4H4Me Announcement Letter

An announcement letter introducing 4H4Me can be created using 4HPlus! SQL mail merge files and Word's mail merge. This letter includes user IDs and passwords needed for members and leaders to log on to the 4H4Me system.

Create the Mail Merge File

The mail merge file is created in the members' and leaders' SQL. Complete these steps for the members and then for the leaders.

1. Open the 4HPlus! program.
2. Click **Go to > Members > SQL**.

Note: Click **Go to > Leaders > SQL** when creating the leader file.

3. At the *SQL screen*, click **Request > Mail Merge**. The *Selection Criteria* screen displays. See Figure 1.

Figure 1. Selection for 4H4Me Letter

4. Check the **ID** field.
5. Click the **Equal to** radio button in the *Operator* section.
6. Type an asterisk ***** in the *Enter Target String* field.
7. Press **Enter**.
8. Click the **Process** radio button.
9. Select the fields to include in the mail merge file. See Figure 2 on page 1.

Figure 2. Mail Merge Fields

        a. Check the **First** and **Last** name boxes.

        b. Check the **Street**, **City**, **State**, and **Zip** boxes.

        c. Check the **User ID** and **Password** boxes.

10. Click the **Continue (select sort order)** button. The *Sort Method* screen displays.

11. Check the **Last** and **First** name boxes. See Figure 3.

Figure 3. Sort Order

12. Click the **Process My Request!** button.

13. An information message displays showing the location of the mail merge file. Make a note of the file's location. Click **OK**.

14. Click **Exit**.

15. Exit the program when both files are created.

Warning: Rename the 4HPMail.dat file for the members **<u>before</u>** creating the leaders' file. Otherwise, it will be overwritten when the leaders' file is created. For example, rename it to 4Hmembers.txt. After the leaders' file is created, rename it to 4Hleaders.txt.

Create the Announcement Letter

The announcement letter is created in Word and uses the mail merge feature to personalize the letter with the user ID and password.

1. Open Word, and start a new document if needed.

2. Click **Tools > Letters and Mailings > Mail Merge**. The mail merge wizard displays in the task pane.

3. Select the **Letters** radio button.

4. Click the **Next: Starting document** link.

5. Select the **Use the current document** radio button.

6. Click the **Next: Select recipients** link.

7. Select the **Use an existing list** radio button.

8. Click the **Browse** link in the *Use an existing list* section.

9. Navigate to the **C:\CKV\4HPlus\WY\Files** folder.

10. Change the *Files of type* to **All files (*.*)**.

11. Locate the 4Hmembers.txt file.

12. Click **Open**.

13. Click the **Next: Write your letter** link.

Write the Letter

1. Click **Insert > Date and Time**.

2. Highlight the **desired date format**.

3. Click **OK**.

4. Press **Enter twice**.

5. Click the **Address Block** link in the task pane.

6. Click the **Match Fields** button.

7. Click the **Address1 down arrow**.

8. Select **Street**. See Figure 4.
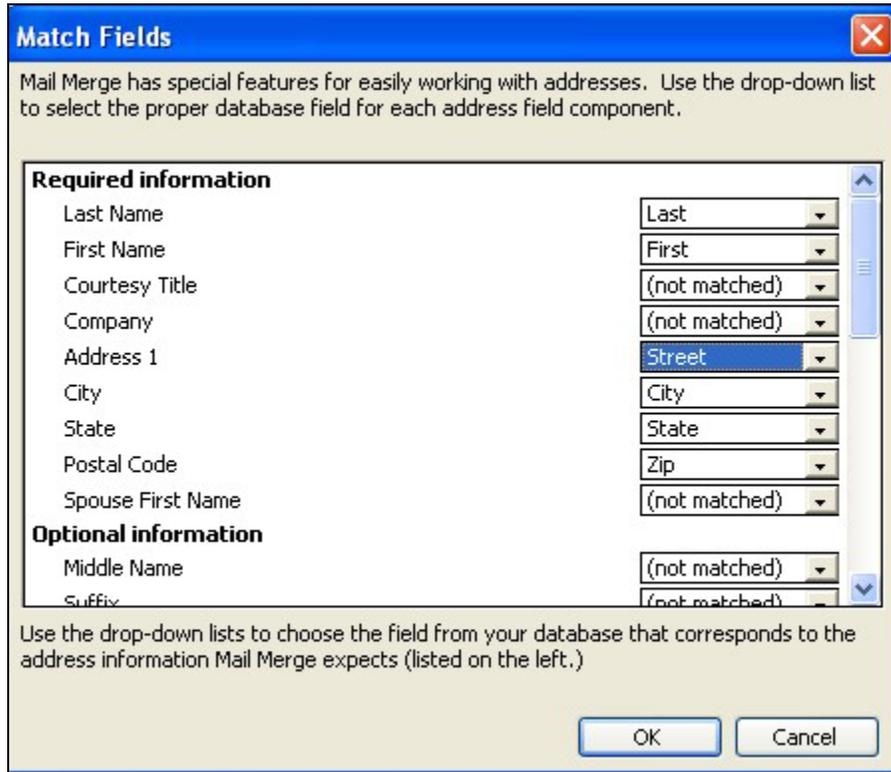
Figure 4. Match Fields

9. Click **OK**.

10. Highlight the **desired recipient's format**. See Figure 5 on page 5.

11. Uncheck the **Insert company name** box.

12. Check the **Never include the country/region in the address** radio button.

13. Click **OK**.

14. Press **Enter twice**.

15. Click the **Greeting line** link.

16. Select the parameters for the greeting line. See Figure 6 on page 5.

Figure 5. Address Block

Figure 6. Greeting Line

17. Type the rest of the letter.

18. Include the user ID and password.

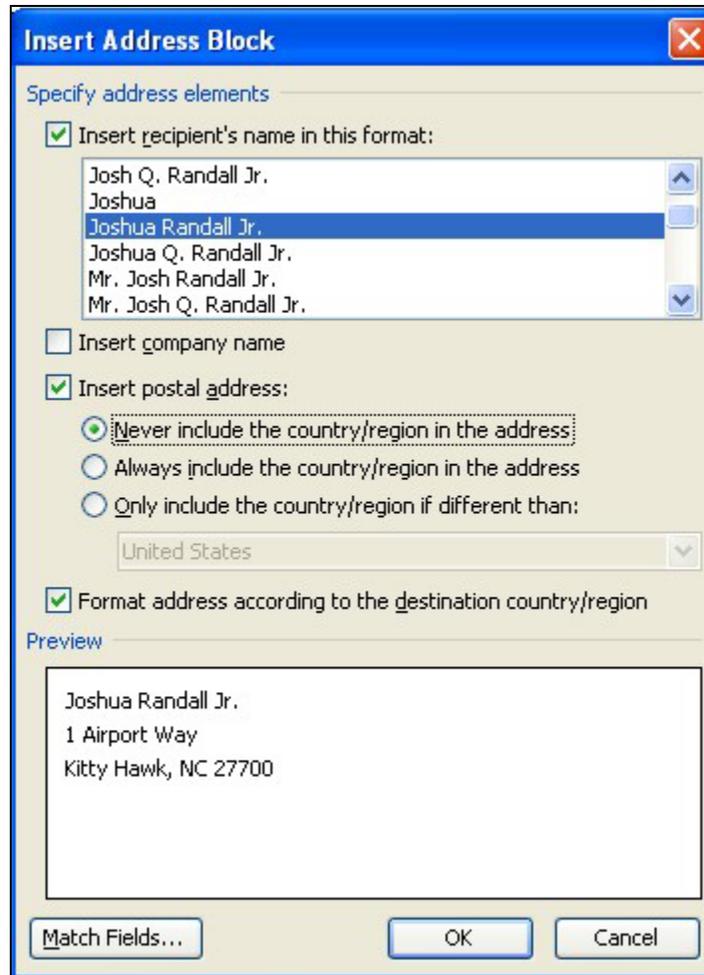   a. Click the **More items** link.

       b. Highlight **user ID**.

       c. Click **Insert**.

       d. Click **Close**.

       e. Click the **More items** link.

       f. Highlight **password**.

       g. Click **Insert**.

       h. Click **Close**.

19. Click the **Next: Preview your letters** link.

20. Review the letters as needed.

21. Click the **Next: Complete the merge** link.

22. Click **Print**.

Use the Leaders Mail Merge File

Use the same letter for the leaders to complete the mail merge. Click the **Previous** links until the *Select recipients* displays. Click the **Select a different list** link. Select the leaders file. Complete the rest of the mail merge.