

Lettershop Service Mail Merge Preparation

How to Format Your Data for Printing to an Envelope

Data merged to an envelope is formatted differently from data merged to a label. Where labels would have you place the address in a vertical fashion, an envelope merge requires a horizontal data set.

Create an Excel document:

Export the Data from Colleague to Excel

The information should run in columns with each column containing a unique data set

Example:

First Name Last Name Address 1 Address 2 City PROV POST Country

or

Full Name Address 1 Address 2 City Province Postal Country

If Address 2 is blank, it should remain an empty cell. The City and province data should not shift to the left to fill all available spaces, but remain under their own headers.

Email the file to print.shop@msvu.ca

Sorting the Data

We sort the data by country and then by postal code in order to ensure that it's processed as quickly as possible. It takes significantly less time to do a data sort putting international and US addresses together than to hand sort after printing. This will also allow us to quickly spot problem addresses for correction before we proceed.

Proofing

We complete the mail merge and send a pdf proof for approval prior to print.

Print, Stuff, Mail

Once we print the envelopes, you have the option to complete lettershop service in the shop, or have the envelopes sent to your office for stuffing.

Time Line

Standard production scheduling applies: 3-5 Business Days from approval of the merge proof.