels will look with the first sheet of recipient information instead of fields.

1. Add any spaces, punctuation, or hard returns needed format the text. For example, spaces are needed between the name fields, a comma is needed between city and state and hard returns are needed after the name and first address line. In order to make these punctuation changes to all labels, you must return to the previous pane
2. Click **Previous** at the bottom of the page.
3. Click the **Update all labels** button.
4. Click **Next**.
5. You can preview other labels by clicking the arrows next to **Recipient 1**.
6. Once you're satisfied with the labels, click **Next** on the bottom of step 5.

#### Step 6: Complete the merge

1. Click **Edit individual labels** to complete the merge. A new document will open and that will contain all of the merged sheets of labels.
2. Look over the new document carefully. Make any edits, as needed, to these labels.
3. After you place your label sheets in the printer, select the **Office** button and **Print** your labels.