

# Copying Data from the Web to the Star Chart Spreadsheet for a Mail Merge

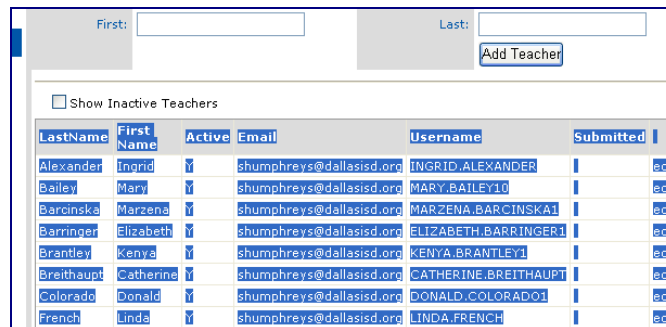
Before you begin, have your Star Chart.xls Spreadsheet and an Internet Browser open.

Login to <http://starchart.esc12.net/login.aspx> at the Campus or Principal level

Select the “**Teacher List**” option at the top of the page below the header but above the campus name.

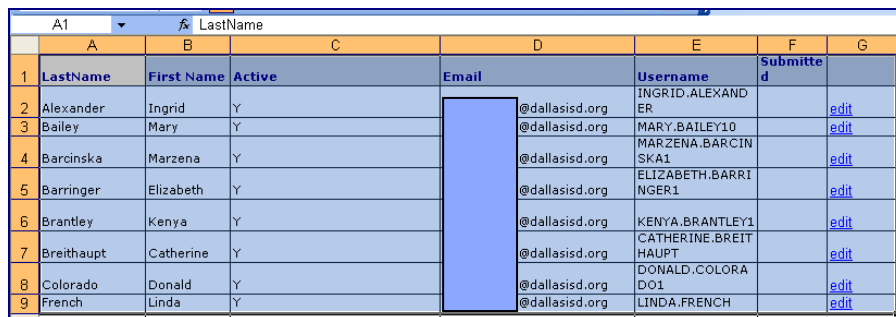
Select/Highlight the Teacher Table from just to the left of **Last Name** to the edit column of the last teacher listed.

Right click on one of the highlighted (blue) objects and select **COPY**.



LastName	First Name	Active	Email	Username	Submitted
Alexander	Ingrid	Y	shumphreys@dallasisd.org	INGRID.ALEXANDER	edit
Bailey	Mary	Y	shumphreys@dallasisd.org	MARY.BAILEY10	edit
Barcinska	Marzena	Y	shumphreys@dallasisd.org	MARZENA.BARCINSKA1	edit
Barringer	Elizabeth	Y	shumphreys@dallasisd.org	ELIZABETH.BARRINGER1	edit
Brantley	Kenya	Y	shumphreys@dallasisd.org	KENYA.BRANTLEY1	edit
Breithaupt	Catherine	Y	shumphreys@dallasisd.org	CATHERINE.BREITHAUPT	edit
Colorado	Donald	Y	shumphreys@dallasisd.org	DONALD.COLORADO1	edit
French	Linda	Y	shumphreys@dallasisd.org	LINDA.FRENCH	edit

Return to the Excel Spreadsheet and select cell A1 of Sheet 1, right-click and select Paste. All the copied data from the web will be pasted in the spreadsheet.



	A	B	C	D	E	F	G
1	LastName	First Name	Active	Email	Username	Submitted	
2	Alexander	Ingrid	Y	@dallasisd.org	INGRID.ALEXANDER		edit
3	Bailey	Mary	Y	@dallasisd.org	MARY.BAILEY10		edit
4	Barcinska	Marzena	Y	@dallasisd.org	MARZENA.BARCINSKA1		edit
5	Barringer	Elizabeth	Y	@dallasisd.org	ELIZABETH.BARRINGER1		edit
6	Brantley	Kenya	Y	@dallasisd.org	KENYA.BRANTLEY1		edit
7	Breithaupt	Catherine	Y	@dallasisd.org	CATHERINE.BREITHAUPT		edit
8	Colorado	Donald	Y	@dallasisd.org	DONALD.COLORADO1		edit
9	French	Linda	Y	@dallasisd.org	LINDA.FRENCH		edit

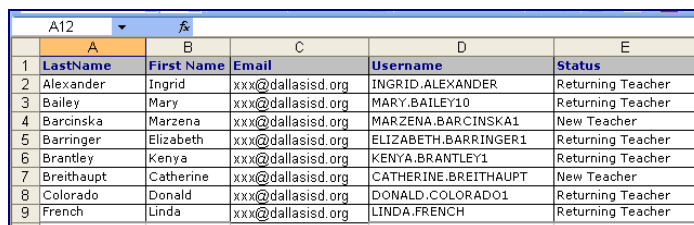
There are more column than you need but it is OK to leave all them showing. If you wish to delete columns C and G go ahead. If not leave them. **DO NOT** delete column F. You can also make the columns wider/narrower if you desire, but not necessary.

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Now select cell F2, enter the appropriate status for that teacher, New Teacher or Returning Teacher. Move to cell F3, enter the status for that teacher. Continue down column F until the status for all teachers listed has been entered.

SAVE YOUR FILE! Make sure the file is named Star Chart and the data is on Sheet 1.

If you delete columns C and G, and resized the others, your finished document should look something like the following, except longer.



	A	B	C	D	E
1	LastName	First Name	Email	Username	Status
2	Alexander	Ingrid	xxx@dallasisd.org	INGRID.ALEXANDER	Returning Teacher
3	Bailey	Mary	xxx@dallasisd.org	MARY.BAILEY10	Returning Teacher
4	Barcinska	Marzena	xxx@dallasisd.org	MARZENA.BARCINSKA1	New Teacher
5	Barringer	Elizabeth	xxx@dallasisd.org	ELIZABETH.BARRINGER1	Returning Teacher
6	Brantley	Kenya	xxx@dallasisd.org	KENYA.BRANTLEY1	Returning Teacher
7	Breithaupt	Catherine	xxx@dallasisd.org	CATHERINE.BREITHAUPT	New Teacher
8	Colorado	Donald	xxx@dallasisd.org	DONALD.COLORADO1	Returning Teacher
9	French	Linda	xxx@dallasisd.org	LINDA.FRENCH	Returning Teacher

Again, save you document before proceeding to the Word Document for printing.

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## To Link to the Star Chart.doc file

I would be sure the Star Chart.doc file and Star Chart.xls file are in the same folder.

Open the Star Chart.doc file, click **YES** when the first box appears

When the second window appears, browse to or locate the Star Chart.xls file and select it. This will link the two files.

In the Word Document, from the Menu bar, select **View → Tool Bars → Mail Merge** path to add the Mail Merge tool bar above the document.

If the To: line does not show a name but the markers <<First Name>> <<Last Name>>, locate the <<ABC>> icon and click it to show the names.

The icon with the number, about half way across the tool bar, shows what record you are now viewing. You can move through the list by selecting the navigation arrows on either side of the number.

You can save as a file, if you are at skyline it would have 314 pages. Think about it, it IS NOT necessary, but if you wish to do so, locate the “**Merge to New Document**” icon near the end of the tool bar and follow the prompts.

If you wish to merge all the files and print without making a new file, locate and select the “**Merge to Printer**” icon next to the Merge to Document icon. An option will appear asking what file or files you wish to print. This makes saving as a file unnecessary.

This is a Mail Merge lesson on the “fly.” I hope it helps if you need this option.

Thank Paul Newman for getting this ball rolling.