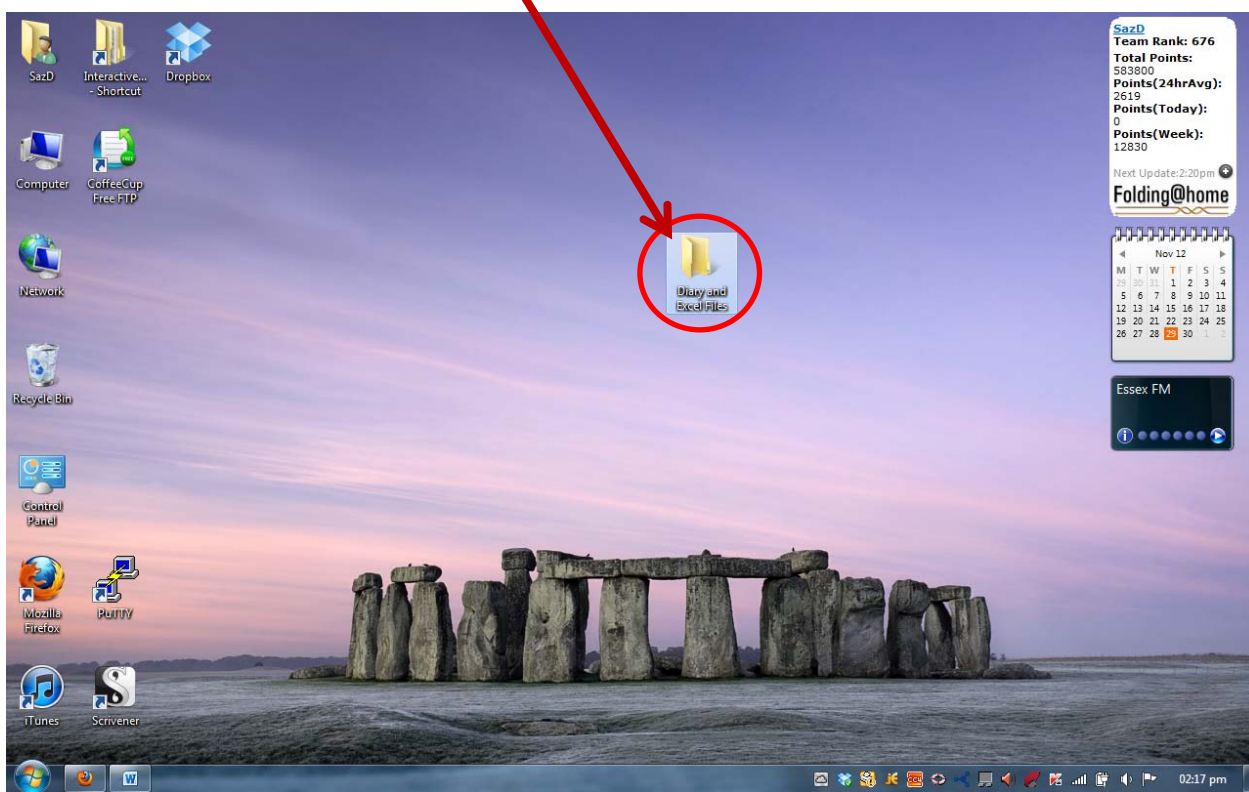
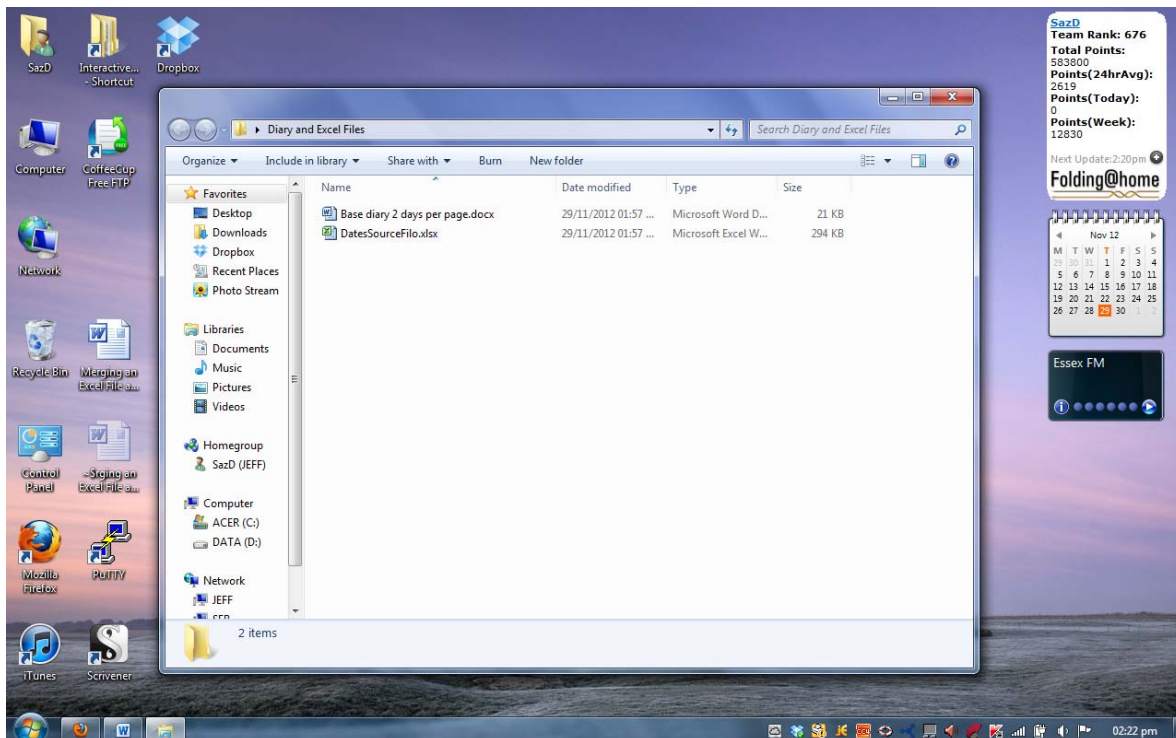


Merging an Excel File and a Diary File

First, save both files somewhere sensible so you know what they are and which files you need to use! I started off saving both files to a folder on my Desktop that I created especially for this task:



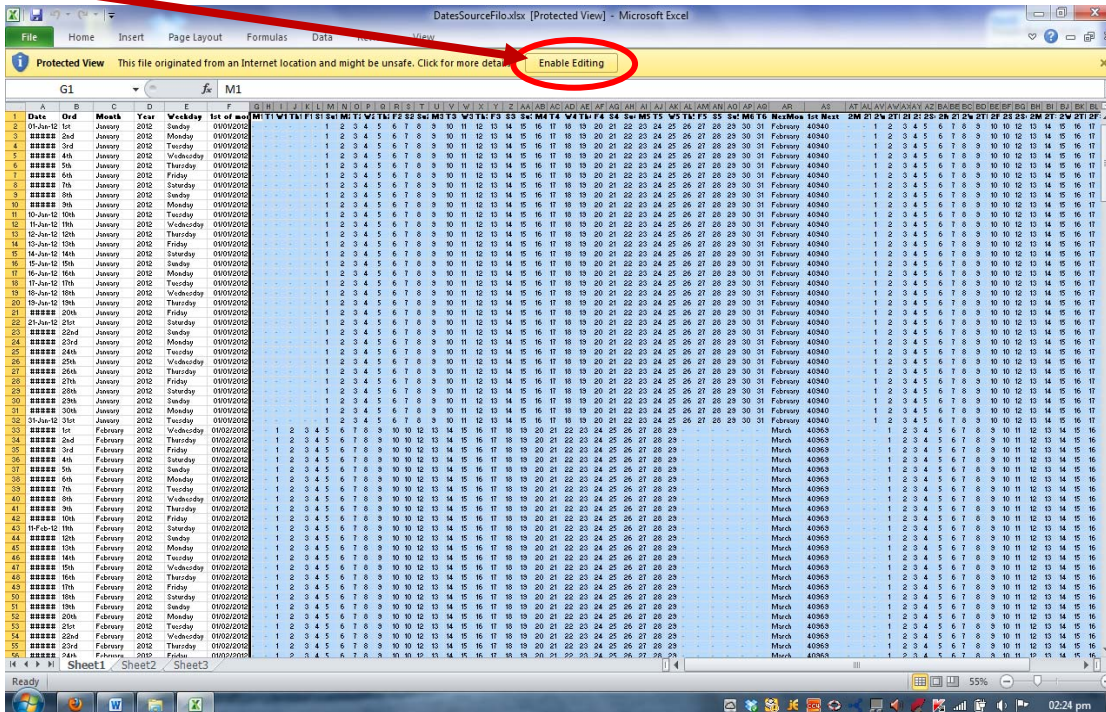
Inside this folder I just have the two files I want to work with. The final merged diary file will also end up in this folder as well.



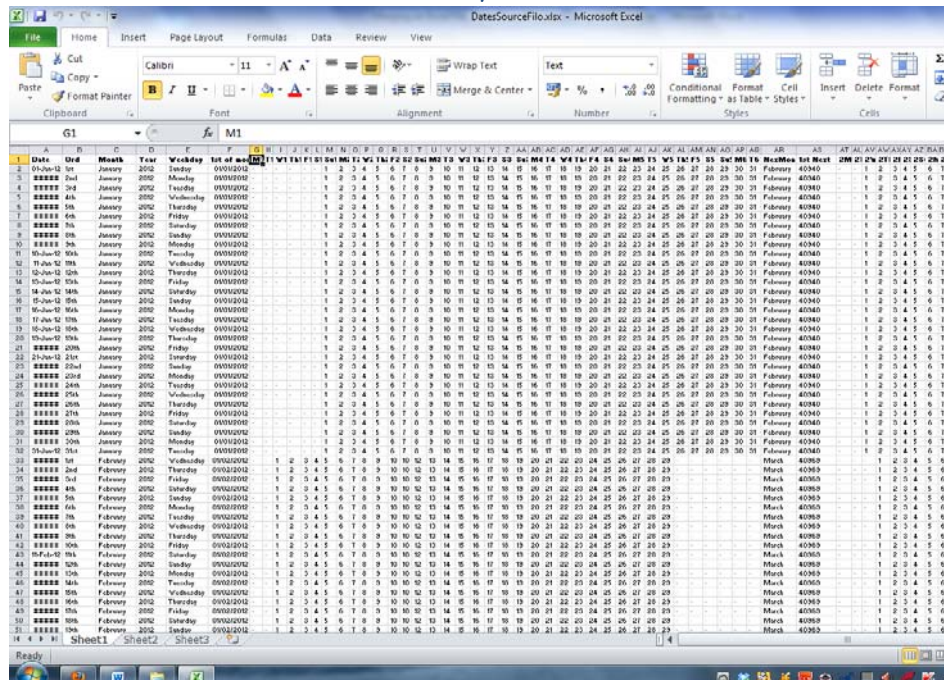
Part 1 - The correct year dates in the Excel file

For now, we need to open up the Excel file to change it to the correct year. So click (or double click) on the Excel file (called *DatesSourceFilo.xlsx*) to open it like you normally would.

This is what the document will look like in full screen mode when you open it. The first thing that needs to be done is to edit it, but that yellow bar across the top says that we need to click the button to enable editing, so we should do that:



After the button has been clicked, the sheet looks like this:

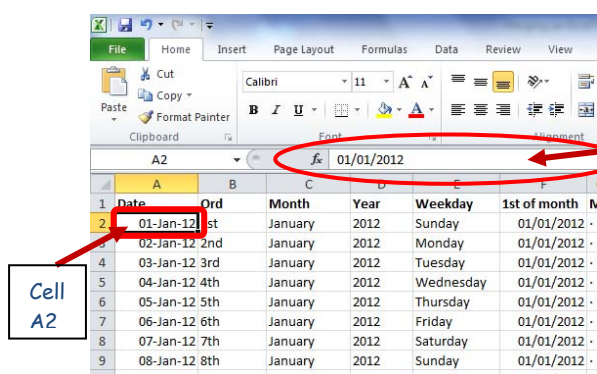


This image shows after you have resized column A

In the first column (A) labelled Date, you will see in the screenshot above that there are some #s instead of some dates, all that means is that the column is not wide enough to show what it actually is in. We can change this by hovering the mouse on the line between columns A and B, so the mouse changes to a double ended arrow with a line in the middle:

When it looks like that, double click and the column will automatically resize to show all the dates.

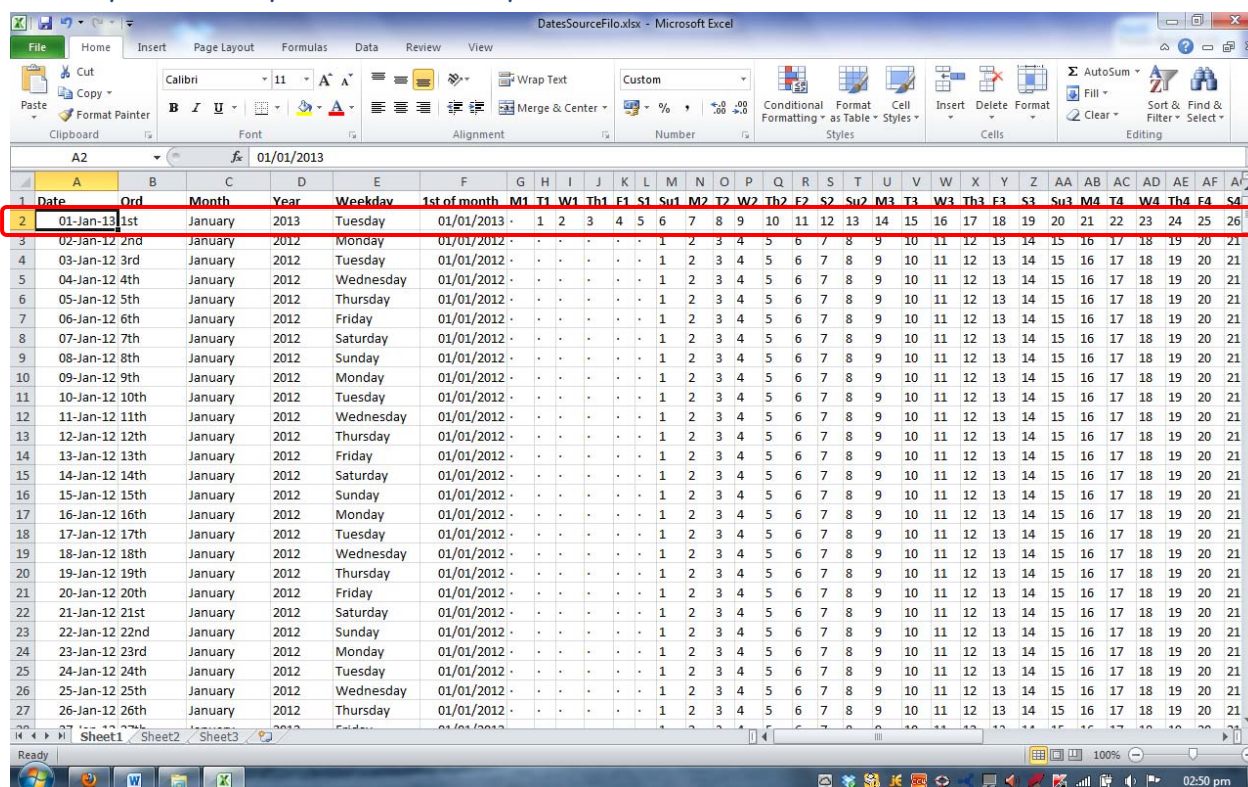
If you click on the date in cell A2 (column A, row 2 - the date currently says 01-Jan-12 in the image below).



Formula bar


If you look in the Formula bar, the date is 01/01/2012. Click in the Formula bar and all you need to change is the last two digits from 12 to 13 (or which ever year you want) then press the enter button on the keyboard

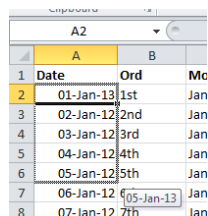
and it will change row 2 and should look like the screenshot below, the weekday will change from Sunday to Tuesday as that's the day 2013 starts on:



This whole row will have changed

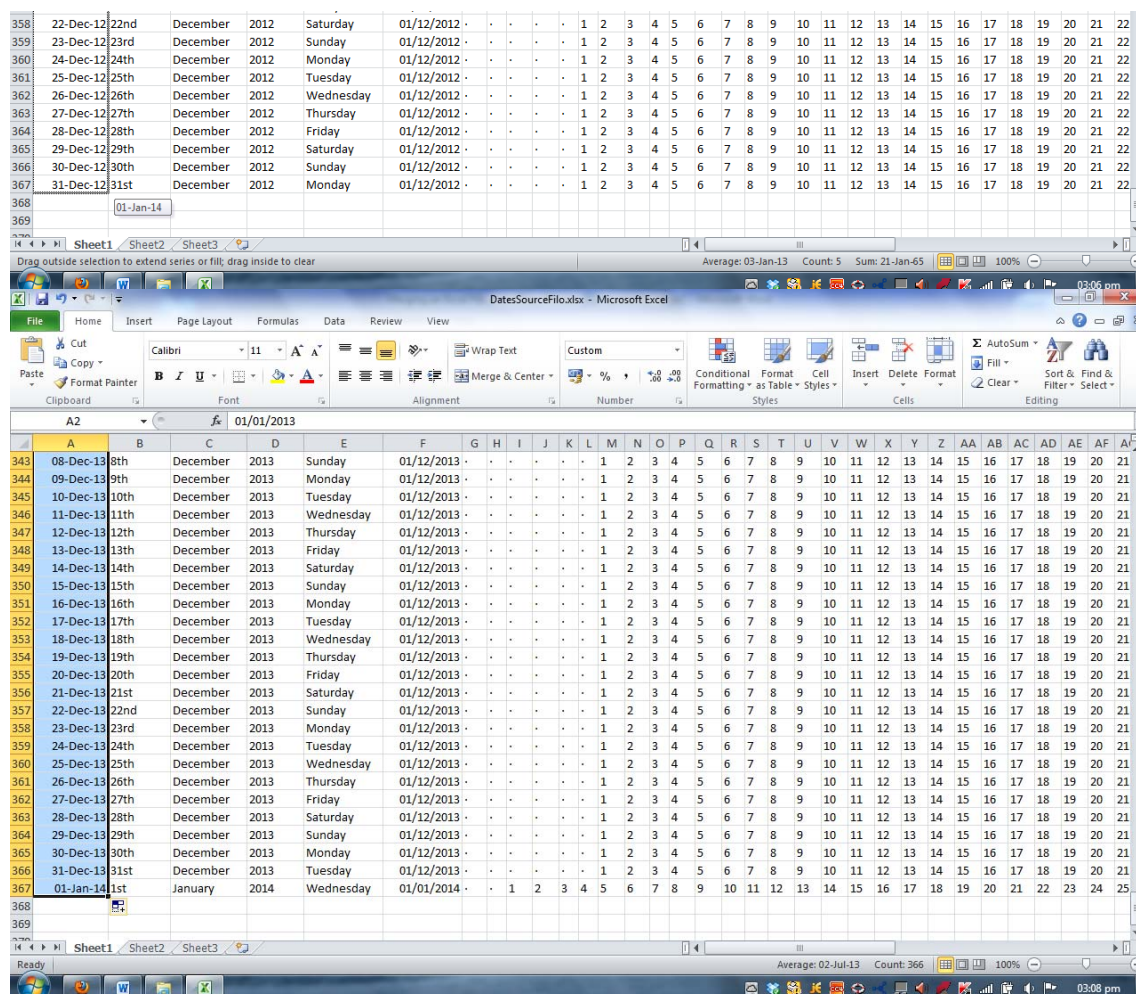
All we need to do now is change the rest of the dates in the Excel file. Don't worry; you don't have to re-type them all! We just need to tell Excel that we want to replicate these changes for the whole of column A. There is an easy way to do this, if you look at the screenshot above, look at the start of row 2 (the one with the red box around it), you will see cell A2 is selected. You can tell it's selected because it has a black box around the cell and a square blob in the bottom right hand corner of it. We are going to use the square blob for this next bit. Make sure you have cell A2 selected in your Excel file before you do anything else!

You then need to hover over the square blob and when the mouse changes to this:  click and hold the mouse button down and drag the mouse down so a fuzzy box is created around the cells below, like in the image to the left.



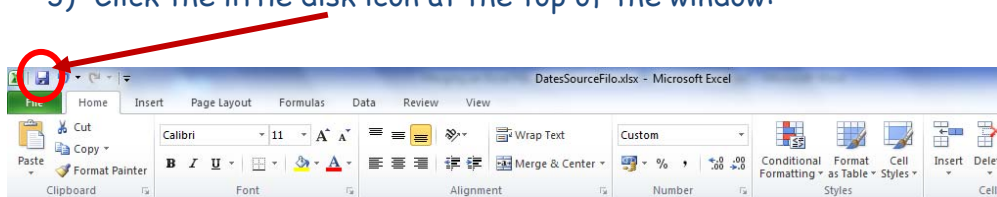
Keeping the mouse button down, drag the mouse all the way down to the last cell there are dates in in column A.

In my screenshot below you can see that the last row in the Excel file is numbered 367, which will then change to say January 2014 when you release the mouse button.



The above screenshot shows the last row has changed to January 2014 once the mouse button has been released. You should also notice the difference in the rest of that last row between both of the above screenshots. Now you must SAVE the Excel file, you can do this a number of ways:

- 1) Press CTRL S in Windows using the keyboard
- 2) Go to File, Save
- 3) Click the little disk icon at the top of the window:



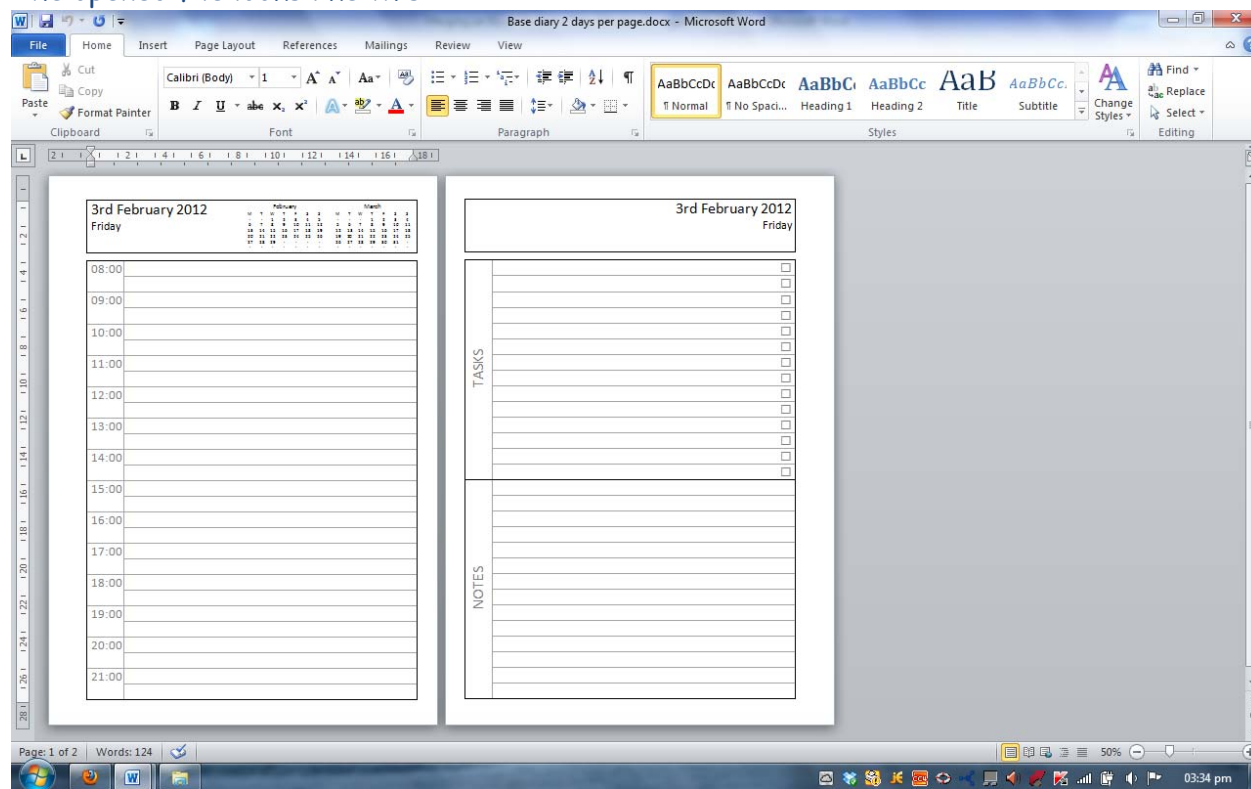
Close the Excel file once you have saved it.

Now you have changed the Excel file to the correct year dates that you want and you have saved the file (you MUST save the file, keep it as the same file name), you can now link the Excel file to your Word document.

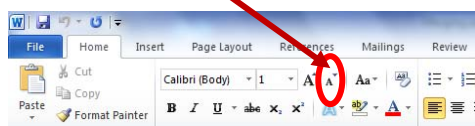
Part 2 - Linking the Excel File to the Word document

Open the Word document you are using for the base of the diary, in this example I am using a Day across two pages (although you will notice the file name is slightly different to this but that's what it was like straight from Ray's website so I have left it exactly the same!).

The opened file looks like this:

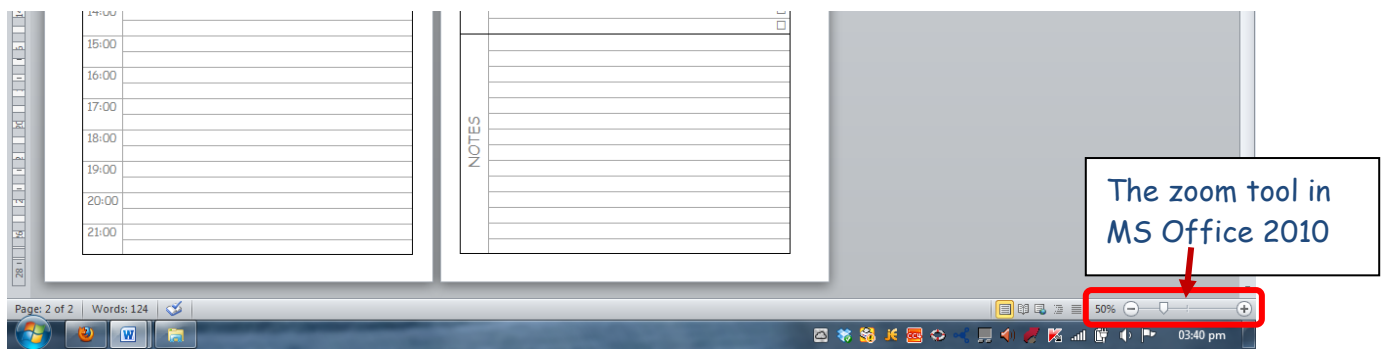


If you want to change the fonts, go ahead! Just don't delete anything - and remember that some fonts are bigger than others even if they are the same font size! When I change font to Comic Sans MS (more readable by anyone and especially helpful for special needs people) I make the font size one smaller (using the "shrink font" button on the tool bar as it changes ALL of the fonts to a smaller size at once)



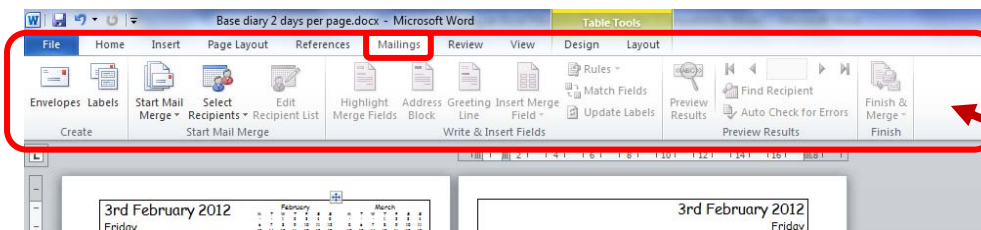
If you select all the text at the same time (CTRL A using the keyboard in Windows) then you just select the new font then I dropped the font size down. You can tell if you need to do this because you will now have 3 pages instead of 2! If your font is smaller than the standard one check you haven't got some of the 2nd page on the bottom of page 2, if you do you might need to increase your font. If that still isn't right, choose a different font or you could end up making the file a mess! Trust me - I have done that many times before and occasionally the only way to fix it is to close without saving and start over again!

If you have changed more than just the font, that's ok - just so long as you still have the dates on the pages you will be ok. If, like me, you don't want the little calendars at the top of the left hand page, you can delete those without messing things up, just don't delete the one's that say "3rd February 2012" and "Friday" in my example images.



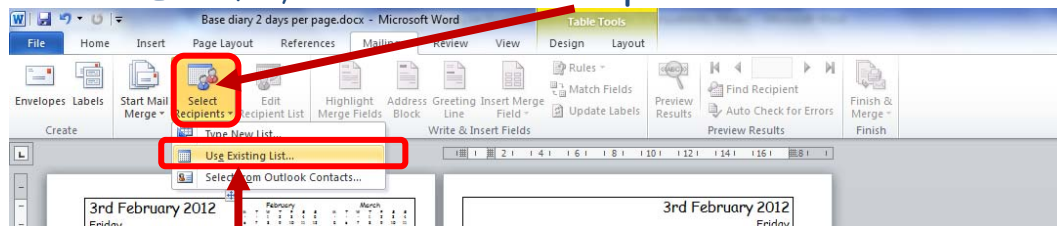
So, starting from either your customised document or the original one, make sure you can see both pages at once like I can in the image above, zoom the page in or out as necessary.

We will be using the Mailings toolbar for the next bit so click on it at the top now.



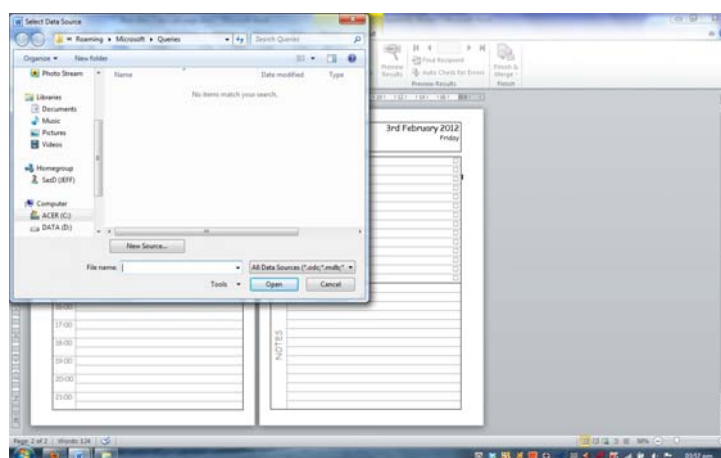
When you don't have an Excel file linked to the Word document, most of the options will be greyed out as it shows here.

To link an Excel file, click on the **Select Recipients** button:

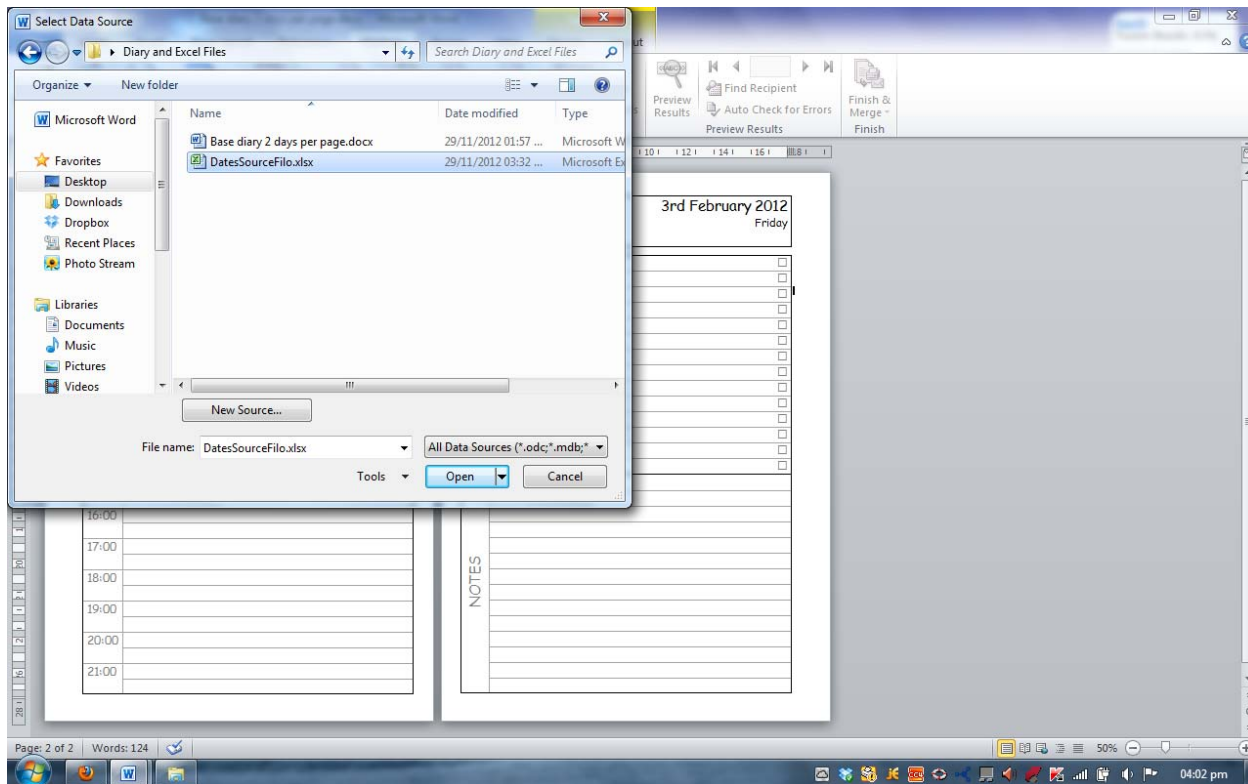


Followed by **Use Existing List...** and you will be asked to locate the file you want to link.

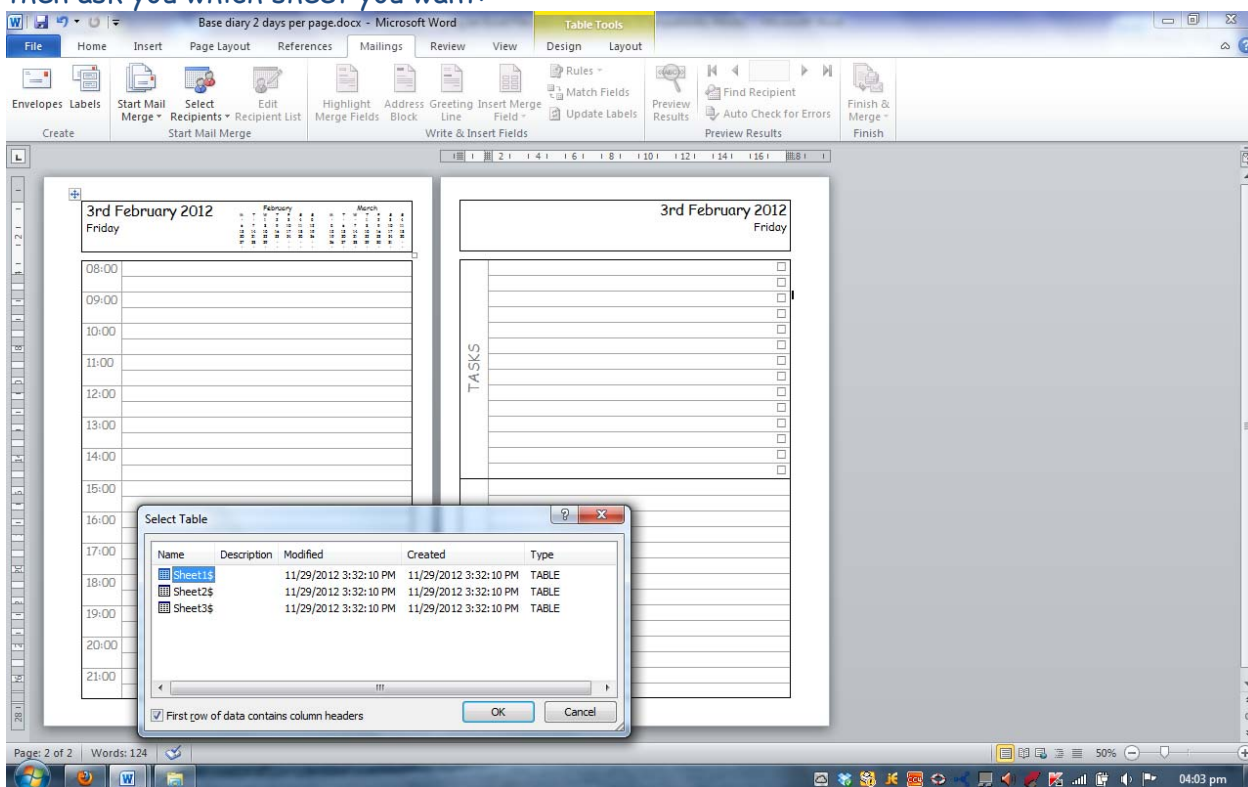
Initially the folder the computer looks in is a Microsoft one:



My files are in a folder on my Desktop, I have never saved any files in the one that comes up! All you need to do is locate the files that you have saved. So I'm just going to select the file in the folder on my Desktop:

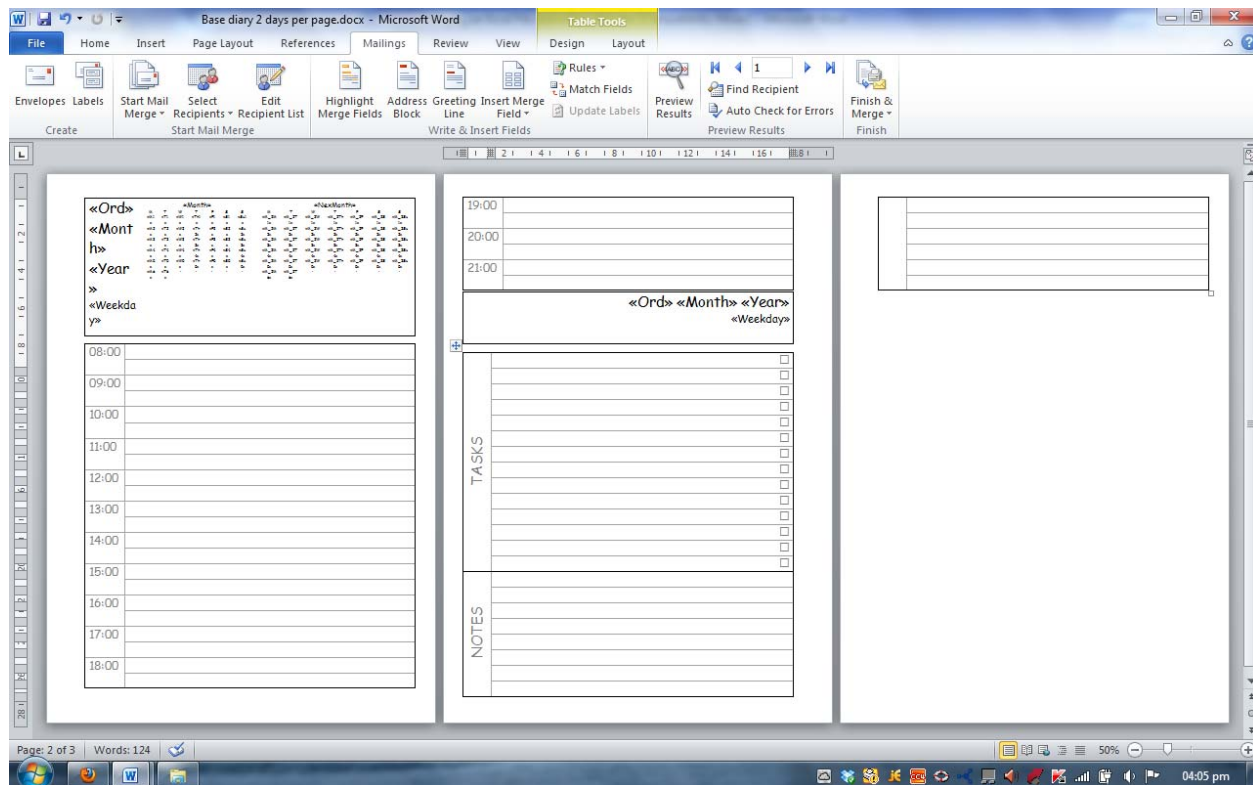


When you have the appropriate Excel file in the File name box, just press the Open button. It will then ask you which sheet you want:

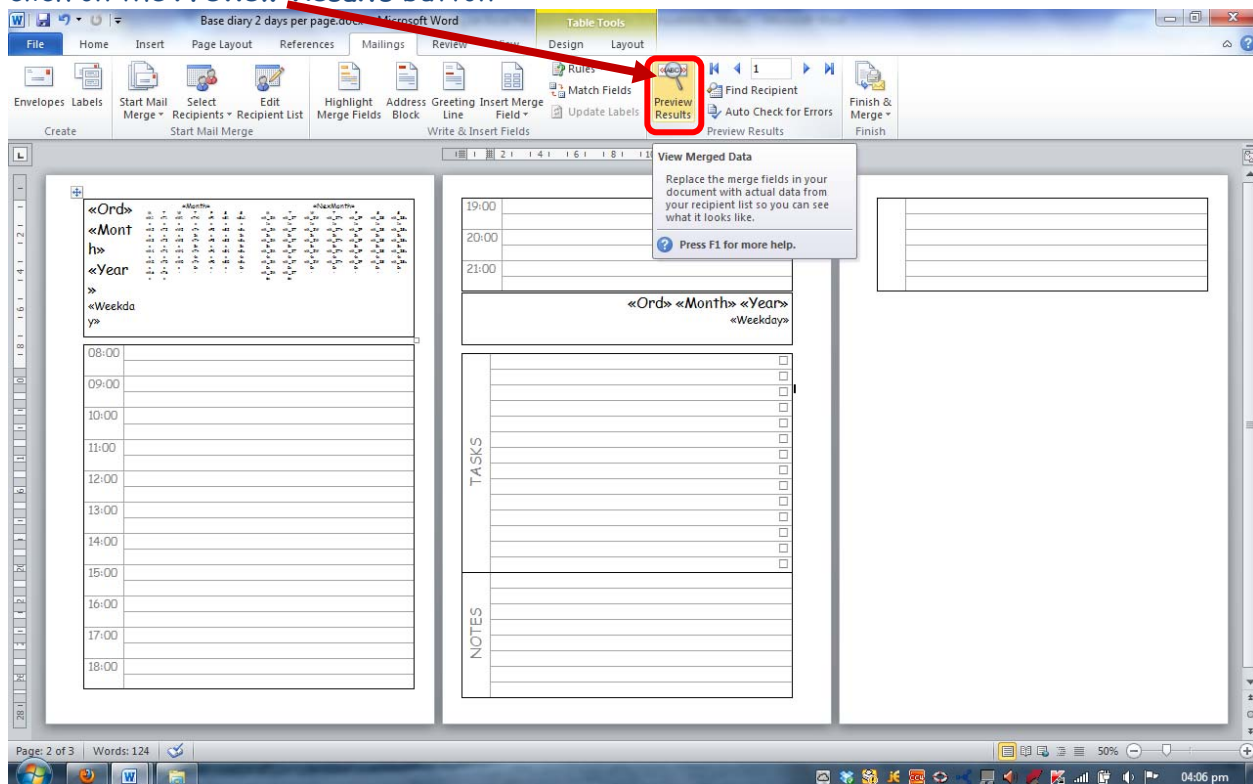


Make sure Sheet1 is selected then press the OK button.

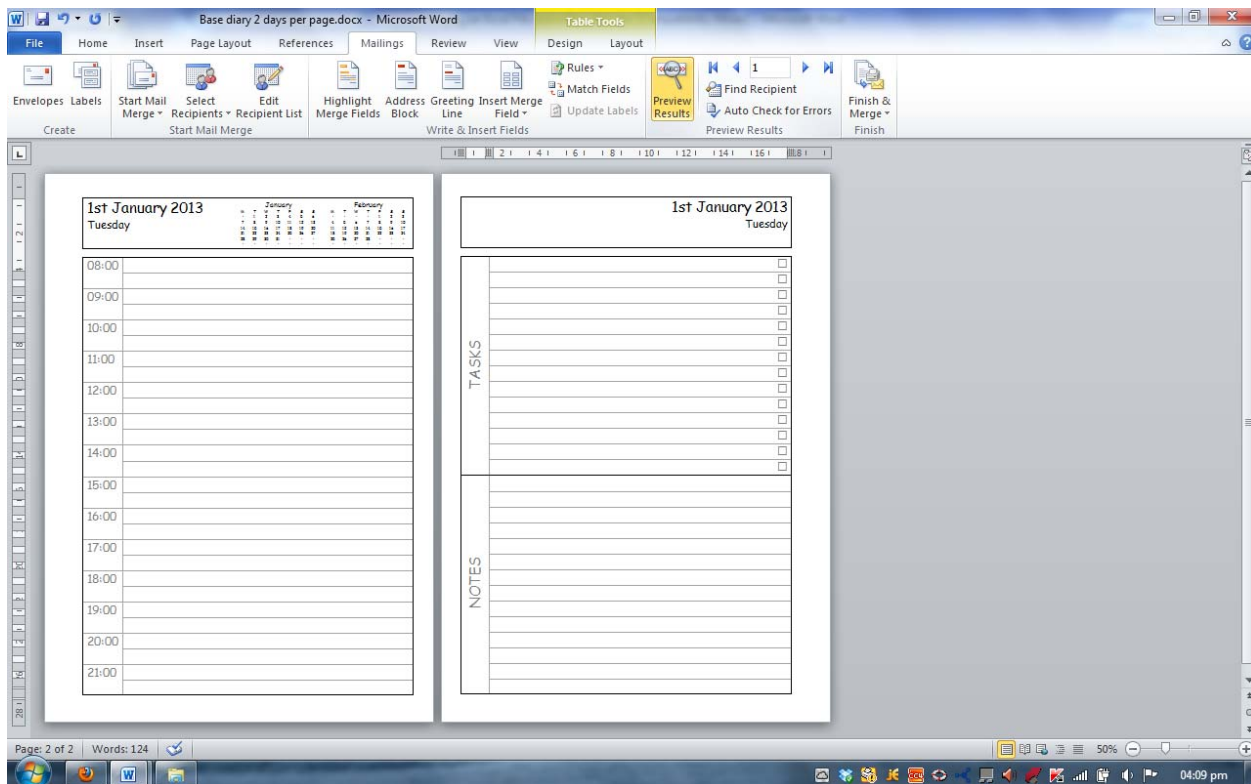
Now Word will use the information in the Excel file in your Word file, it may initially look like it has made a right mess:



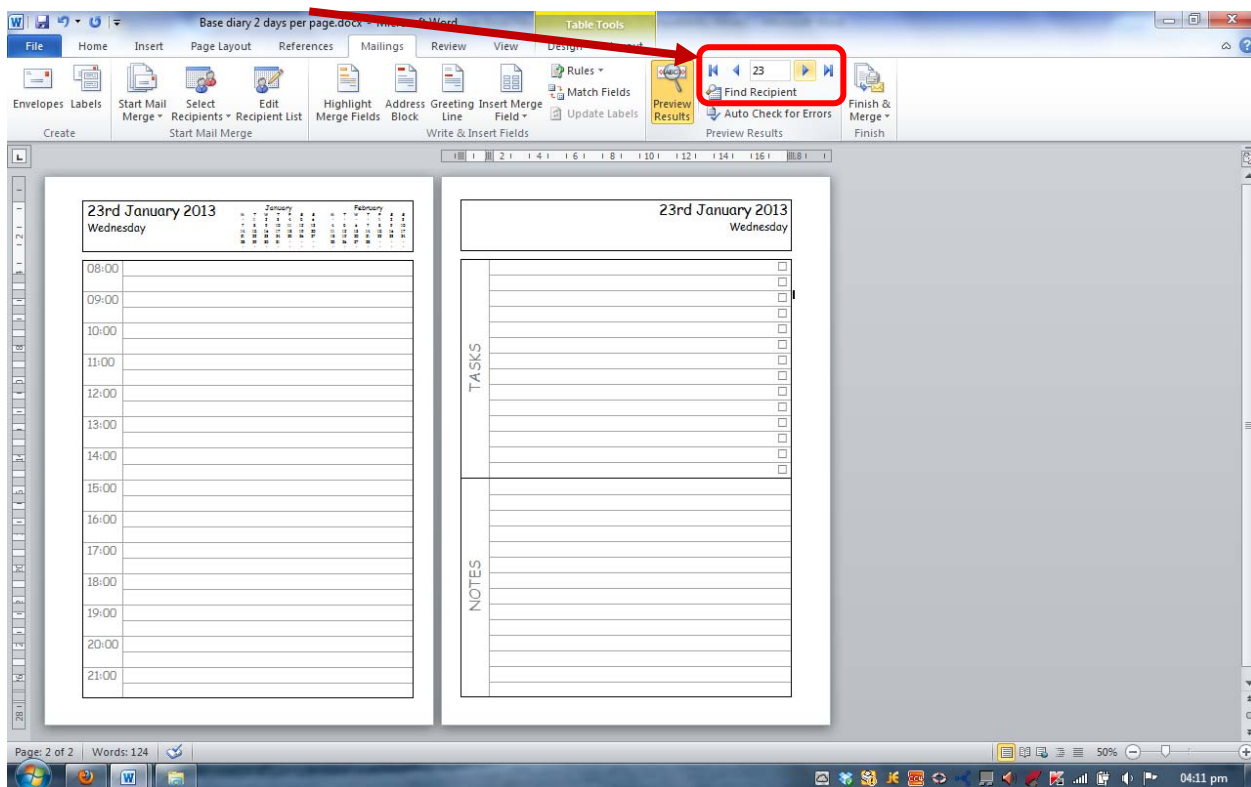
But don't worry, it is just showing the field names it has put in! If you want to check it still looks ok, click on the **Preview Results** button:



When you have clicked on the preview results button your document should look more like this:



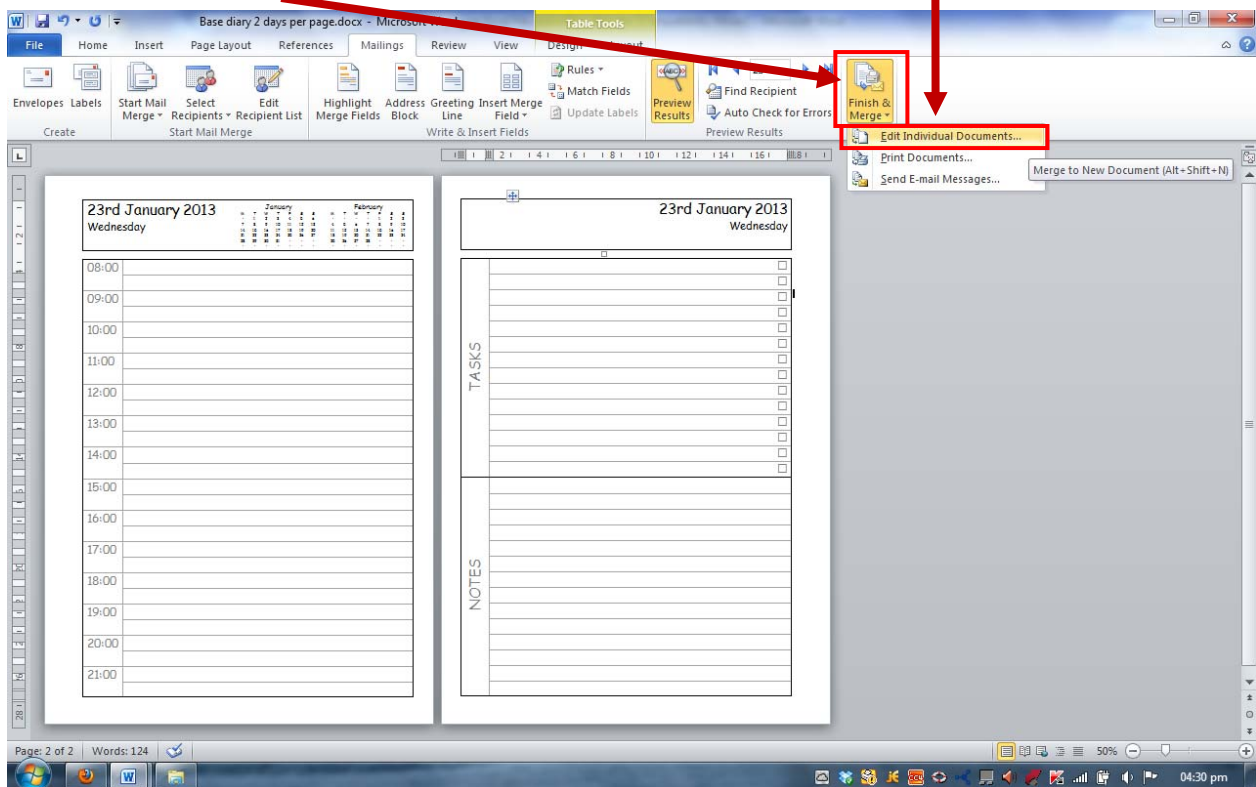
You can use the **Find Recipient** arrows to check other days look ok as well:



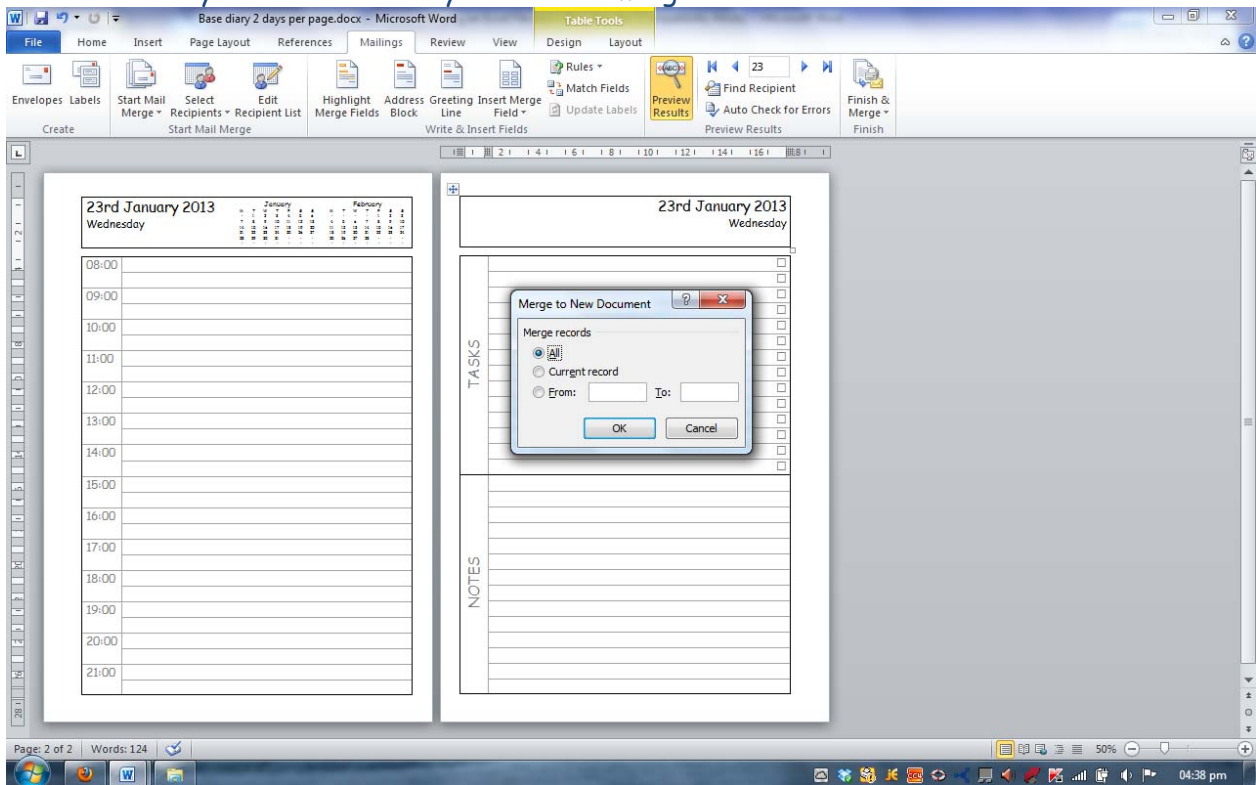
Check what months like September look like, particularly from 10th September 2013 on wards - you will see later that I didn't initially do this so my document initially didn't look right from 10th September 2013 onwards!

If they all look ok, and they probably will! Then you can complete the merge. But before you do that, **SAVE** the document!!!

Click on the **Finish & Merge** button then select the **Edit Individual Documents** option:



Word will ask you what records you want to merge:

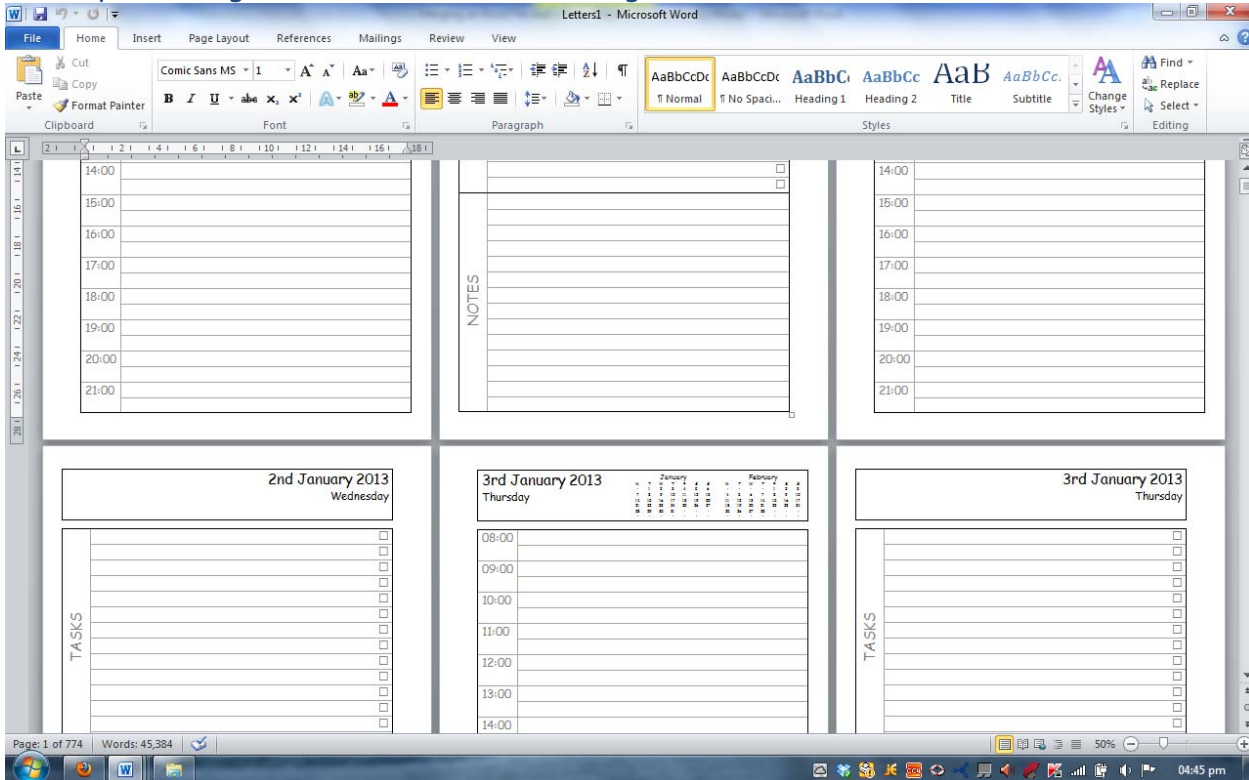


If you want to do them all at once select **All**, other wise put in the numbers of the records you want to merge, you might need to use some guess work as to the record numbers but as the individual records get opened as a new Word document you can always see what some numbers generate then try again by coming back to your pre "Finish & Merge" document and trying a different set of numbers.

For this tutorial I am going to merge all records. Note that merging all records for a day across two pages will take quite a while, so just wait patiently!

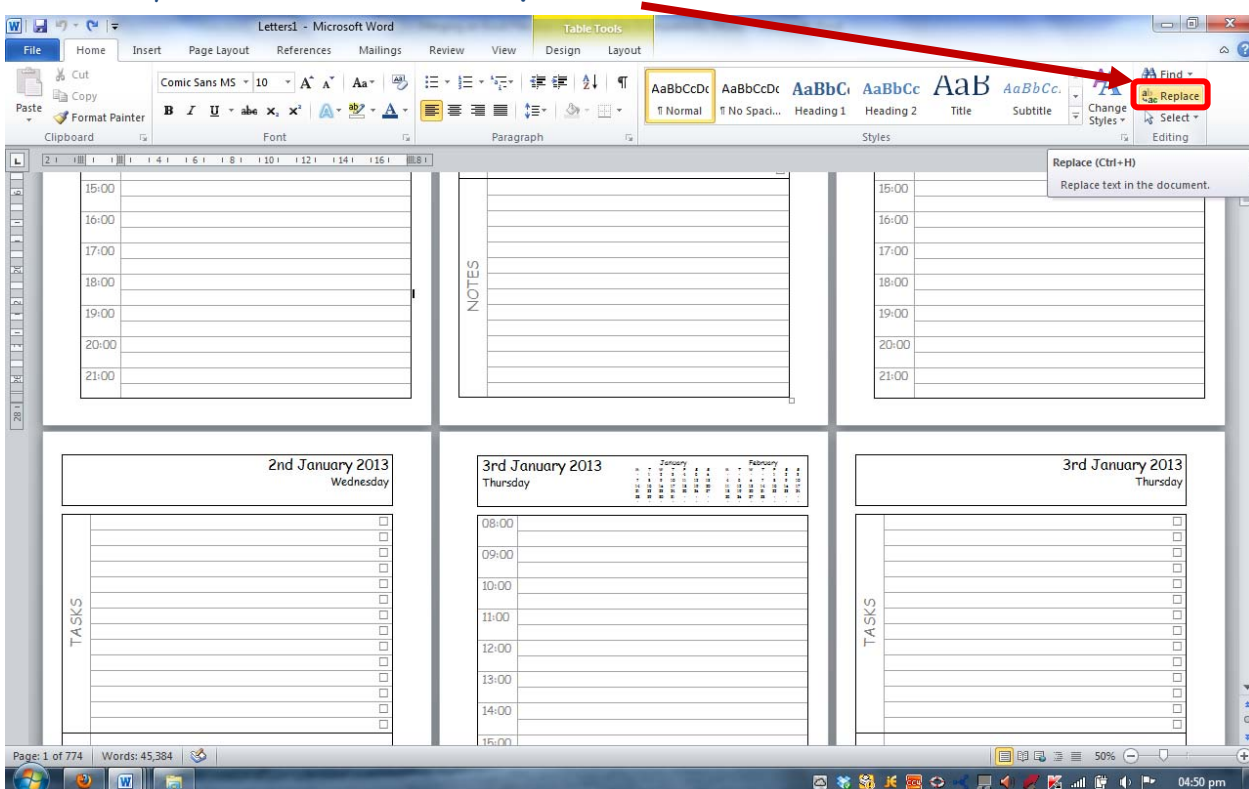
The merged file

Initially the merged file should look something like this:

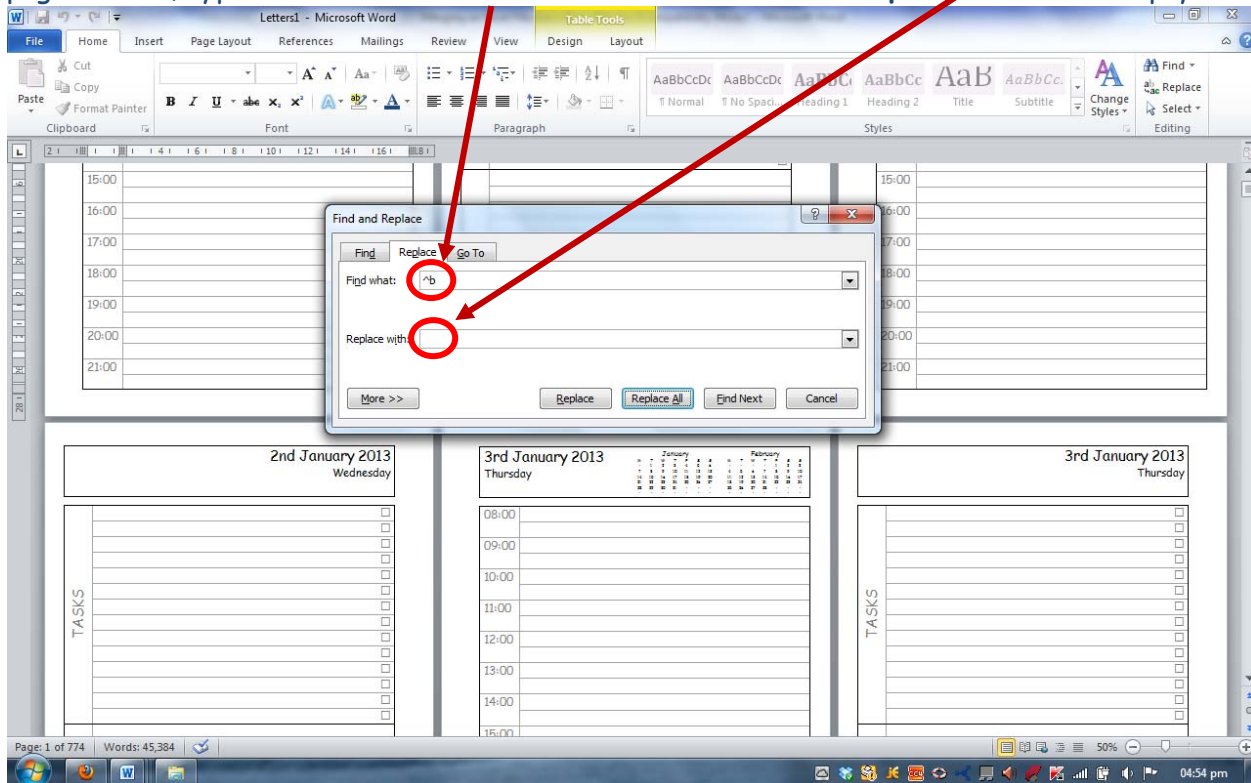


I have obviously scrolled down so you can see there are no blank pages etc. However this file is not quite ready to be printed just yet!

First of all we need to remove any extra blank pages that haven't shown up - Word hides some pages! To do this you need to click on the **Replace** button:

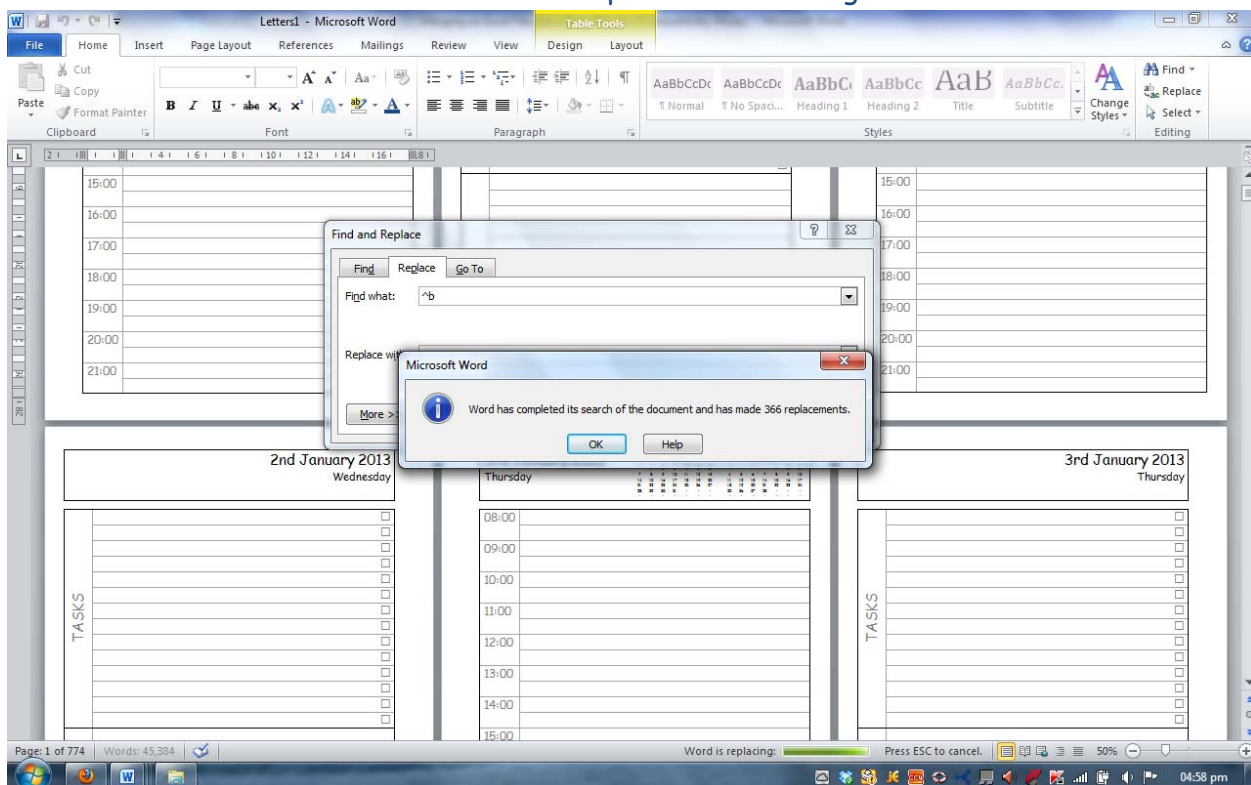


It will ask you what you want to replace, you need to type in ^b which will make it look for extra page breaks, type that into the **Find What** box and leave the **Replace With** box empty.



Then click on the **Replace All** button.

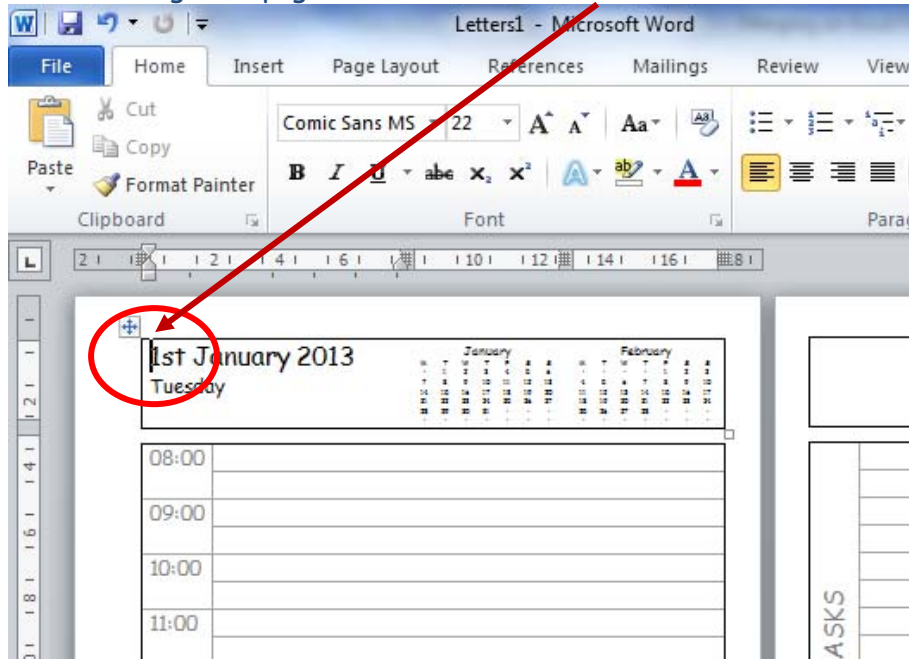
It will take a little while then should come up with this message:



If you get 0 replacements then you have probably typed the ^b round the wrong way or have already not got any to replace.

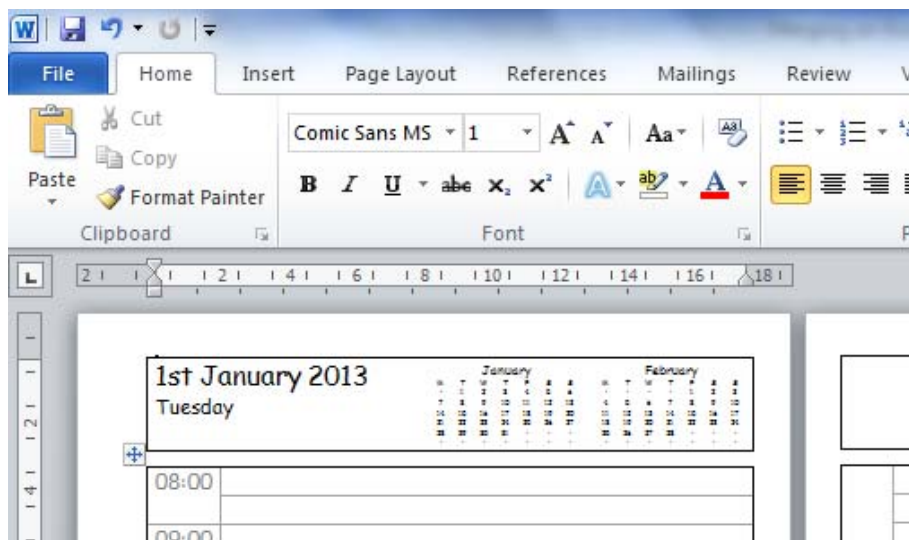
Now to make the pages so the holes are in the middle of a day spread, we need to add a blank page right at the start of the document.

To do that, got to page 1 and click to the left of the 1 in the date:



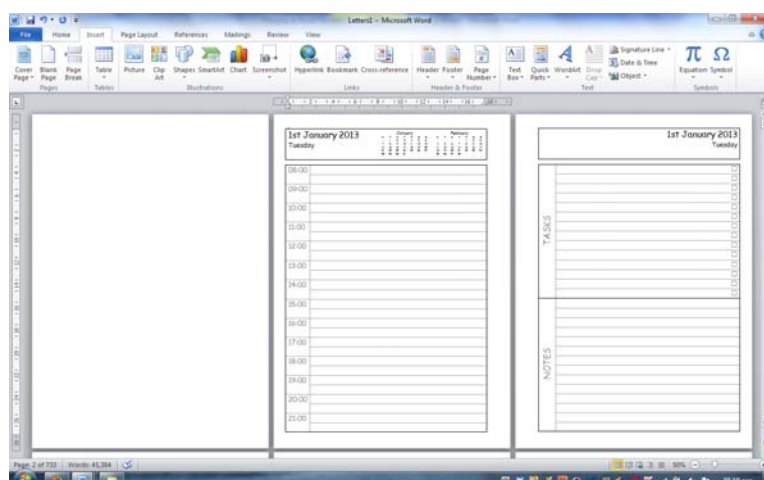
From here all you need to do is click the left arrow key on the keyboard so the text icon goes from the table to the page behind it.

You might just about be able to see the text icon behind the top part of the table.



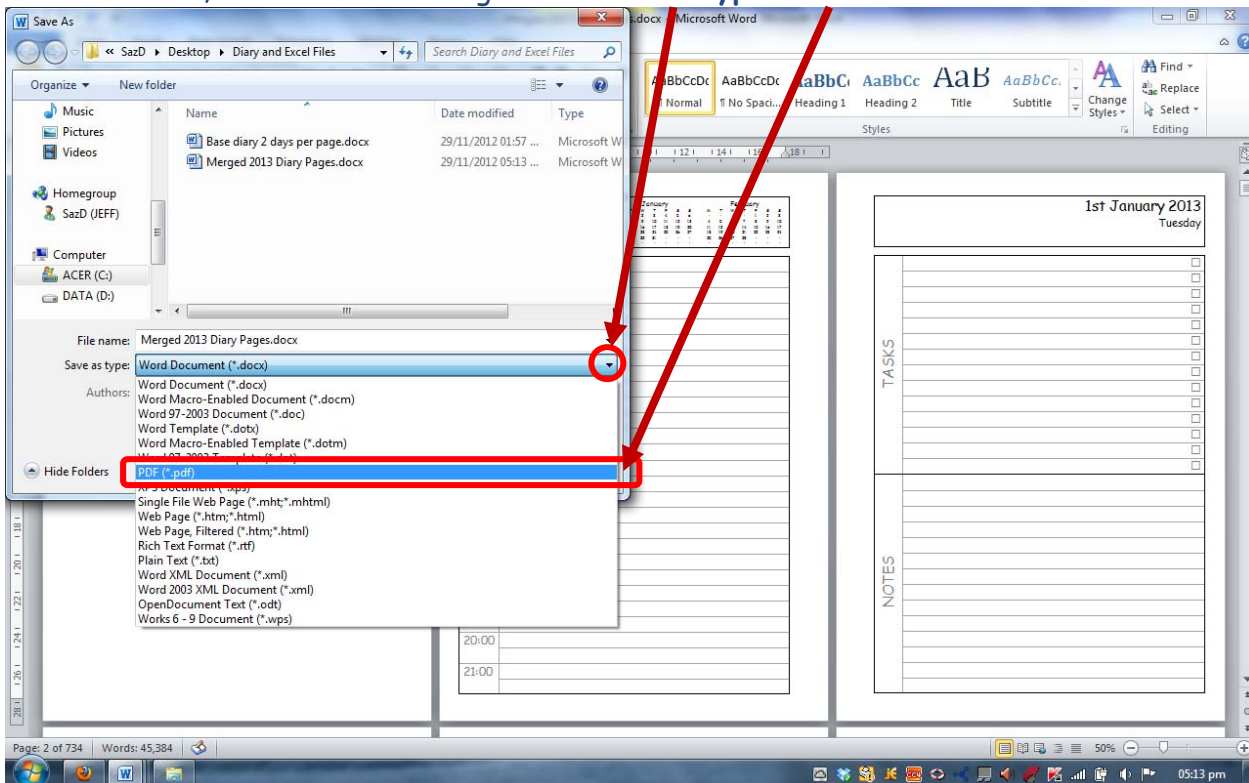
When the text icon is behind the table, press CTRL Enter (in Windows) or click on the Insert tab at the top (next the Home tab) and click blank page.

You basically want it to look like this:

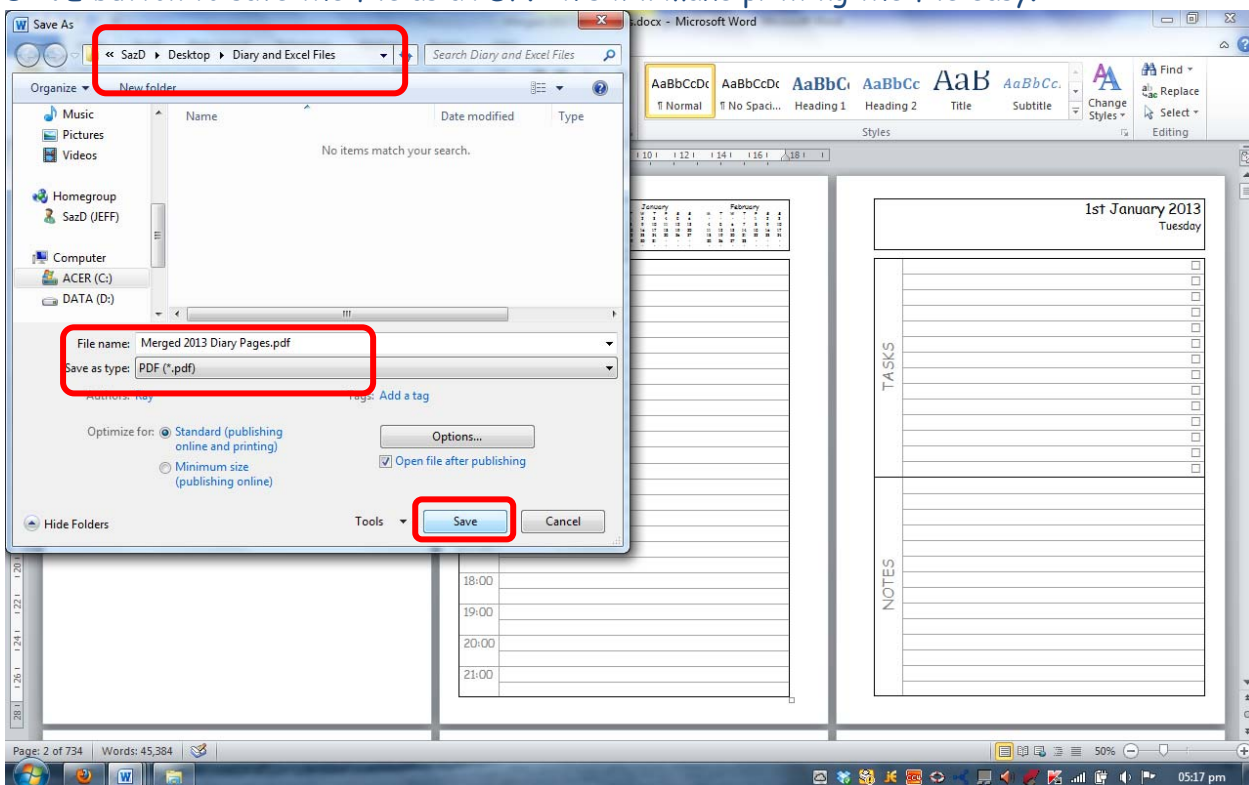


SAVE this file!!! Click File, SAVE, then name it something appropriate like **Merged 2013 Diary pages** in the same folder as your original files so that you know where it is!

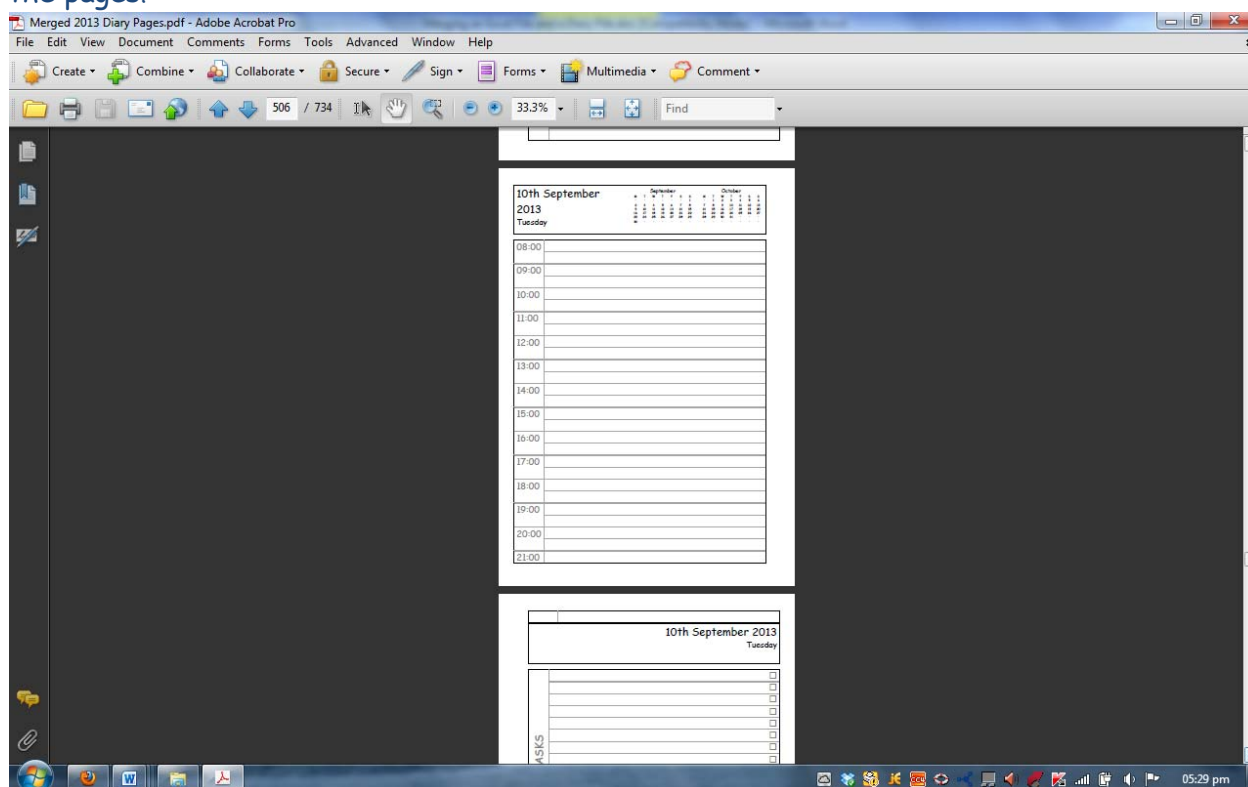
Then click File, SAVE AS and change the **Save as Type** to PDF:



It should still be in the same folder as before, check it is correctly set to .PDF then click on the **SAVE** button to save the file as a PDF. This will make printing the file easy.

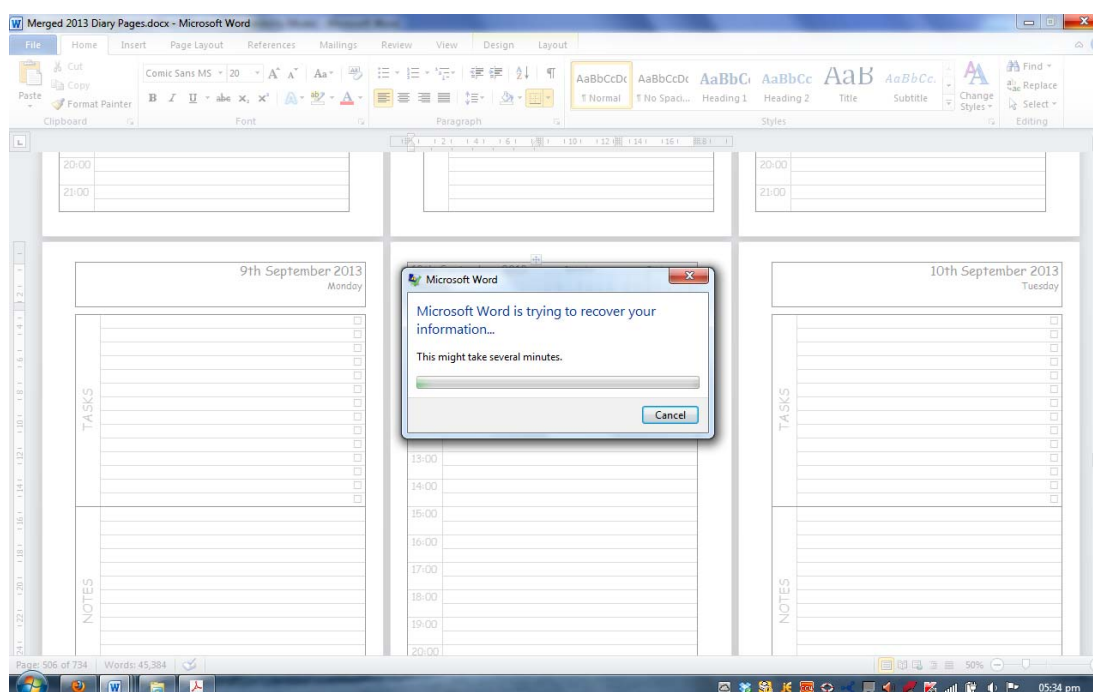


Once your PDF is made, it will be saved in the folder with the other files. Check the file for problems, mine came up with an error when it finished saving, although it actually saved it ok. When I opened up my PDF I scrolled all the way to the bottom to check the pages are still ok, the bottom page on mine is not ok so I checked back and found that until the 10th September 2013 my pages were fine but on the 10th September the 2013 goes onto a new line and messes up the rest of the pages!



Depending on how you print your pages from here, it may be better to go back and change the font size either in the merged file or the original file and merge or save the document again, overwriting this file. I went to the merged document and changed the font size (I made it 1 size smaller) from the 10th - 30th September and checked the rest of the year - luckily they were all ok. Then I re-saved to PDF. The PDF file is now fine and can be printed from.

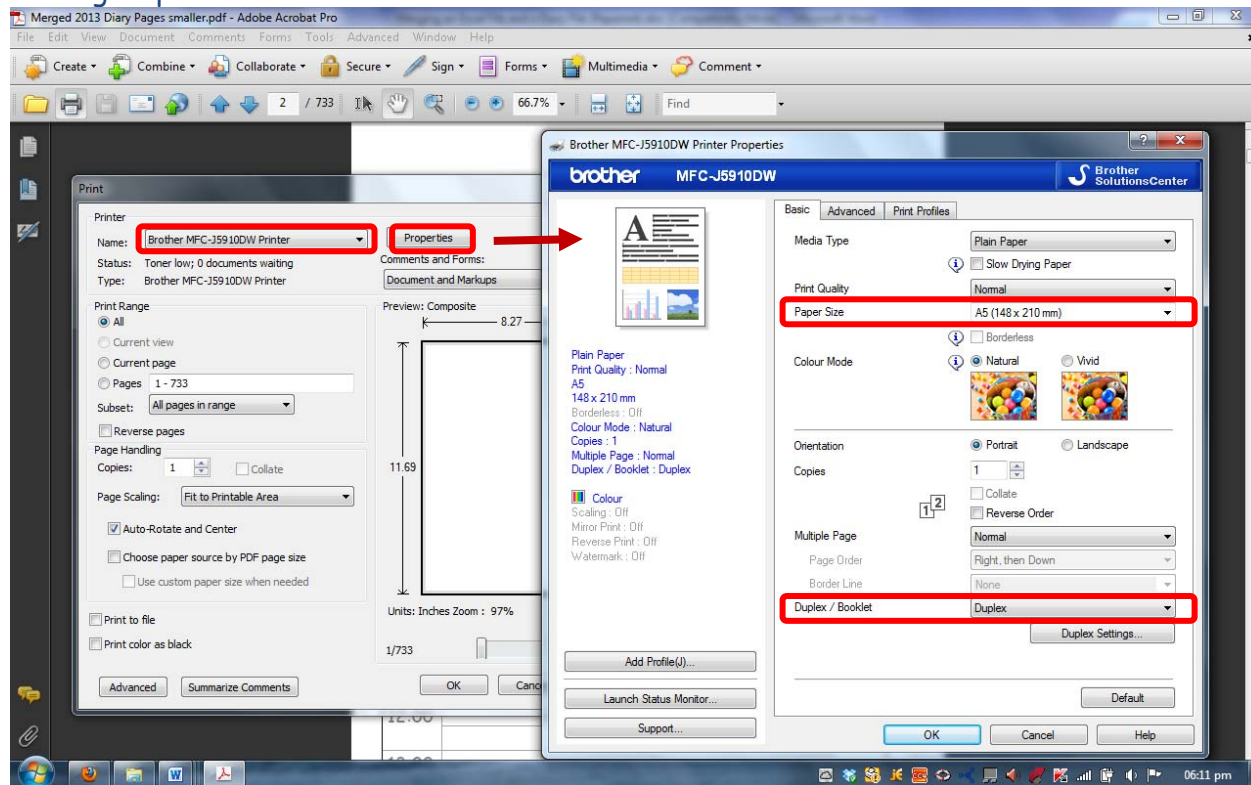
Just make sure you save your file regularly or this might happen!!!



Part 3 - Printing your diary

Now your diary is in PDF format you can print it a number of ways. Personally I have A5 paper and a printer that will automatically double side A5 pages for me so I print my pages straight to A5 paper, selecting the Auto Duplex option. You can print to A5 pages without auto duplex by printing all the odd pages then flipping them over and printing all the even side pages, but you will need to check how your printer prints before printing the whole pile just in case you end up getting it the wrong way round!

These are the settings I use to auto duplex on A5 paper; this might be different to your printer setting so please check:



If you need to print straight to A4 paper then you cut it in half you will need to print the diary in booklet format. My printer settings look like this, but yours may be different:

