

Merging Documents



Experience the Power of Merging!

Presented by:

Todd Andre

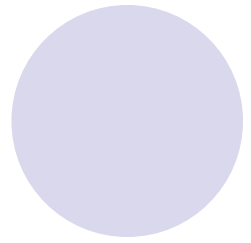
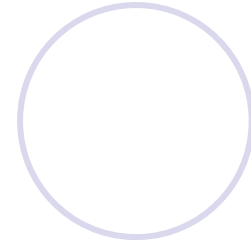
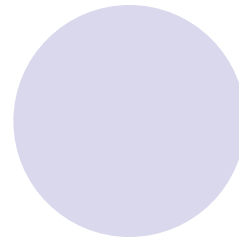
Todd Andre

- School Technology Specialist - 10 years
- Computer Lab Instructor -3 years
- Classroom Teacher -16 years
 - 3rd Grade
 - 1st Grade
- UEN Master Teacher

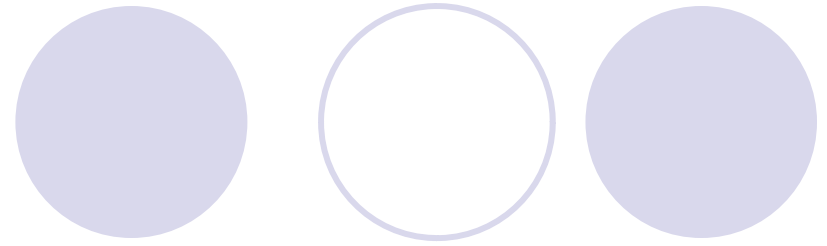


Overview

- What is Merging?
- Why merge?
- Basics
 - Importing .txt files
 - Making your data.
 - Changing data
 - Creating a forms



What is Merging?



- Take your data file
- Take your Document....letter, envelope, certificate, etc.
- Merge the two together!

_____ is reading well.
_____ is writing well.
_____ needs to
complete 2 more AR points!

Julie

John

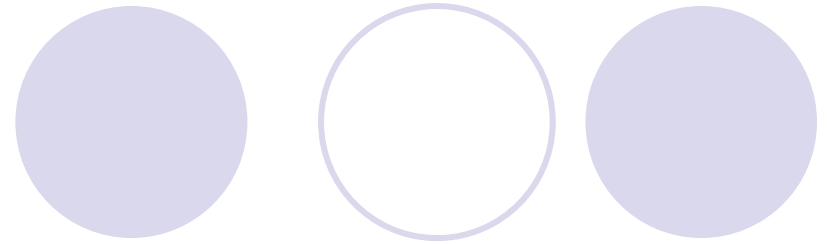
George

Why Merge?



- Professional Looking Documents
- Personalized Documents
- Time
 - Update data quickly
 - Fix errors/mistakes easily and quickly
 - Mass amounts in a short time

Why Merge?



To the Parents of

_____.

At the beginning of this term your child set a read goal of _____ AR Reading Points. At this time he/she has a total of _____ Points. He/She needs _____ points to meet their goal.

Please let him/her know that

_____.

Todd J. Andre

Why Merge?



To the Parents of Sydni Bell,

At the beginning of this term Sydni set a reading goal of 25 AR Reading Points. At this time she has a total of 20 Points. She needs 5 points to meet their goal.

Please let Sydni know that she is doing great.
Todd J. Andre

How will merging benefit my classroom?

- Communication
 - Letters & Envelopes
 - Awards/Certificates
 - Parent Conferences
- Organization
 - Classroom supply management
 - Student Artwork
 - Field Trip Nametags & Lists
 - Classroom management (name sticks, behavior charts)
 - Library Checkout Reminders
 - Computer Licenses
 - Book/Folder Covers (birthday, science, math, journals)

Getting Started: Making Your Data

- Plan your Data
 - What do I want to do?
 - Who will be my target audience?
 - What is my objective?
- Download if you can
 - Text file (Tab Delimited)
 - CSV file (Comma Delimited)

Getting Started: Making Your Data

- Student Data “Fields”
 - Name
 - Address
 - Parent/Guardian
 - Student # for classroom
 - AR Goal
 - AR Level
- All data for one student is a “Record.”

Create Forms

The title 'Create Forms' is positioned at the top left. To its right, there are five circles arranged horizontally. The first circle is solid light purple and overlaps the letter 'C'. The second circle is hollow with a light purple outline and overlaps the letter 'F'. The third circle is solid light purple. The fourth circle is hollow with a light purple outline. The fifth circle is solid light purple.

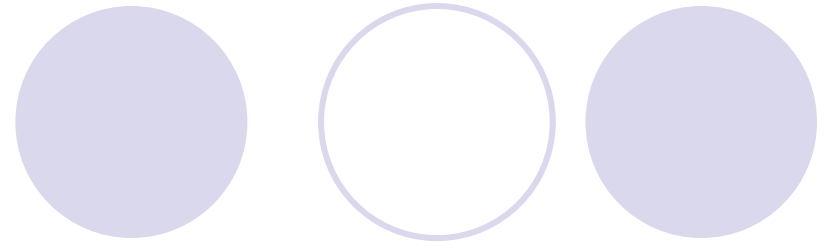
- Look at what you already have
- Edit your letters and notes you have
- Share with other teachers
- Create document or use existing
- Starting from scratch

Review the Steps...

- Create document or use existing
- Insert “fields” from your DATA file
- **Merge!**
- Check for spacing problems...
 - Edit Individual labels
- Print



Websites/ Email



- Todd Andre

- tandre@dsdmail.net

- <http://www.davis.k12.ut.us/staff/tandre/>

- ETC Educational **TECH**nology Center

- <http://www.davis.k12.ut.us/district/etc/resources.html>



**You now have
experienced the**

POWER

of merging!

You can do it!