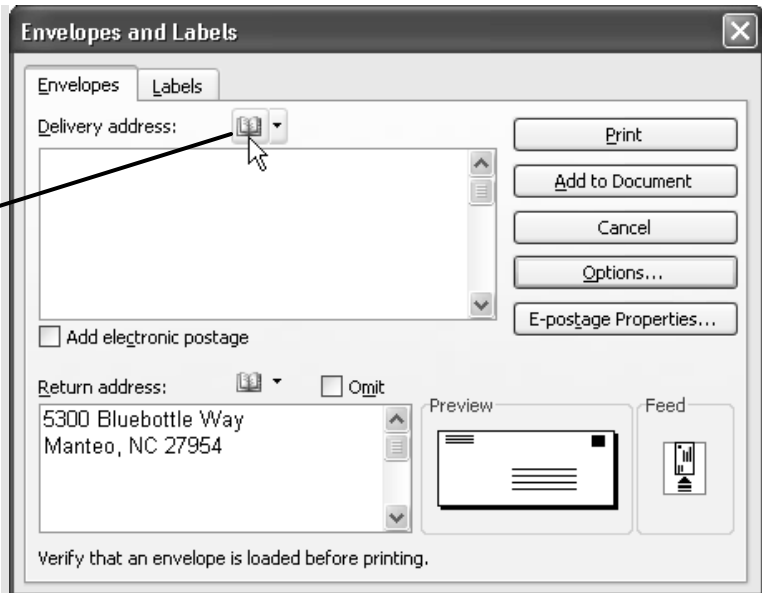


Your Address Book and Word 2003

You can specify that you want to insert addresses from the address book or contacts list on your computer when you use *Word 2003's Mail Merge* and other *Wizards* to create letters, labels, or envelopes. Here are two examples:

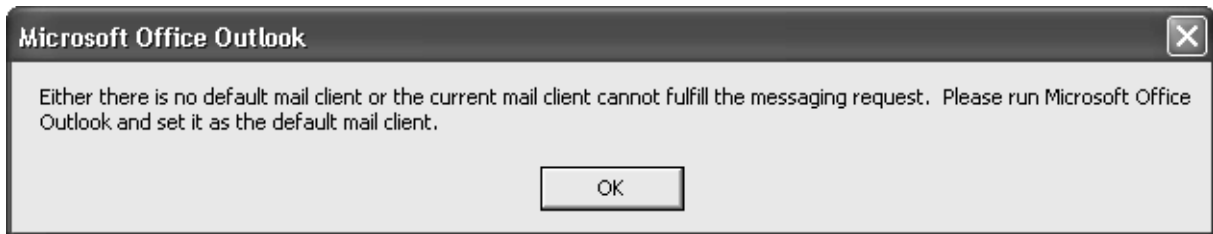
You can select names from the address book in this *Envelopes and Labels* dialog box:



You can choose to use a Contacts folder in this *Mail Merge Wizard* Task Pane:



In some cases, you may see one of the following messages after clicking on  or  Choose Contacts Folder:



or



or



If you see one of these messages, then you're using the *Outlook Express* address book on your computer. Unfortunately, that address book doesn't work well with *Word*.

If you've saved a lot of addresses in this address book and you want to be able to use them, you can save the address book separately as a data file. Then you can use this data file in the *Mail Merge Wizard* in *Word*. This way, you can use your address book after all to create letters, envelopes, or labels.

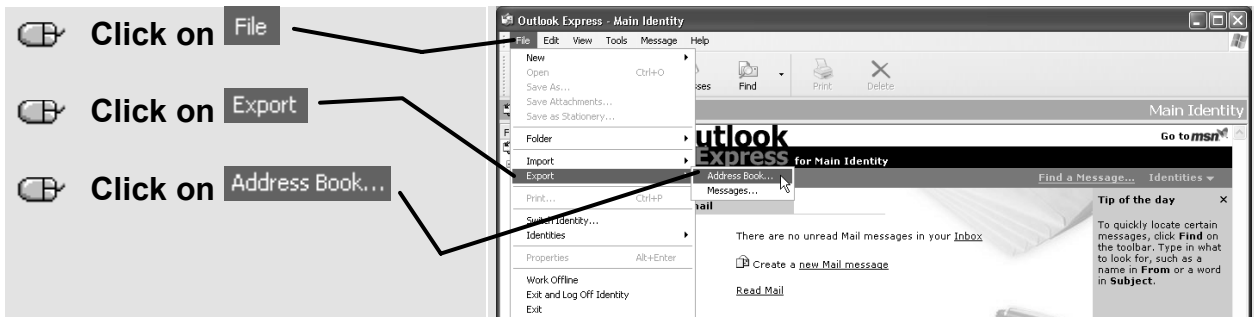
In the next section you can read how to export your address book and save it as a data file.

Saving Your Address Book as a Data File

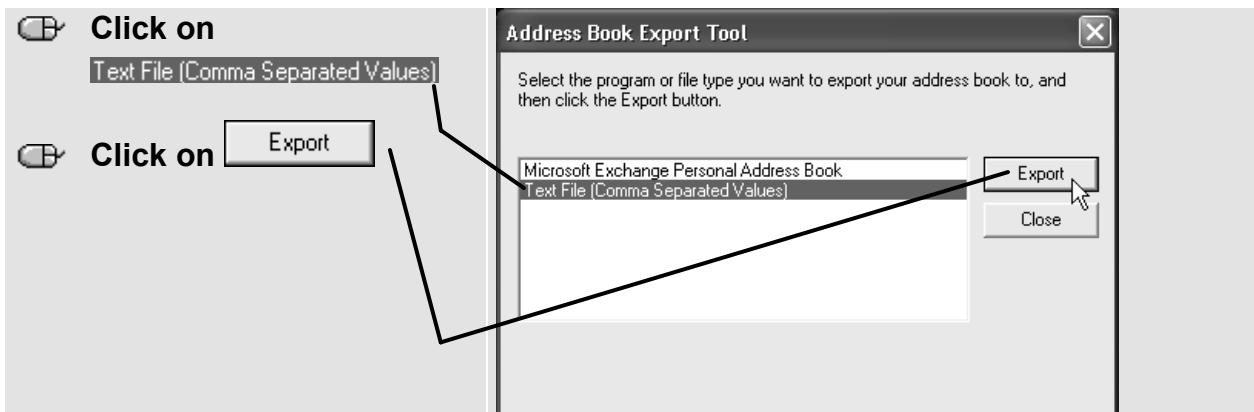
You're going to save the *Outlook Express* address book as a data file.

Start *Outlook Express*

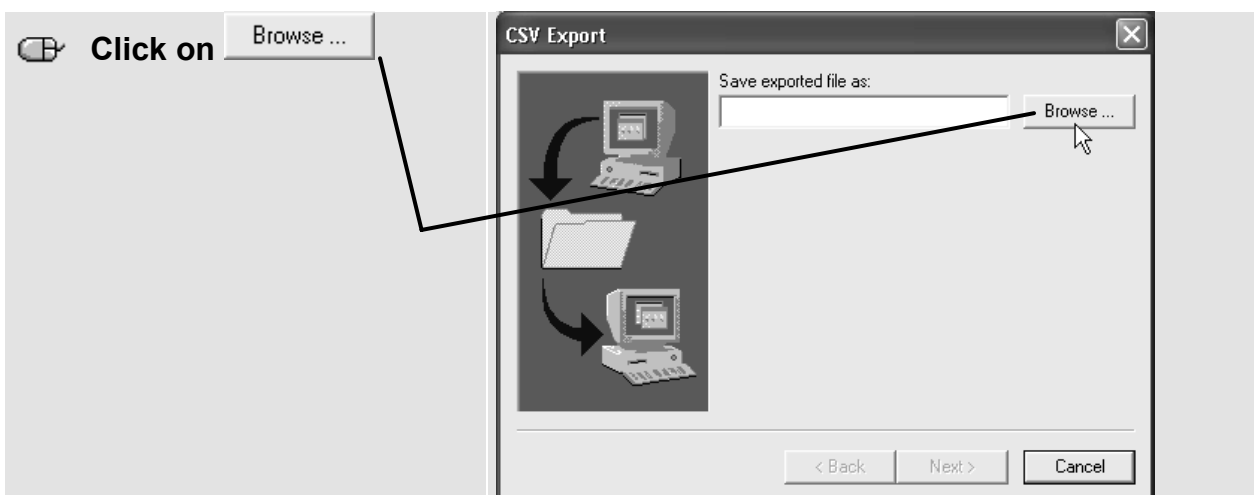
You see the *Outlook Express* window.



You see a small dialog box.




You see the *CSV Export* dialog box.




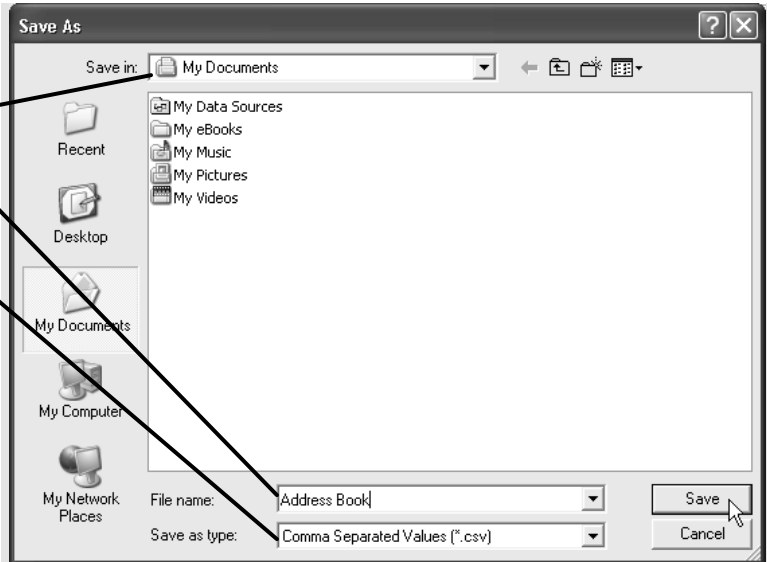
You see the *Save As* dialog.

In this example you'll save the file in the *My Documents* folder:

 **Beside** File name: , type:

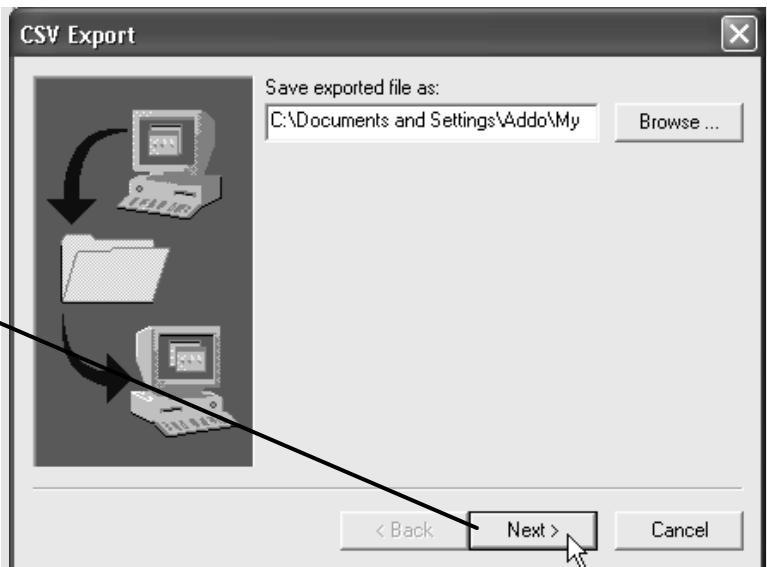
The correct file type is already selected:

 **Click on**






You see the *CSV Export* dialog box again.

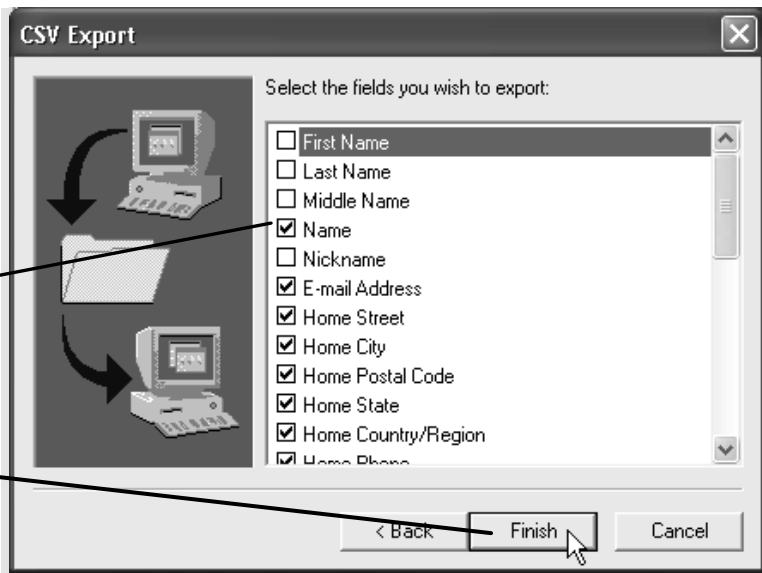
 **Click on**



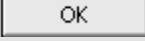
In the next window, you can select all the fields you want to save in the data file:

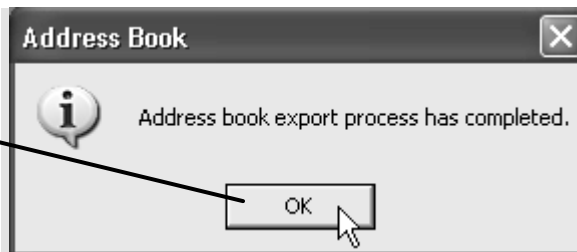
 **Click to place a check mark beside the desired fields**

 **Click on** 



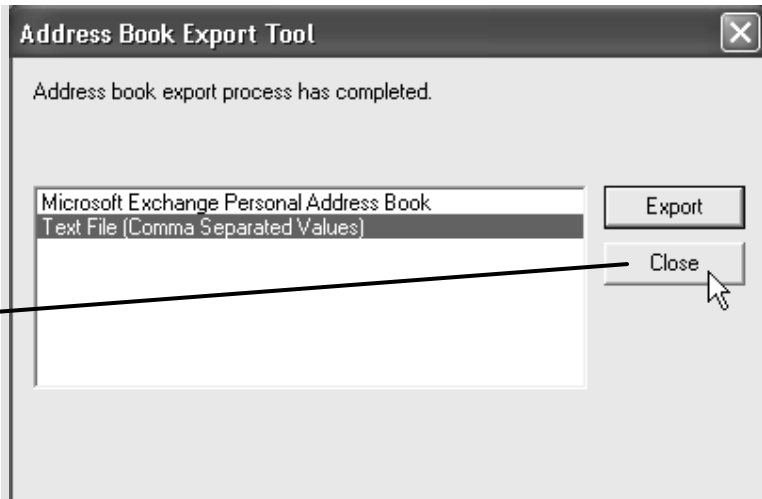
You see a small dialog box when the export process is finished.

 **Click on** 



You can close the *Address Book Export Tool* dialog box now:

 **Click on** 





The address book has been saved as a data file in the *My Documents* folder on your hard drive. The name of this file is **Address Book.csv**. You can use this data file in the *Mail Merge Wizard* in *Word*. The next section shows you how to do that.

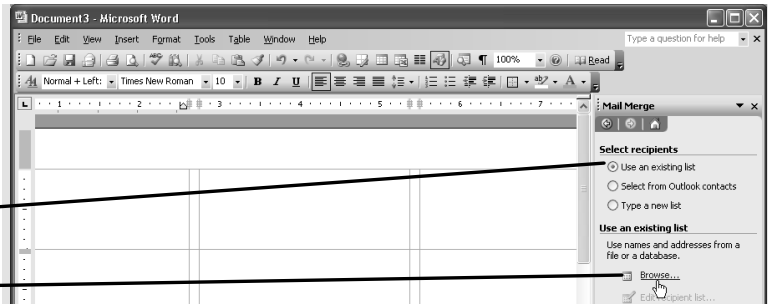
 **Close Outlook Express**

Using the Address Book Data File in Word

Now you can work through the section **Creating Labels with the Mail Merge Wizard** in *Microsoft Word 2003 for Seniors*. On page 279, select the file **Address Book.csv** instead of the file **Address List.doc**.

In this case, you're going to use an existing list:

-  **Click on** Use an existing list
-  **Click on** Browse...

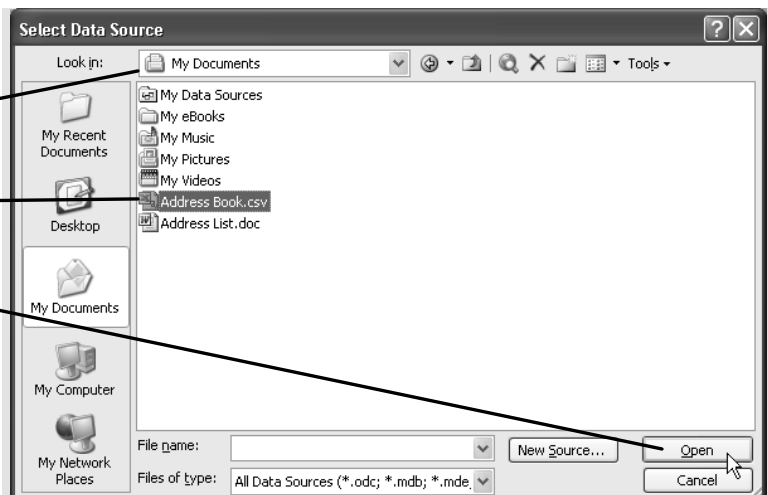


You saved the address book file in the *My Documents* folder.

 **Next to** Look in:, select the folder  My Documents

 **Click on**  Address Book.csv

 **Click on**



Now you can work through the rest of the section in the book.