This is a textual walkthrough of the new Michigan Fire Service Directory. This report will:

- State how to use the basic reporting features of this web page
- State how to select the desired counties or departments for reports or exports
- How to generate a report
- How to export desired data and save to local computer

The Michigan Fire Service Directory Main Page

The Fire Service Directory was designed to allow a user to select multiple departments and counties for report or export. The steps for selecting counties or departments are the same. This document will state how to use the counties query options, but all steps used in the following examples can be applied for running a department report or export.

Selecting Items for a Report or Data Export

To select one item in the list box, click the name of that item in the Available list box, and click the Add button to move it to the Selected list box. If you want to select all counties or departments, use the first item in the list (either All Counties or All Departments). Do NOT select all the items in the list box manually. To remove a selection, highlight the name in the Selected list box and click the Remove or Remove All button.

NEVER select more than 40 departments in the list box to search for. This will cause the search to crash. If you need to select a large amount of fire departments, it is advised to use the County search instead.

Generating a Report

To generate a report for viewing, make sure that at least one item is selected in the list box. When the desired item or items are selected, click on the Submit button to generate results by county or department. This will display the results on a web page. The results are displayed in groups of 10.

Exporting a Report

The process for selecting data to be exported is the same as the steps involved for generating a report. Once you click the Submit button, and you are brought to the results page, click the "Export Data" Link above the results and you will be prompted to download the results. The results are presented in .CSV (Comma Separated Value) format. You can either save the export to your computer by clicking Save, or open the results directly by clicking Open. The file should open directly into Microsoft Excel.

This document will state how to take an export from the Fire Services Directory web site and format it into an Avery 5160 label format. The steps for this process are as follows:

1. Opening the exported CSV file in Microsoft Excel
2. Saving the newly opened file as a Microsoft Excel Spreadsheet
3. Opening Microsoft Word
4. Starting a Mail Merge
5. Selecting the Microsoft Excel Spreadsheet as a data source for the mail merge
6. Formatting the labels.
7. Generating the mailing labels

Step 1 – Opening an Exported CSV file in Microsoft Excel

Locate your saved .csv file through Explorer to open. Double click on the CSV file to launch Microsoft Excel. The file should be associated with Microsoft Excel and should load automatically when double-clicked.

Step 2 – Saving the newly opened file as a Microsoft Excel Spreadsheet

1. From the file menu, select *File -> Save As...*
2. Select the folder to save to.
3. To the right of the *Save as type* box, select from the pull-down a Microsoft Excel format (this varies depending on the version of Microsoft Office you are using. Selecting any Excel format will work for this mail merge)
4. Click *Save*.

Step 3 – Opening Microsoft Word

Launch Microsoft Word and create a new blank document. (This is usually the default when the Microsoft Word application is launched)

Step 4 – Starting a Mail Merge

1. From the file menu, select *Tools -> Mail Merge...*
2. Click on the push button under the first heading of Main document that reads *Create*.
3. From the list, select *Mailing Labels...*
4. Click the *Active Window* button

Step 5 – Selecting the Microsoft Excel Spreadsheet as a data source for the mail merge

1. Click on the push button just below the second step titled Data Source named *Get Data*
2. From the list, select *Open Data Source...*
3. Browse to the directory that you saved the XLS file in

4. In the pull-down box to the right of *Files of type:* located at the bottom middle of the window, select *MS Excel Worksheets (*.xls)*
5. The file you saved should now be displayed in the window.
6. Double click on the XLS file containing the exported data
7. Click *OK* for "entire spreadsheet".
8. Click on the *Set Up Main Document* button in the middle of the dialog box
9. In the list box under the label *Product number:* select the Avery *5160 – Address* and click *OK*.

Step 6 – Formatting the labels

10. If a postal code should be included on the labels, click on the *Insert Postal Bar Code...* button and from the pull-downs, select the zip code and city. After the two fields are selected, click the *OK* button.
11. The window area below the *Sample label* is the window that is used to format the label. The fields to be displayed on the label are displayed in this window. You may insert any of the fields listed under the *Insert Merge Field* button.
12. Click on the *Insert Merge Field* button and select the label fields to be used from the list** (i.e., fd_name, chief, street, city, state, zip)

    **You may hit the enter key, space key, or any other text after the field to place them on the label in the correct order. When you have completed adding the fields and text that you wish to display on the label…
13. Click the *OK* button.

Step 7 – Generating the mailing labels

14. To complete the merge, click the button under Step 3 titled "Merge the data", then *Merge...*
15. Print or save the document.