MSB Mailing List Application Instructions - New

The MSB GIS Division has created a simple to use online application that allows for easy creation of most mailing lists. Please follow the instructions below, if you run into any problems or have any suggestions for improvements, contact someone in the GIS Division or submit a Help Desk ticket.


Contents

OPTION 1 - Mailing list for all parcels within an administrative boundary.
Road Service Area (RSA), Fire Service Area (FSA), Special Service Area (SSA), City Boundary, Community Council, Core Planning Area, Assembly District, or Voting Precinct.

1. Open the MSB Mailing List Application.

2. Open the Enhanced Search widget and choose a Search Type from the By Value window. For example:
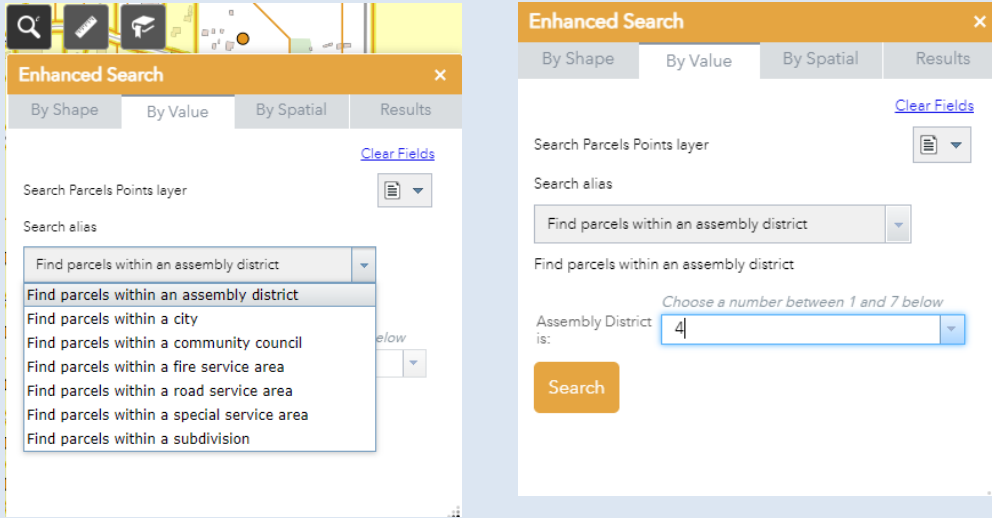

To find a code for a specific boundary, click on "Layers" located in the top right of the app. Click on Community Councils to expand it. Each boundary has a numerical code associated with it, in parentheses. Go back to the **By Value** window and choose the Assembly District from the dropdown.
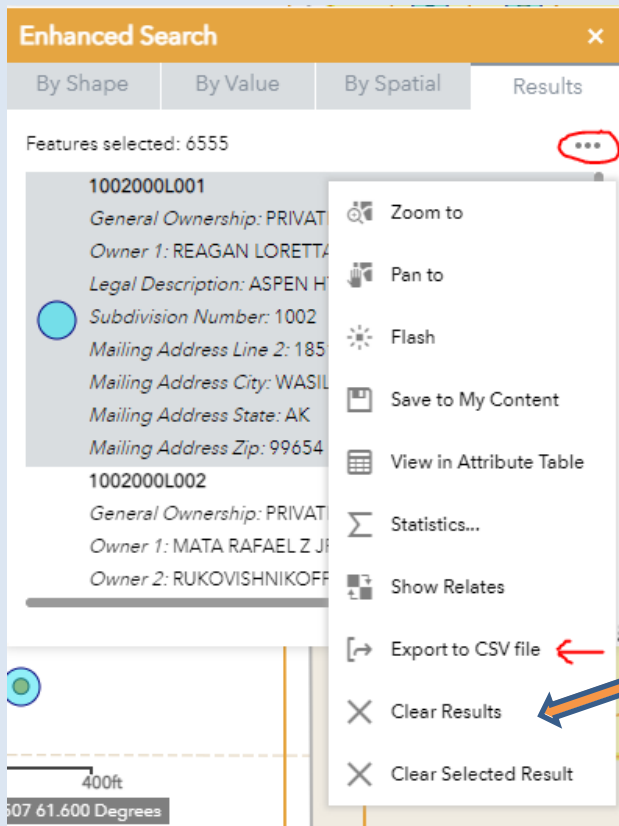
3. After you hit **Search** the Results window will open. You can now see a list of the selected parcels. The results also appear in the attribute table at the bottom of the screen.
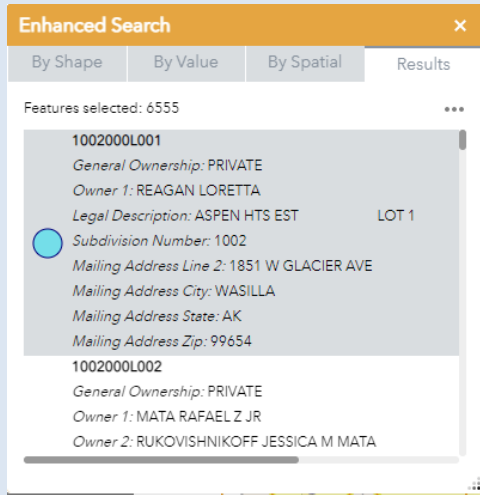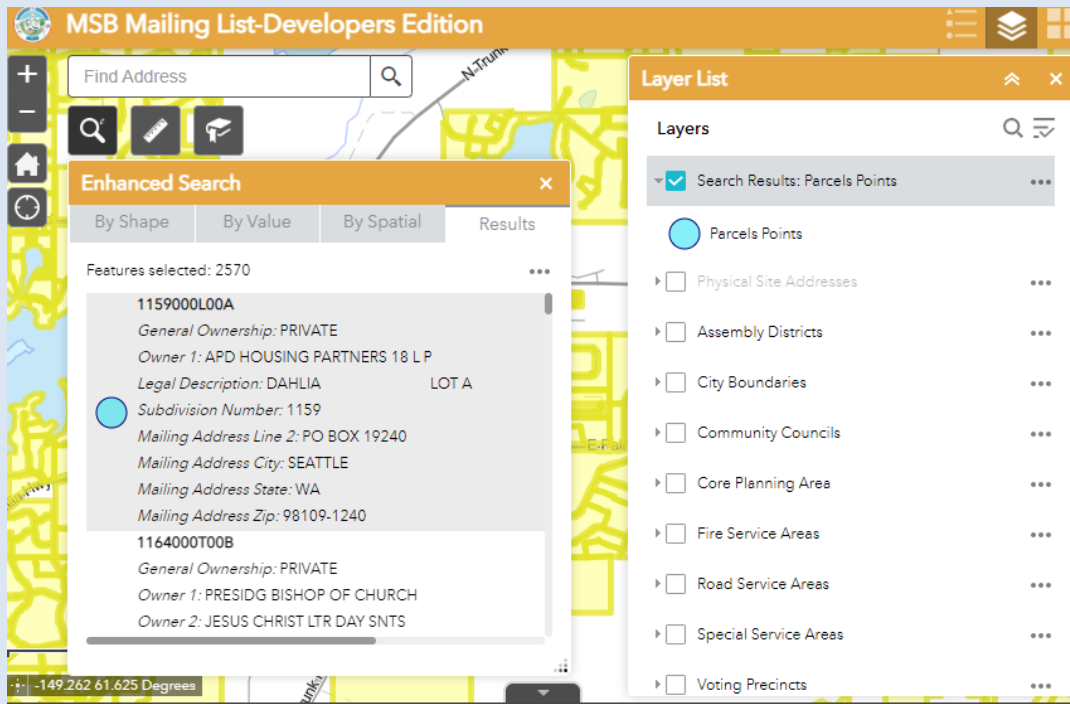

Click the **…** to export the list of parcels to a .csv file for use in Excel.

To clear the selection, click on "Clear Results", or leave it temporarily and start a new Mailing List. An existing list will be removed when creating a new list.

The results stay in the Results window and the Layer List until they are removed or another search is performed.

Open the downloaded CSV file (it should open in Excel) and save as an Excel Workbook to a location of your choice.

Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. *(Mail Merge (in Word) = the 6-step method to add names and addresses from a spreadsheet to printed letters and/or envelopes.)*

## OPTION 2 - Mailing list for parcels within a distance from parcel(s), road(s), lake, project area, etc.

1. Open the MSB Mailing List Application.
2. Zoom to your area of interest or use the Find tool to locate a parcel, address, subdivision or lake.
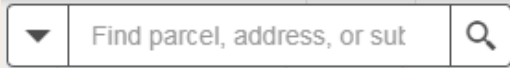
3. Choose **By Shape** from the Create Mailing List window.
    -   Select the layer for which you want to find information from
    -   If you want to buffer a selection, check the **Buffer Graphic** button and set the buffer distance you want to use.
    -   Choose the **Polygon** selector to roughly trace a parcel(s), lake or project area;
    -   Choose the **Line** or **Polyline** selector to roughly trace a road or trail;
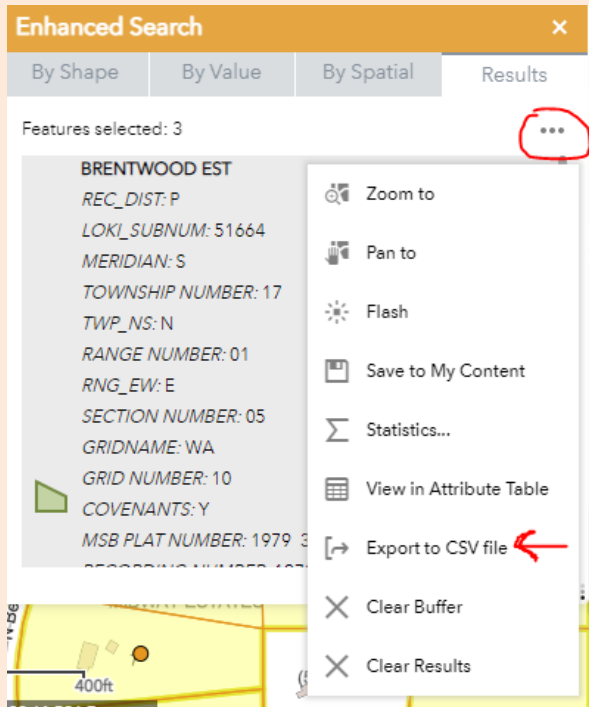   -   Click **Apply**
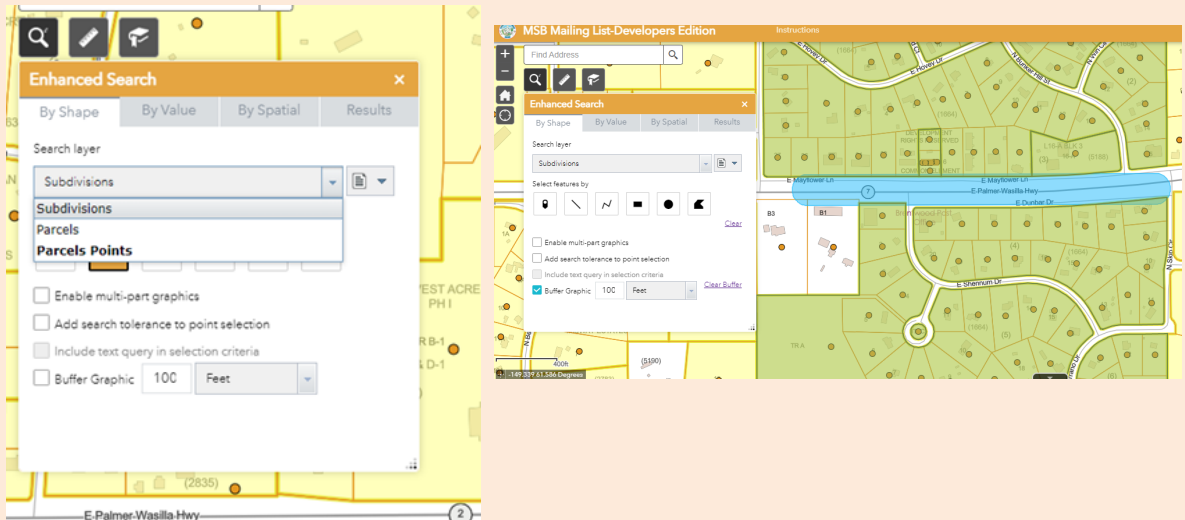
After you hit **Apply** the Results window will open. You can now see a list of the selected items. The results are also shown in the attribute table at the bottom of the screen.
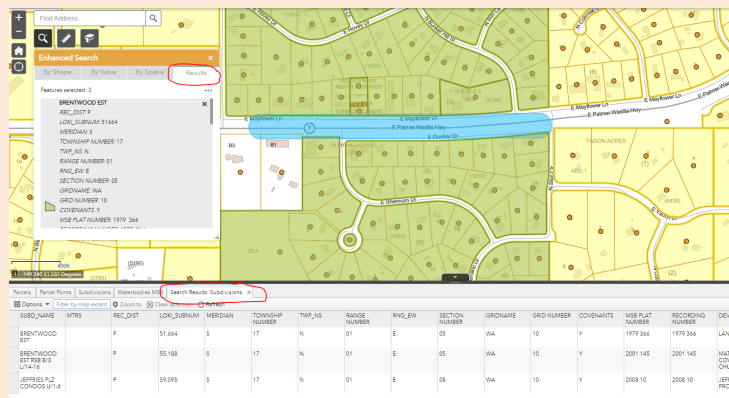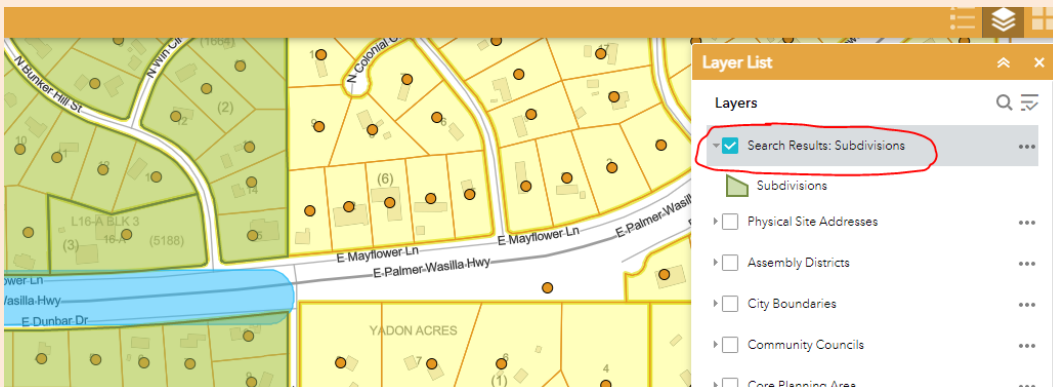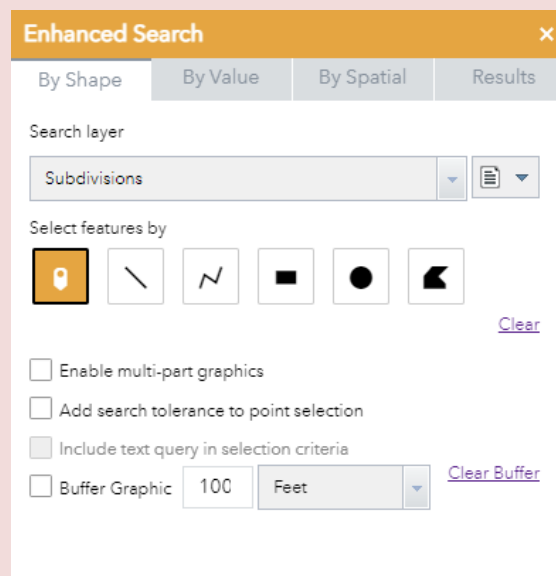
Click the … to export the list of parcels to a .csv file for use in Excel

To clear the selection, click on "Clear Results", or leave it temporarily and start a new Mailing List. An existing list will be removed when you make a new selection

The results stay in the Results window and the Layer List until they are removed or the MSB Mailing List Application is reopened.

Open the downloaded CSV file (it should open in Excel) and save as an Excel Workbook to a location of your choice.

Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. *(Mail Merge (in Word) = the 6-step method to add names and addresses from a spreadsheet to printed letters and/or envelopes.)*

OPTION 3 – Mailing list for parcels within a subdivision(s).

1. Open the MSB Mailing List Application.

   To find the subdivision number(s), start with **2.** otherwise start at **3.**

2. Find the 4-digit subdivision code(s) - there are several ways to accomplish this:

   a. Click on a parcel and the subdivision number will show in the pop-up. (note: you may need to click thorough the pop ups using the arrows at the top)
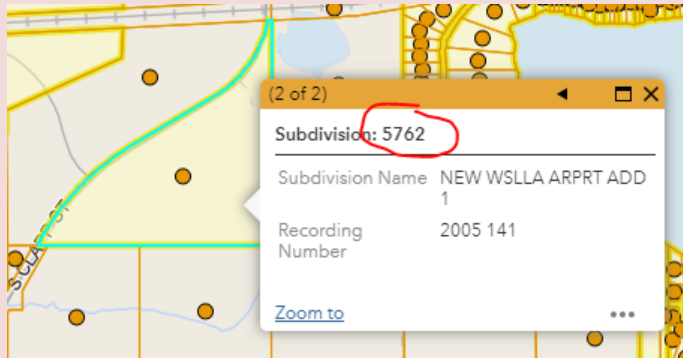

   b. Choose By Shape from the Enhanced Search window with Subdivisions selected.
   - Choose the Point selector to select a single item.
   - Choose the Polygon selector to roughly trace a parcel(s) or project area.
   - Choose the Line selector to roughly trace a road or trail.
   - Optionally, set the buffer distance you want to select from
   - Click Apply

c. After you hit **Apply** the Results window will open. You can now see a list of the selected subdivisions. The subdivision number is in bold (circled in red below)
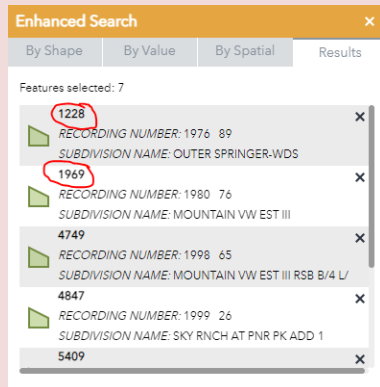
e. Click the … to export the list of subdivisions to a .csv file for use in Excel if the list is too long to write down or screenshot.
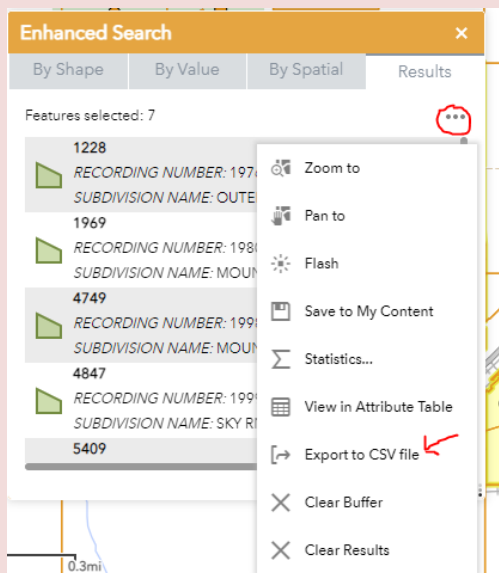
To clear the selection, click on "Remove this result", or leave it temporarily and start a new Mailing List. An existing list will not affect creating a new list.

The results appear in the Results window and the Layer List until they are removed or a new search is performed.
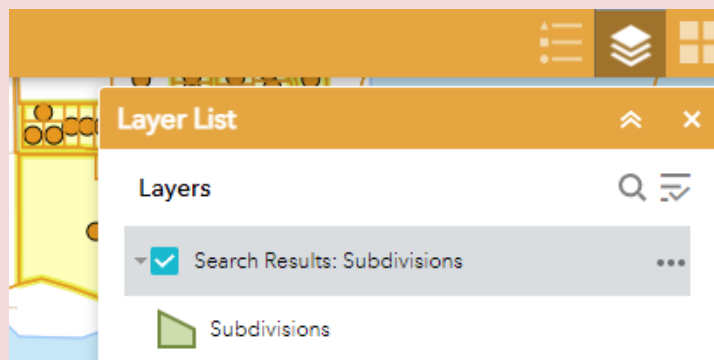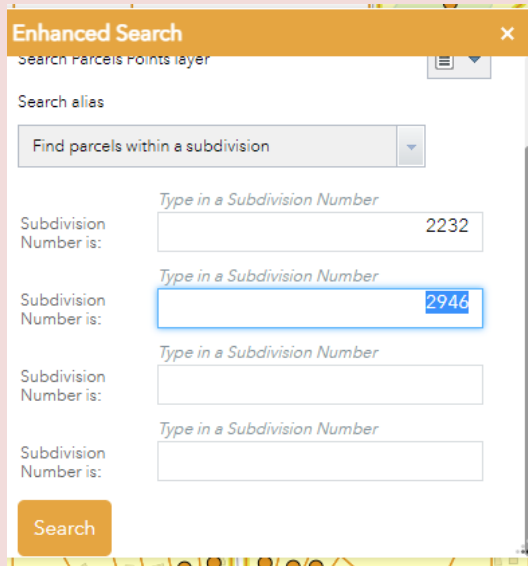
With your subdivision list, move on to the **Find parcels within a subdivision(s)** search.

3.   From the **By Value** section of the Enhanced Search, select the **Find parcels within a subdivision(s)** search.
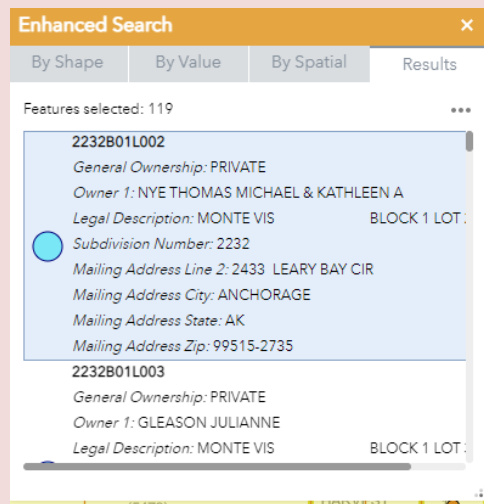
Enter the subdivision number(s) and click Apply.

After you hit **Apply** the Results window will open. You can now see a list of the selected parcels.

Export the list of parcels to CSV file (it should open in Excel) and save as an Excel Workbook to a location of your choice.
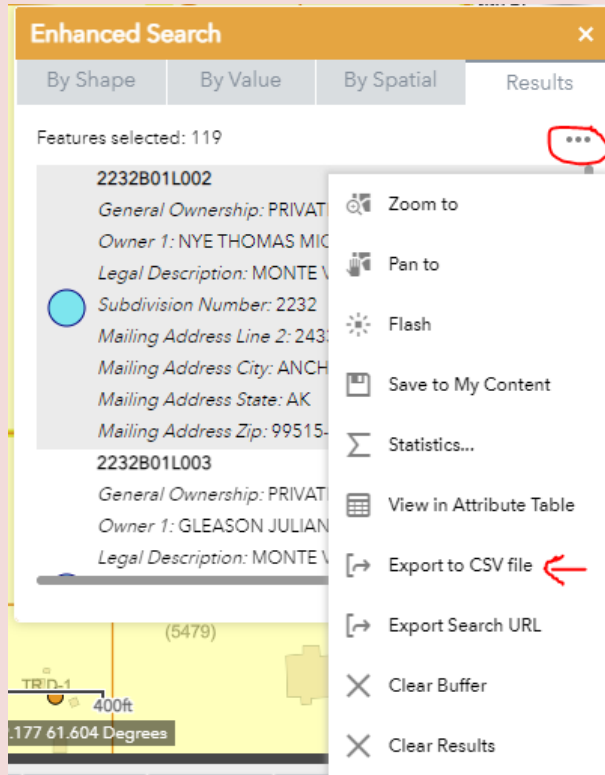
The results stay in the Results window and the Layer List until they are removed or the MSB Mailing List Application is reopened.
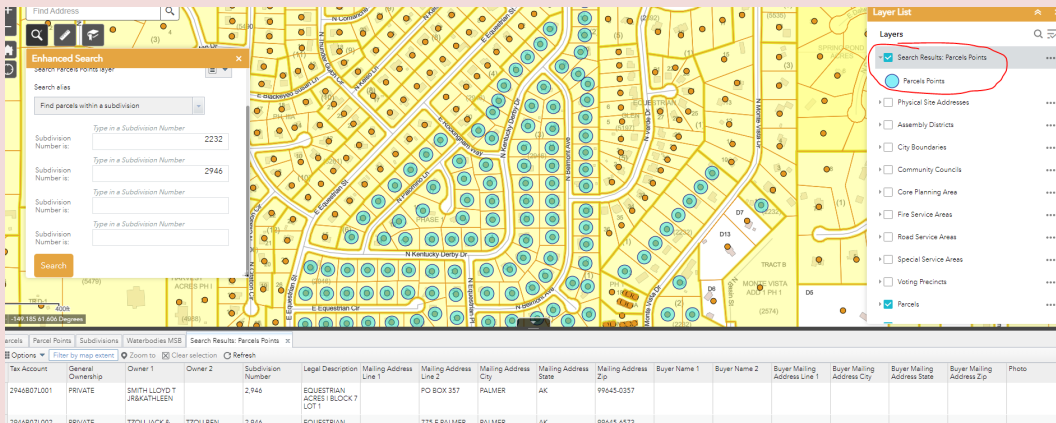
Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. *(Mail Merge (in Word) = the 6-step method to add names and addresses from a spreadsheet to printed letters and/or envelopes.)*

OPTION 4 – Spatial Search & Adding/Removing Features

This section will focus on the **By Spatial** window inside of the **Enhanced Search** tool.
To use the spatial search, you will need to have a feature selected, either by using the **By Shape** or the **By Spatial** tools.

The instructions will cover two scenarios:
- A. Select a parcel, buffer the parcel, add or remove other parcels to the result.
- B. Select a parcel, buffer the parcel to select any subdivisions in the vicinity, select all parcels in that subdivision, manually add parcels that have been missed.

A. Select a parcel, buffer the parcel, add or remove other parcels to the result.

1. Open the **Enhanced Search** window and choose the **By Shape** tab. Select the **Parcels** layer and choose the **Point** selection method. Click on the desired parcel.
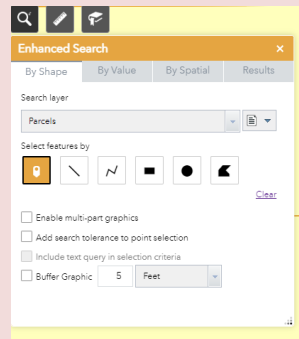
2. Select the **By Spatial** tab of the **Enhanced Search** and input a buffer distance and click the buffer symbol next to the units dropdown.

Example below shows a single parcel with a 150' buffer.
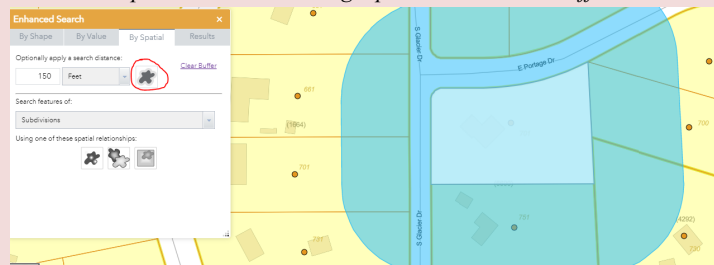
3. Choose **Parcels** in the **Search features of** window. Then select the center option of the spatial relationships, **intersected by**. On the window that pops up, choose **Buffer**.
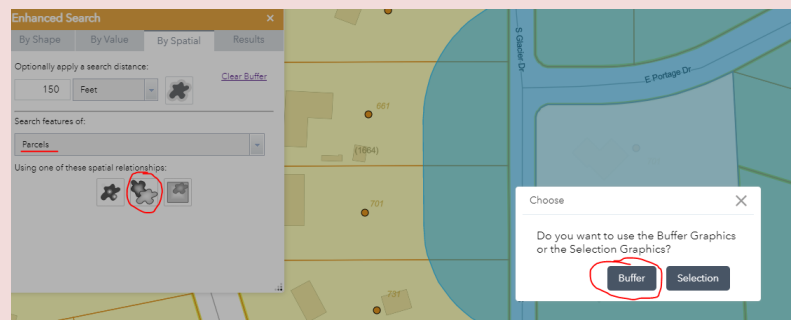
4. The results pane and attribute table will now show all of the parcels intersected by the 150' buffer surrounding our parcel of interest.
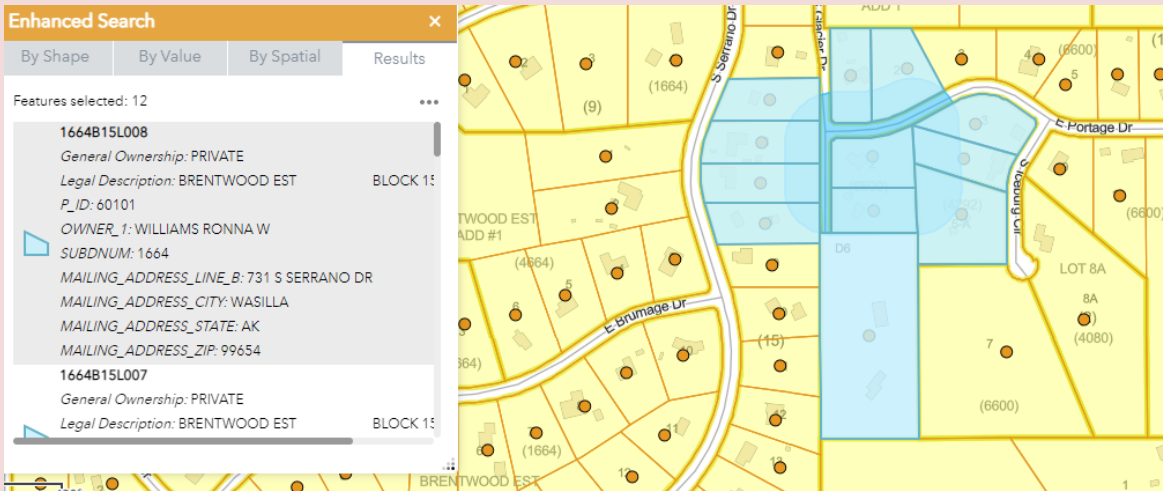
5. To manually add a parcel to this selection group, go to the **By Shape** tab and choose Parcels from the dropdown. Click on the button to the right of the Parcels dropdown and choose **Add to current results.** Select parcels with any method you prefer from this tab and they will be added to your results.
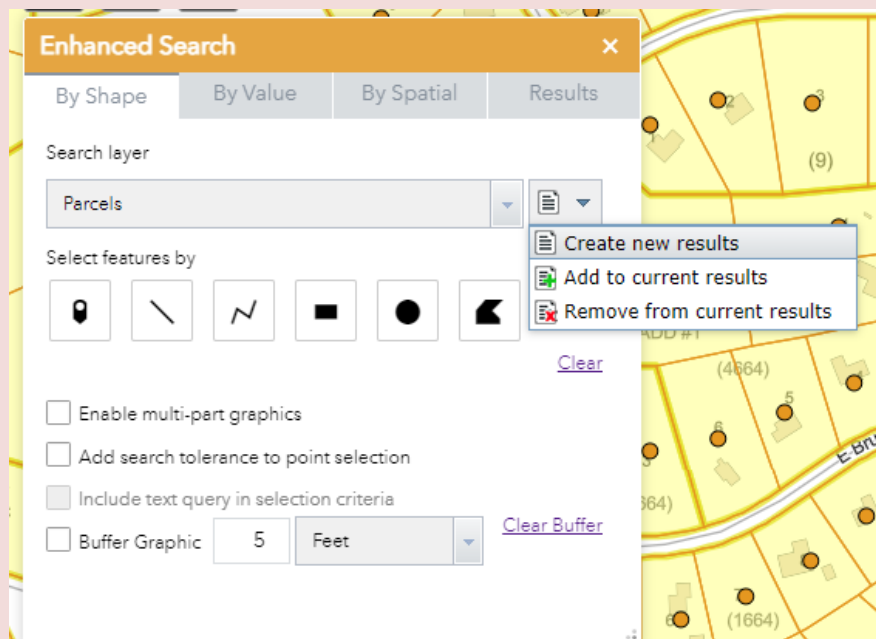
B. Select a parcel, buffer the parcel to select any subdivisions in the vicinity, select all parcels in that subdivision(s), manually add parcels that have been missed.

1. Open the **Enhanced Search** window and choose the **By Shape** tab. Select the **Parcels** layer and choose the **Point** selection method. Click on the desired parcel.
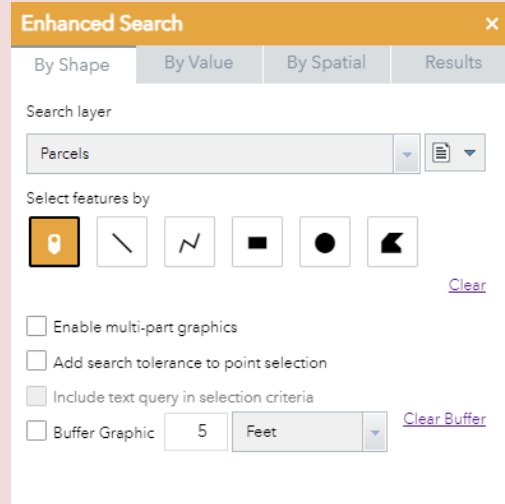
2. Select the **By Spatial** tab of the **Enhanced Search** and input a buffer distance and click the buffer symbol next to the units dropdown.

Example below shows a single parcel with a 150' buffer.
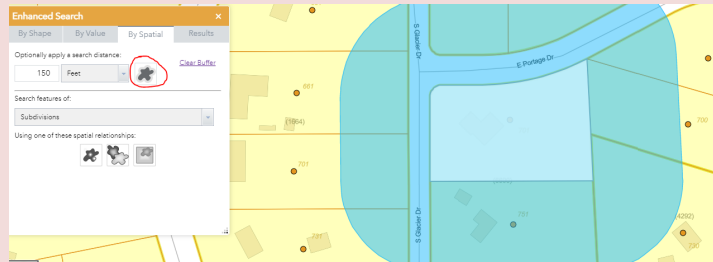
3. Choose **Subdivisions** in the **Search features of** window. Then select the center option of the spatial relationships, **intersected by**. On the window that pops up, choose **Buffer**.

Our example selected 3 subdivisions

Now we want to select all of the parcels inside of these subdivisions. We could use the the **By Value** window and enter the subdivision numbers in, but instead, we will use the **By Spatial** option again.

4. On the **By Spatial** Tab, apply a small buffer, (5 feet or so). This will ensure that the subdivsion boundary fully captures the parcels inside of it.
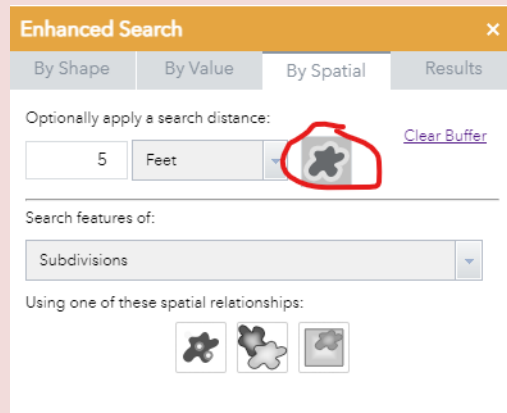
5. Select **Parcels** in the **Search features of** dropdown. Then choose the first option on the spatial relationships, **Entirely contained in.** Click **Buffer** on the pop-up
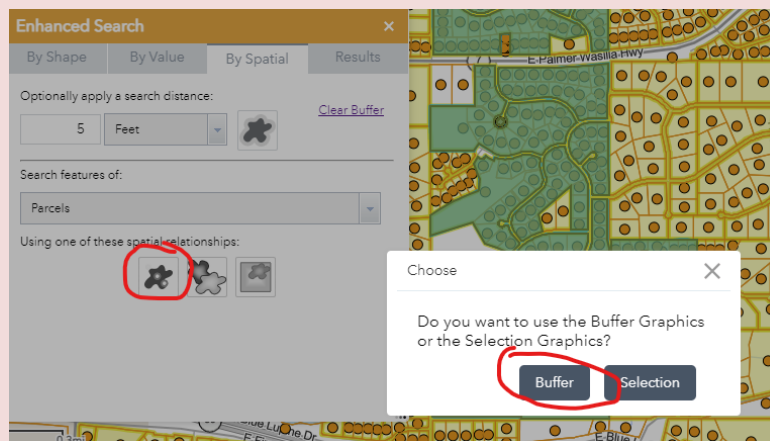
This will create a selection of all of the parcels inside of those subdivisions. If you want to add or remove parcels from this selection, go to the **By Shape** tab and use the button to the right of the search layer.

<div style="border:1px solid #000; padding:10px;">
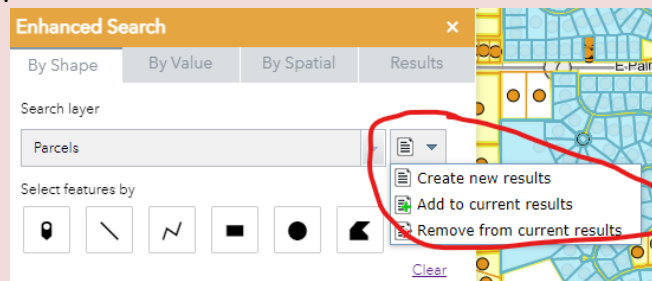
Mail Merge (in Word) – Adding Mailing Info to Labels, Envelopes, and Documents
Prepare Spreadsheet:

1. If it isn't already, open the mailing list spreadsheet created using the steps above. Make sure you know where it is saved.

2. Keep the following sets of fields, the rest can be deleted:

Mailing Addresses:	Buyers Addresses: (typically for leased property)
Owner_1	Buyer_Name
Name_2	Buyer_Name_2
Mailing_Address_Line_A	Buyer_Mailing_Address_A
Mailing_Address_Line_B	Buyer_Mailing_Address_B
Mailing_Address_City	Buyer_Mailing_Address_City
Mailing_Address_State	Buyer_Mailing_Address_State
Mailing_Address_Zip	Buyer_Mailing_Address_Zip

3. If your template is setup to use the Mailing Address fields, any mailing information in the Buyers Address fields should be copied and pasted into the Mailing Address fields.


4. The spreadsheet should look something like this.

5. Open Microsoft Word and use Mail Merge to add mailing info to Labels, Envelopes, or Documents.
   a. Many of the Admin Specialists know how to use mail merge and can help.
   b. There are also many online help resources, just google Microsoft Mail Merge.
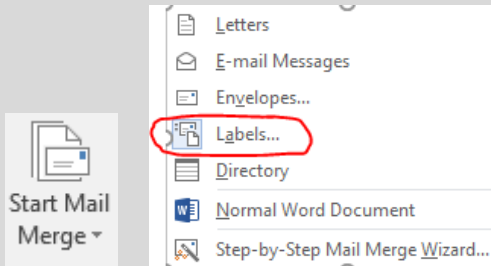   c. Or you can use one of the sets of instruction below.
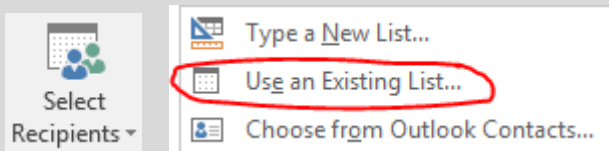
</div>

Create Mailing Labels:

1. Prepare your spreadsheet, as described in the Prepare Spreadsheet section.

2. Open Microsoft Word (open a blank document)
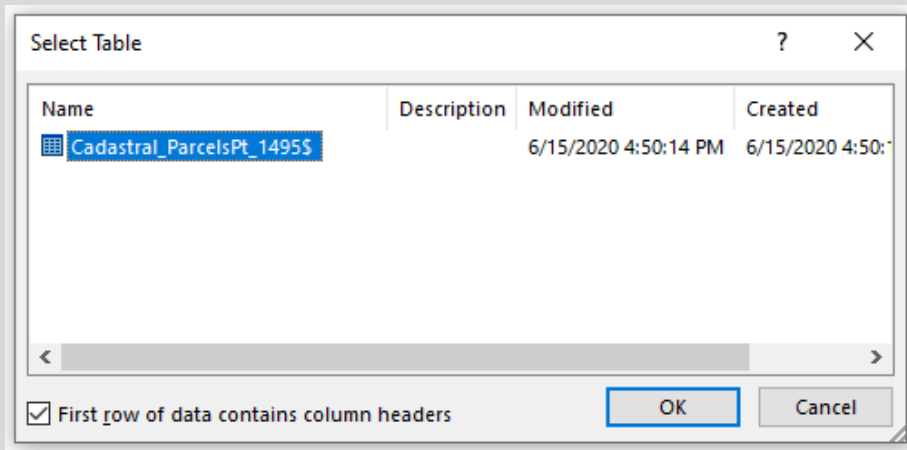
3. Click the Mailings Tab (at the top)
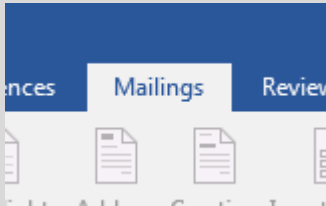
4. Click the Start Mail Merge button and pick Labels.

5. Select the type of mailing labels you'll be using and click OK.

6. Click on Select Recipients and choose Use an Existing List...
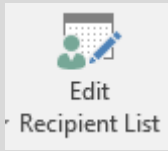
7. Navigate to the location of the spreadsheet with the mailing information. Click OK.
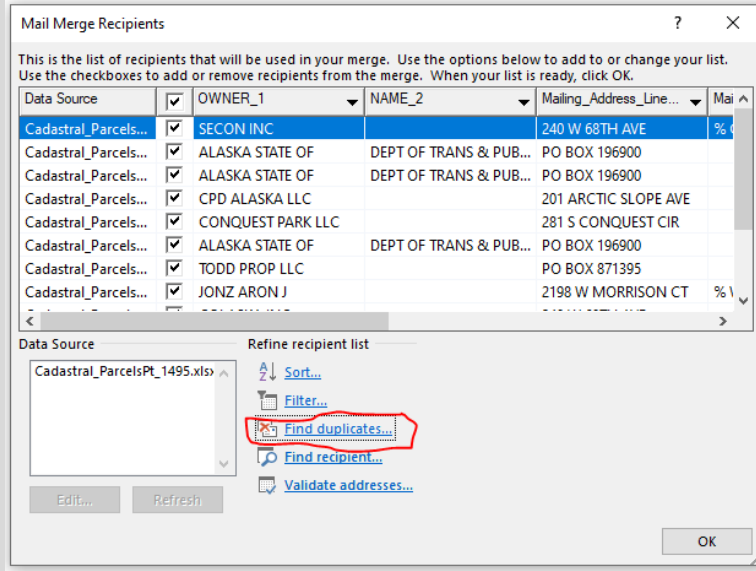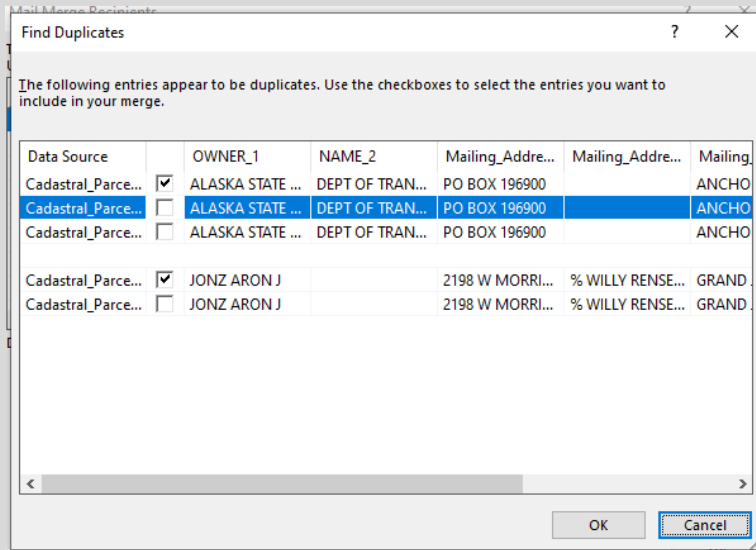
8. Click the Edit Recipient List button.

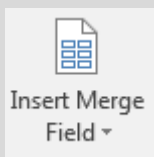
9. Click Find duplicates…

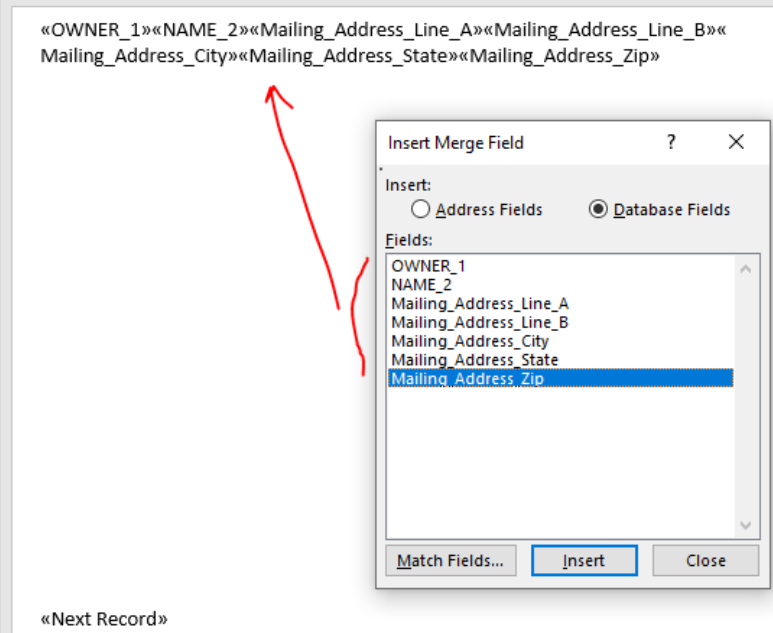10. Decide if any records should be unchecked to remove duplicates.

11. Click in the upper left mailing label box and click the Insert Merge Field button.
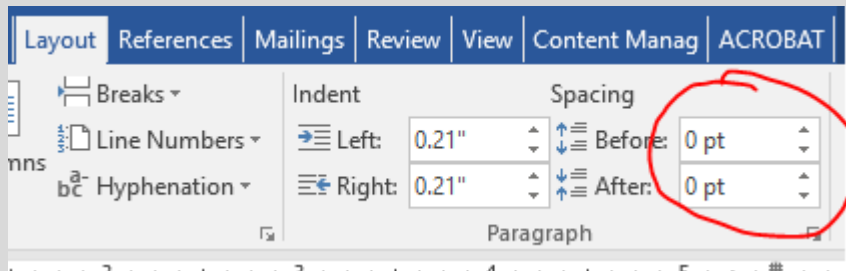
12. Double click, add OWNER_1, NAME_2, Mailing_Address_Line_A, Mailing_Address_Line_B, Mailing_Address_City, Mailing_Address_State, Mailing_Address_Zip, then click Close.
It should look like this…

13. Select all the fields you just entered in the upper left mailing label box.

      d.   Change the font size to 9.
   e.   Click the layout tab and make sure the following spacing is set to 0 pt.

14. In the upper left mailing label box, select each field and click Enter, to place a carriage return between the top 4 fields field but for the city state and zip just put a space between the fields and keep them on the same line. It should look like this…
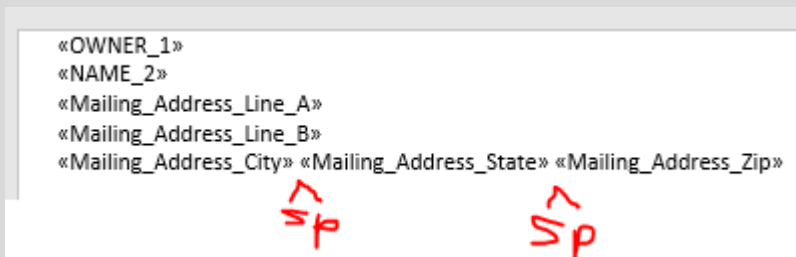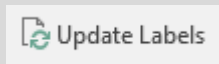

15. Click the Mailings tab at the top again.

16. In order to force the mail merge to skip empty secondary name or address fields, do the following: Highlight NAME_2, right-click, Edit Field…, Field Codes (at the bottom), add a space and \b where it shows below and click OK. Do the same thing for the Mailing_Address_Line_A and Mailing_Address_Line_B.
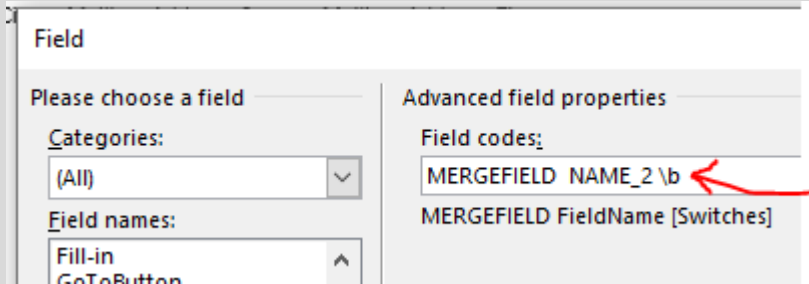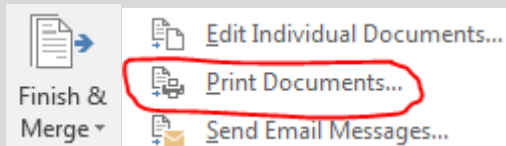

17. Click Update Labels

18. Click Preview Results and then tab thru each page
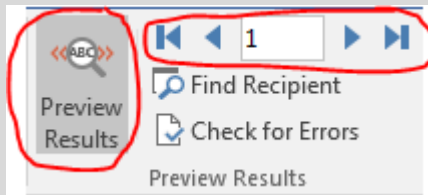
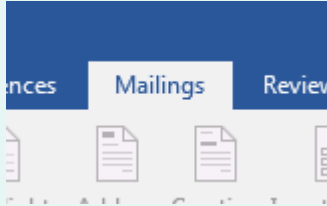19. You should see 1 or more pages of mailing labels, each with a different address.

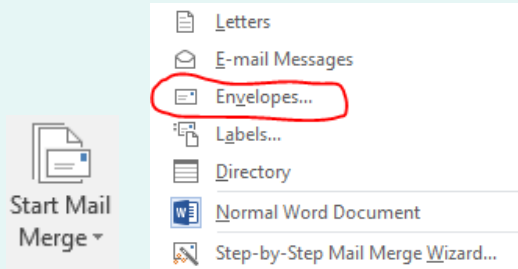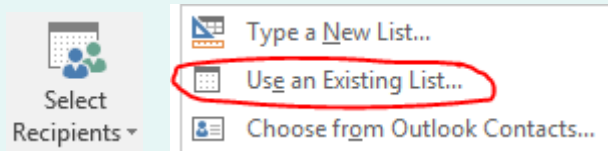20. Click Finish & Merge and Print Documents

Add Mailing Info to Envelopes:

1. Prepare your spreadsheet, as described in the Prepare Spreadsheet section.

2. Open Microsoft Word (open a blank document)

3. Click the Mailings Tab (at the top)
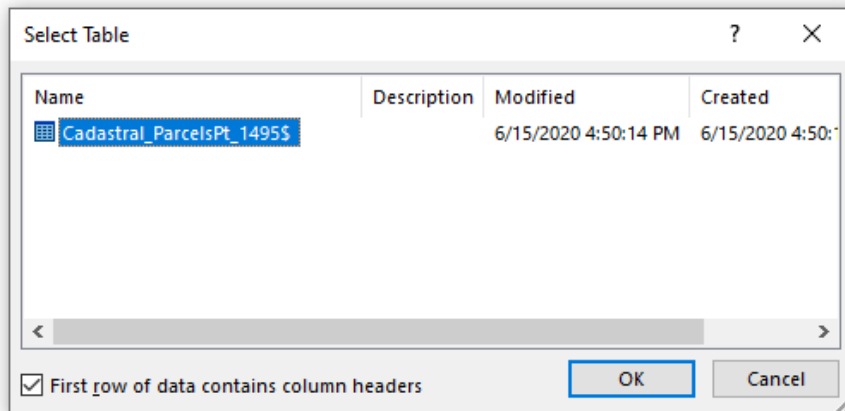

4. Click the Start Mail Merge button and pick Envelopes…

5. Select the type of mailing envelopes you'll be using and click OK.

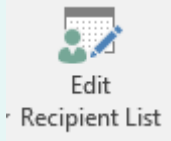6. Click on Select Recipients and choose Use an Existing List…

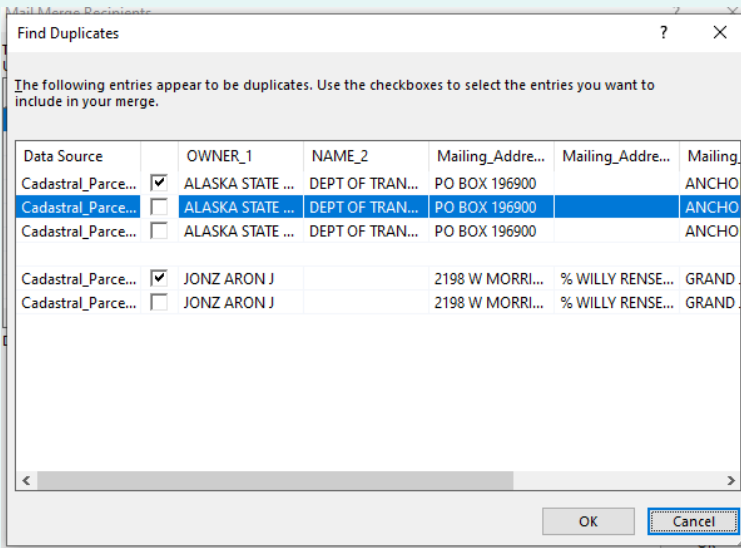7. Navigate to the location of the spreadsheet with the mailing information. Click OK.
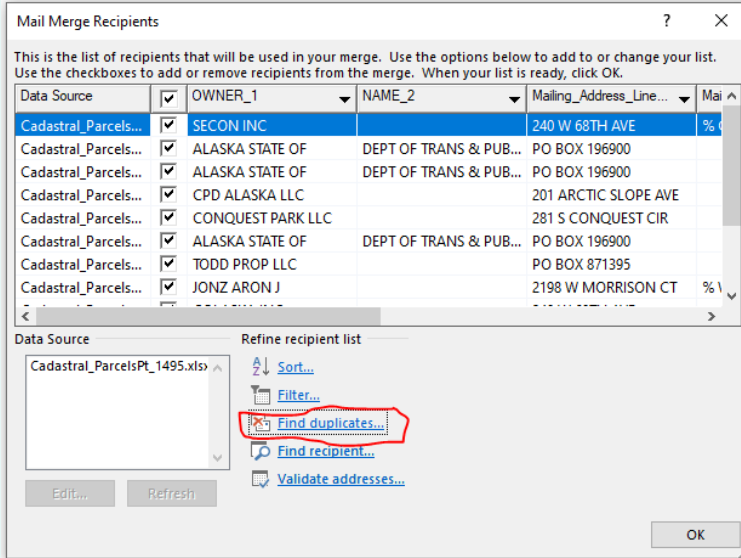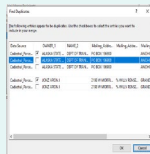
8. Click the Edit Recipient List button.

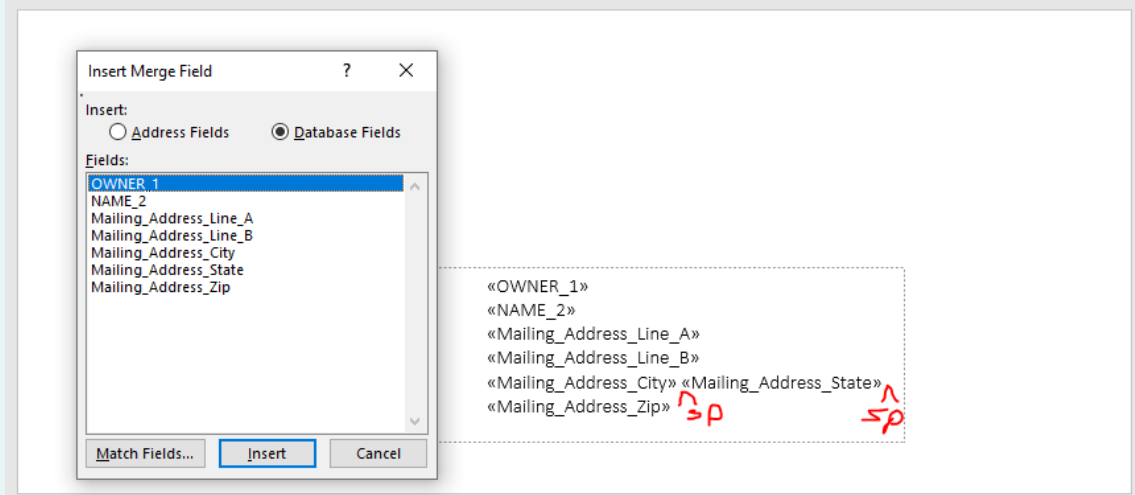9. Click Find duplicates… if any records need to be removed, uncheck them.

10. Move the cursor to the center of the envelope address area. Click the Insert Merge Field button.
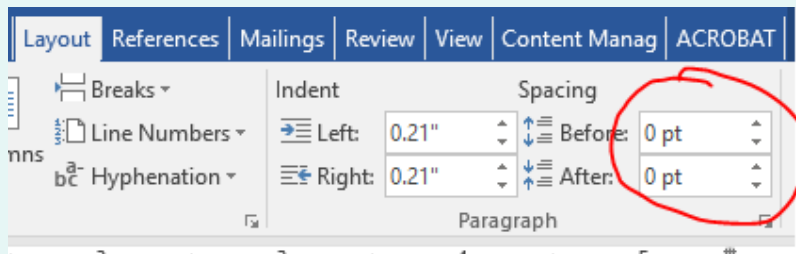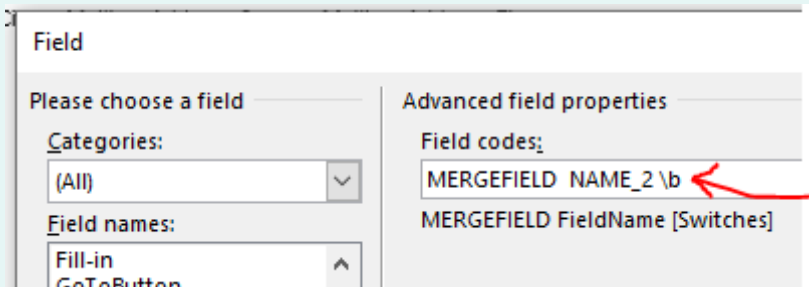
11. Double click, add OWNER_1, NAME_2, Mailing_Address_Line_A, Mailing_Address_Line_B, Mailing_Address_City, Mailing_Address_State, Mailing_Address_Zip, then click Close.

12. Select each field and click Enter, to place a carriage return between the top 4 fields but for the city state and zip just put a space between the fields and keep them on the same line. It should look like this…

13. Select all the fields you just entered in the upper left mailing label box.
    a. If desired, change the font size to whatever you prefer.
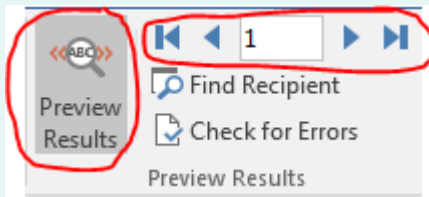   b. Click the layout tab and make sure all the spacing is set to 0 pt.

14. In order to force the mail merge to skip empty secondary name or address fields, do the following: Highlight NAME_2, right-click, Edit Field…, Field Codes (at the bottom), add a space and \b where it shows below and click OK. Do the same thing for the Mailing_Address_Line_A and Mailing_Address_Line_B.
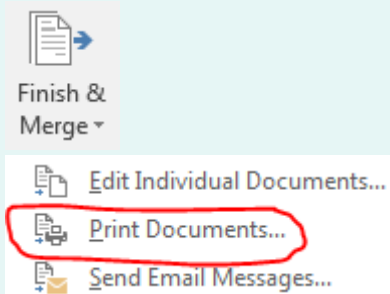
15. Click Preview Results and then tab thru each page

16. You should see the same document over and over again, each with a different address and no empty name or address lines.
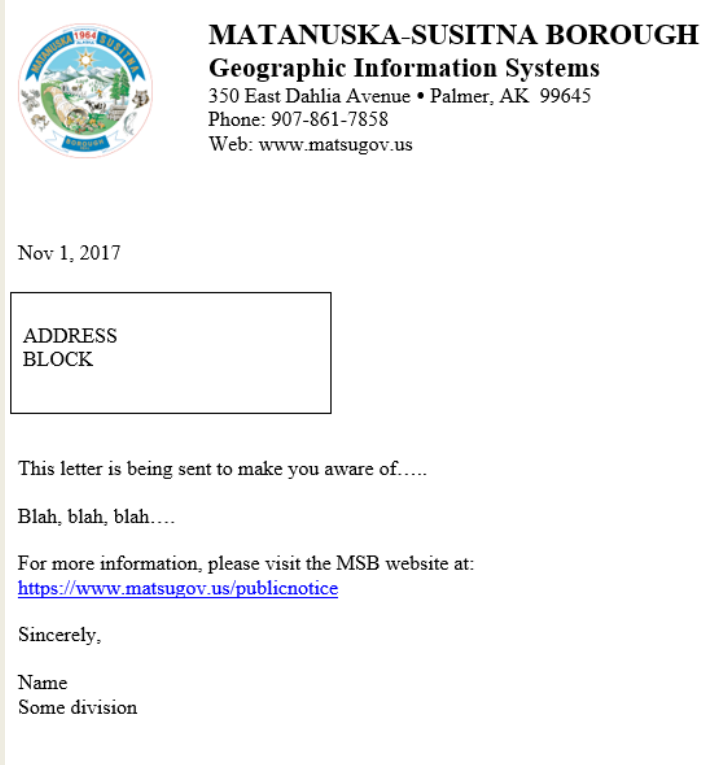

CPD ALASKA LLC
201 ARCTIC SLOPE AVE
ANCHORAGE AK 99518-3033

17. Click Finish & Merge and Print Documents

Finish &
Merge ▾

Edit Individual Documents...
Print Documents...
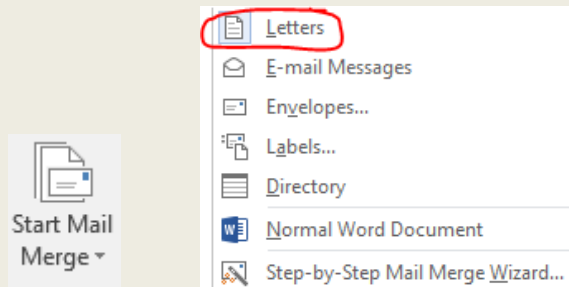Send Email Messages...

Add Mailing List Addresses to a Document:

1. Prepare your spreadsheet, as described in the Prepare Spreadsheet section.

2. Open or create the document in Microsoft Word.
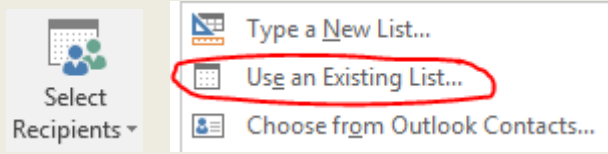

3. Click the Mailings Tab (at the top)
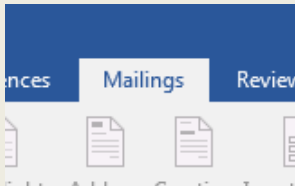
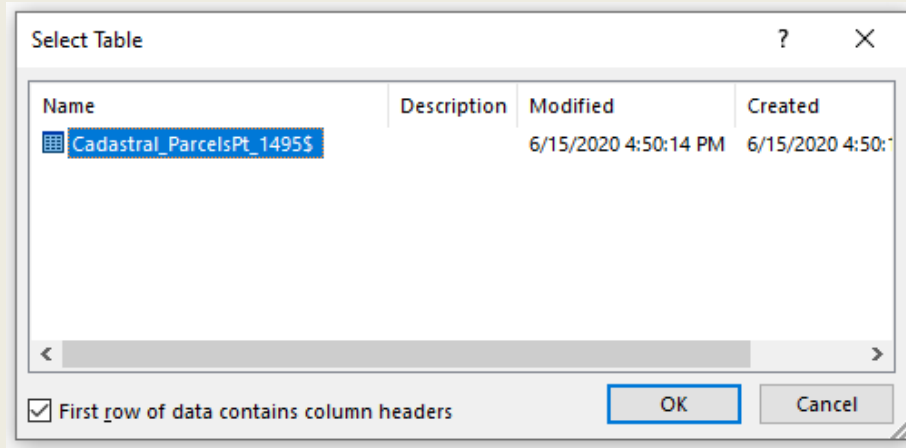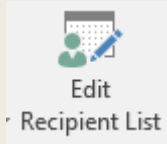4. Click the Start Mail Merge button and pick Letters.

5. Click on Select Recipients and choose Use an Existing List...

6. Navigate to the location of the spreadsheet with the mailing information. Click OK.
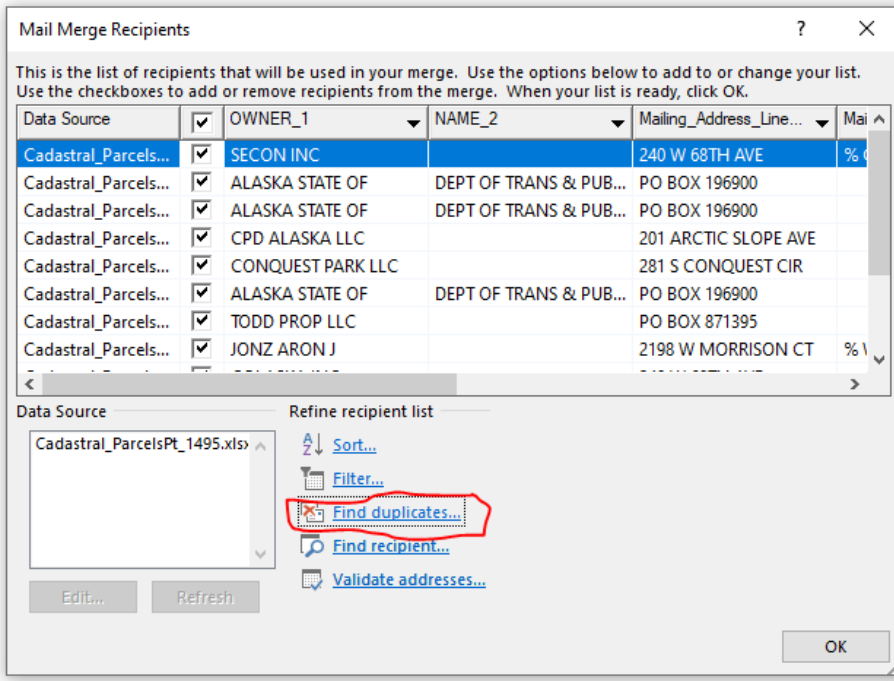

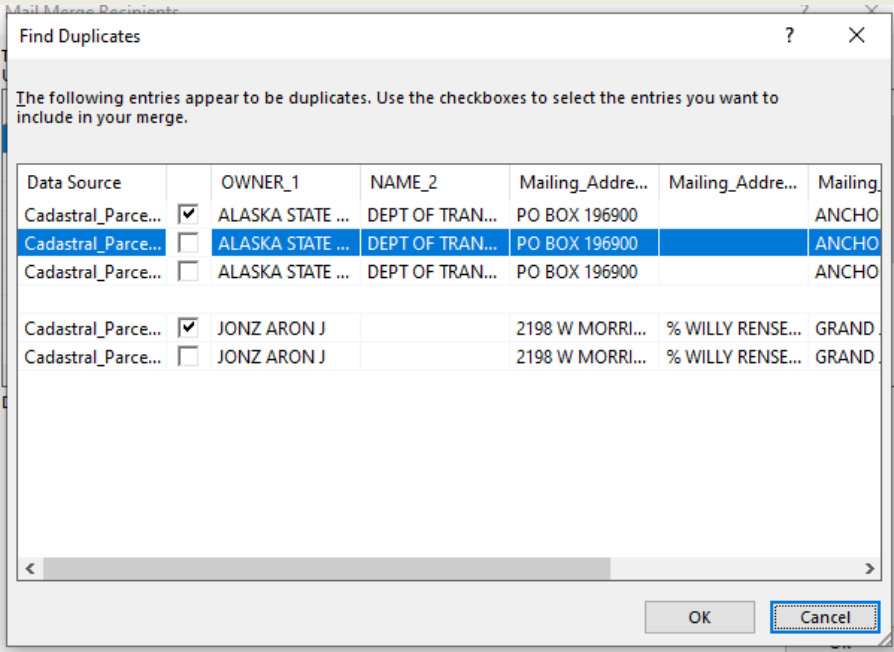
7. Click the Edit Recipient List button.

8. Click Find duplicates…

9. Decide if any records should be unchecked to remove duplicates.

10. Click in the address block box and click the Insert Merge Field button.

11. Double click, add OWNER_1, NAME_2, Mailing_Address_Line_A, Mailing_Address_Line_B, Mailing_Address_City, Mailing_Address_State, Mailing_Address_Zip, then click Close.
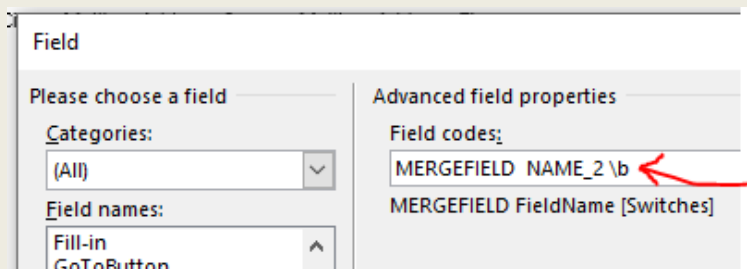
12. Select each field and click Enter to place a carriage return between the top 4 fields but for the city state and zip just put a space between the fields to keep them on the same line.
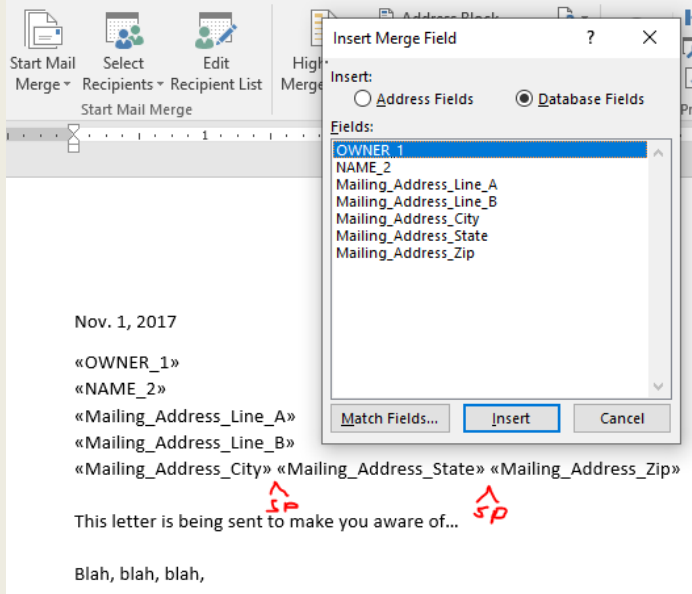
13. Select all the fields you just entered in the upper left mailing label box.
    a. If desired, change the font size to whatever you prefer.
   b. Click the layout tab and make sure all the spacing is set to 0 pt.
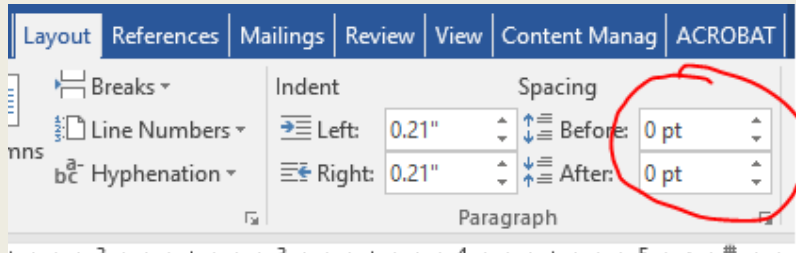
14. In order to force the mail merge to skip empty secondary name or address fields, do the following: Highlight NAME_2, right-click, Edit Field…, Field Codes (at the bottom), add a space and \b where it shows below and click OK. Do the same thing for the Mailing_Address_Line_A and Mailing_Address_Line_B.

15. Click the Mailings tab at the top again.

16. Click Preview Results and then tab thru each page
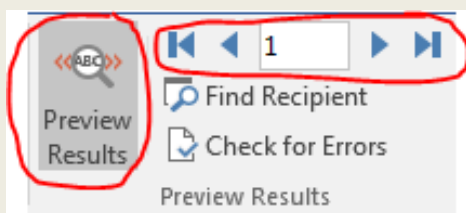
17. You should see the same document over and over again, each with a different address.

18. Click Finish & Merge and Print Documents