Creative Daze Designs

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Quick Reference

Creating CD Backup

➢ Place CD in CD-ROM Drive
➢ Open *"Easy CD Creator"* Under *"Start/Programs/" or* use the desktop icon.
➢ Another screen will appear on this screen you will need to select the type of disk you would like to create, most of the time this will be a "data disk".
➢ In the top right hand frame click on the folder(s) to locate the files.
"C://Program Files/Real Estate/Real Estate Database"
➢ High Light the file and click the *"Add"* button on the middle tool bar. The documents will then be added to the lower right hand frame.
➢ Then click the *"Record"* button on the tool bar. Then a small window will appear giving you option of what speed and how many copies. Always check the writing speed to insure that it will right at the top speed. Then select the number of CD's that you would like to make. (Note: If you select multiple copies at the end of each screen a box. **DO NOT SELECT** any thing the CD will restart on its own.
➢ Once the copies are finished, simply close the windows.
➢ A window may appear asking if you would like to say the lay out of the CD. Select "No"
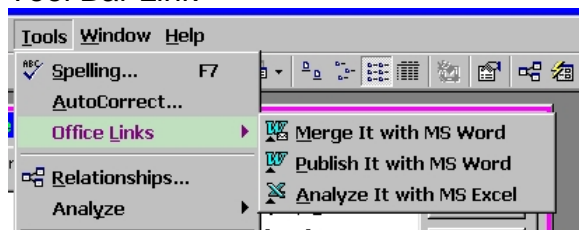
• Merging Data from Access to Word To Creating Labels

➢ Highlight the query that you would like to merge with a Word Document.
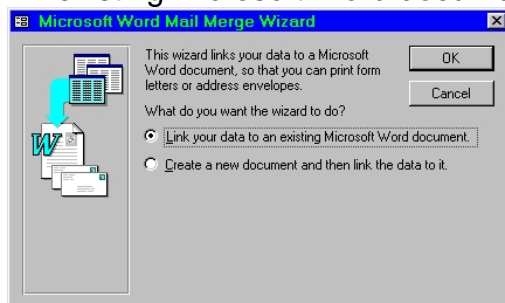➢ Go to either the arrow next to the icon on the tool bar or to *Tool/Office Links/Merge with Word*.
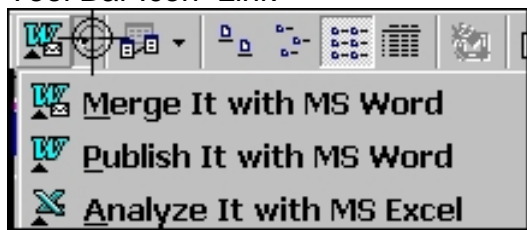
Tool Bar Icon Link   Tool Bar Link

➢ Once the operate button is pushed another window will appear, as seen below**.** This window will ask you to choose one of the two options.   Select " Link Your Data to an existing Microsoft Word document." Then press "OK"

➢ The next window to open will be a select file box. Select the file that you would like to merge the data with. Exp: "C://My Documents/Labels"

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- ➢ The document you just selected will open in Microsoft Word. Once the document has opened you should see the below tool bar added to your standard Word Buttons. Then select the Merge Data with Document Button (Which is the icon with to small documents and an Arrow to the big document) Once this button is selected it may take a few minutes to merge the information depending on how many records you have in your query.   This Button ⇩

| Insert Merge Field ▾ | Insert Word Field ▾ | 《 》 ABC | ◄ | ◄ | 1 | ► | ►I | | | | | | | |

Once the information is merged simply print your labels.