Making an Address & Day Books
From the Phone Book Stack!

If you follow the procedures below in precise fashion, you will end up with fully formatted Address and Day Books. The Address Book is designed for standard letter size paper (in portrait mode), resulting in two columns of data. The other book templates mimic as closely as possible the formats used in those *pay-for* books. Have fun!

- (Optional) If you want only a subset of your complete address listing, then create a copy of your *Phone Book* stack and delete those cards you do *not* want included.

- Open your *Phone Book* stack.

- Sort the stack any way you wish the addresses to be sorted.

- (Optional) If you are working on a copy of your *Phone Book* stack, then delete the cards you do *not* want in the Address Book.

- Press the *Export* button and select the *Address Book* pop-up menu selection.

- Once the export process is completed, quit HyperCard and open Microsoft Word.

- Open the file named *BookText*.

- Select the whole document by moving the mouse to the far left margin of the page (so that the pointer points up and to the right), holding down the command key and clicking.

- Select *Insert Table* from the *Document* menu.

- Click on the resulting *OK* button or hit the *Return* or *Enter* keys to accept default spacing.

- Save your document with the same name, *BookText* (you can leave it open or you close it).

- Open the Word template with which you intend to work: *Address Book, Day Runner, Jr. Desktop, Jr. Pocket,* or *Sr.*

Pocket.

- Select *Print Merge* from the *File* menu.
- Click on the *New Document* button and wait until Word finishes making the new document (it's usually a *long* time).
- Select the section break symbol (the dotted double line) by clicking on it in the left margin of the page.
- Select *Copy* from the *Edit* menu (or press command-C).
- Click at the top of the document.
- To delete the section breaks, select *Change* from the *Utilities* menu (or press command-H).
- If there is any text in the *Find What* field, select it; otherwise, select *Paste* from the *Edit* menu (or press command-V).
- Press the tab key and then the delete/backspace key (to delete any data in the *Change to* field).
- Uncheck *Whole Word* and *Match Upper/Lowercase*.
- Click on the *Change All* button.

Optional for the Address Book:

- If you want to delete all instances of *U.S.A.* in the *Country* field, select *Change* again.

- Type *^tU.S.A.^p* in the *Find What* field, hit the tab key and the delete key.

- Click on the *Change All* button.

- Go back to your document and either *Save* it or *Print* it from the *File* menu.