

Using your own address book database with a WorksWizard

To use an address book that was not created with the Address Book WorksWizard to print mailing labels with the Mailing Labels WorksWizard or to create form letters with the Form Letters WorksWizard, your address book database must include the following field names spelled, capitalized, and punctuated exactly as shown.

This required field	Includes this information
First Name	First name
Last Name	Last name
Address	First line of the address
City	City
Postal code	ZIP code or postal code

The WorksWizard checks your address book to verify that these required field names are correct. If they aren't correct, the WorksWizard displays a message.

To include the following information in mailing labels and form letters, you must use the field names in the following table. Be sure the names are spelled, capitalized, and punctuated exactly as shown.

If you have this information	Name the field
Mr., Ms., Dr., etc.	Title
Middle initial	Initial
Job title	Position
Company name	Company
Second line of the address	Address2
State, province, territory, county, or region	State/Province
Country	Country

The WorksWizards will check for these field names, too. If your address book database doesn't include the information, or if the field names are different than those shown above, then the options will be greyed and unavailable.

If the field names are different than those in the address book you want to use, change the field names.

To change a field name

- 1 In Works, open the address book database you want to use. For instructions, see page 28 in *Getting Started with Microsoft Works for Windows*.
- 2 From the View menu, choose List.
- 3 Move the highlight to any entry in the field whose name you want to change.
- 4 From the Edit menu, choose Field Name.
- 5 Type the field name you want from the table above.
- 6 Choose OK.

Restarting a WorksWizard

After you have changed the field names to match those used by the WorksWizard, you're ready to run the Mailing Label or Form Letter WorksWizard.

To restart a WorksWizard

- 1 From the File menu, choose Create New File.
- 2 Choose the WorksWizards button.
The WorksWizards dialog box is displayed.
- 3 Choose the WorksWizard you want to start.
- 4 Choose the OK button.

Changing the look of your address book form

You can move fields in form view to organize the form the way that works best for you.

To quickly move a field in form view

- > In Works, drag the field to a new position.
The pointer changes to a small hand to indicate that you can move the field.

You can also change the look of the form. For more information, see the "Guide to the Database" in the Microsoft Works for Windows User's Guide.