

# NorCal ACA Chapter Member Roster Files “How To”

- **To use and print the NorCalMailingLabels.rtf file:**

**Option #1 - Using your default editor:**

- With the mouse cursor over the NorCalMailingLabels.rtf file link on the Member Roster Files web page, left click the mouse.
- If you have not yet entered the NorCal User Name / Password during your current browser session, you will be asked to do so before the file download may proceed.
- If a window then appears that asks you to select Open, Save, Cancel, or More Info...left click on the Open button to open the file in your default editor / word processor.
- Print the mailing labels using your editor / word processor’s Print menu.

**IMPORTANT NOTE:** Different editors / word processors handle “rich text format” (rtf) files differently, so the labels may not print correctly using this option. It is best to first try printing just one page to see if the labels print OK. If all is OK, then print the remaining pages.

**Option #2 - Using Microsoft WordPad (Recommended Method):**

Microsoft WordPad is a simple editor / word processor that is included with Microsoft Windows, and does a decent job of interpreting an rtf file.

***Download the file to your computer:***

- With the mouse cursor over the NorCalMailingLabels.rtf file link on the Member Roster Files web page, right click the mouse and left click on “Save Target As...”.
- If you have not yet entered the NorCal User Name / Password during your current browser session, you will be asked to do so before the file download may proceed.
- A “Save As” dialog box will appear requesting the folder in which to place the downloaded file. Choose the appropriate folder on your computer and click on the Save button.
- The .rtf file will be downloaded to the selected folder on your computer. Click the Close button on the “Download complete” window to close the small window.

***To open the file with Microsoft WordPad:***

- Start Microsoft WordPad (Start / All Programs / Accessories / WordPad)
- Use the File / Open menu in WordPad to locate and open the downloaded .rtf file.
- Use the Page Setup menu (File / Page Setup) in WordPad to set the document margins as follows:
  - Left: 0.5”
  - Right: 0.5”
  - Top: 0.5”
  - Bottom: 0.75”
- Print the mailing labels using WordPad’s menu (File / Print)

**IMPORTANT NOTE:** It is best to first try printing just one page to see if the labels print OK. If all is OK, then print the remaining pages.

- **To view the NorCalMemberRoster.csv file in a spreadsheet:**

**Download the file to your computer:**

- With the mouse cursor over the NorCalMemberRoster.csv file link on the Member Roster Files web page, right click the mouse and left click on “Save Target As...”.
- If you have not yet entered the NorCal User Name / Password during your current browser session, you will be asked to do so before the file download may proceed.
- A “Save As” dialog box will appear requesting the folder in which to place the downloaded file. Choose the appropriate folder on your computer and click on the Save button.
- The .csv file will be downloaded to the selected folder on your computer. Click the Close button on the “Download complete” window to close the small window.

**To open the .csv file in a spreadsheet:**

- Start your spreadsheet application.
- Use the File / Open menu commands in your spreadsheet to locate and open the downloaded .csv file.
- Each data field of each NorCal member entry in the .csv file (e.g. First Name, Last Name, Street Address, City, etc.) will be contained in a separate column in your spreadsheet so that you may easily sort, reformat, etc. the member roster information.

- **To create mailing labels using the NorCalMemberRoster.csv file:**

The most reliable way to print mailing labels is to use the Mail Merge or Labels tool of your favorite word processor and the NorCalMemberRoster.csv file.

- Download the NorCalMemberRoster.csv file to your computer using the procedure in the previous section.

Instructions for how to use various word processors to produce mailing labels may be found at the links indicated below. The “data source” that you will be using is the NorCalMemberRoster.csv file as this file contains all of the names and addresses of the NorCal members.

- **Microsoft Word:**

- Create and print labels for a mass mailing  
<http://office.microsoft.com/en-gb/assistance/HP051871341033.aspx>
- Demo: Use mail merge to format and print mailing labels  
<http://office.microsoft.com/en-us/assistance/HA011903941033.aspx>

- **Microsoft Works:**

- The Labels Task Wizard  
<http://www.emu.edu.tr/english/facilitiesservices/computercenter/bookslib/Microsoft%20Works%204.5%206-in-1/ch37/ch37.htm>