

Appendix A. Working Example Contributed by Dakota County

Example of Creating Mailing Labels by Buffering a Parcel Using ArcView and Microsoft Word

In the following example a parcel polygon will be selected and buffered by 350 feet to select all other parcels which fall totally or partially within the buffer. From the selected parcel polygons attributes containing address information will be used to create mailing labels in Microsoft Word.

ArcView

In ArcView a project containing a parcel polygon theme was opened. In this example the criteria for selecting the parcel was the tax *parcel identification number* (PIN) which is attached to the parcel polygon shape file as an attribute along with other various assessor and auditor information. Under **Theme** on the menu bar select **Query** or select the **Query builder** on the button bar. With Parcel Areas as the active theme create the query to select the desired parcel, in this case PIN 018373001001 (see figure 1).

After the parcel has been selected go to **Theme** on the menu bar and select the **Select By Theme...** option (see figure 2). On the select by theme menu select **Are Within Distance Of** as the 1st parameter, select the **Parcel Areas** theme as the 2nd parameter, and **350** as the **Selection distance:** (the map units for the Parcel Areas shape file are in feet). Click on **New Set**, the surrounding parcels that fall within the 350 foot buffer should now be selected. Next you may want to deselect the original query polygon or any polygons that aren't valid parcels.

Once all the proper polygons are selected, under **Theme** on the menu bar, select **table**, or select the **tables** button on the button bar. The table of the active theme will appear. On the menu bar select **File** then **Export** (see figures 3 & 4). The options for export format are DBase, INFO, or Delimited Text. This example will use DBase. You will be prompted for a path and file name for the exported file. The selected records have now been saved in that file. You can exit out of ArcView.

Microsoft Word

Next start Microsoft Word, *this example is using ver. 7.0*. Under the **Tools** menu bar select **Mail Merge** (see figure 5). A **Mail Merge Helper** menu will appear (see figure 6). For the 1st parameter choose create **Mailing Labels...**. In the 2nd parameter select **Open Data Source...** (see figure 7) A browser menu to locate the dbf file will appear. Under file type select DBase Files (*.dbf) *Note: You will need to have the proper ODBC source driver setup to be able to see the *.dbf file type*. Select the dbf file exported from ArcView. At the next prompt select **set up Main Document**. A menu for Label Options appears next set these for your printer. The **Create Labels** menu is next (see figure 8). This sets up the format for the mailing label by selecting the desired attribute fields and positioning them on the mailing label. Once this is done **Merge** the data with the document and the mailing labels are created (see figure 9).

Figure 1

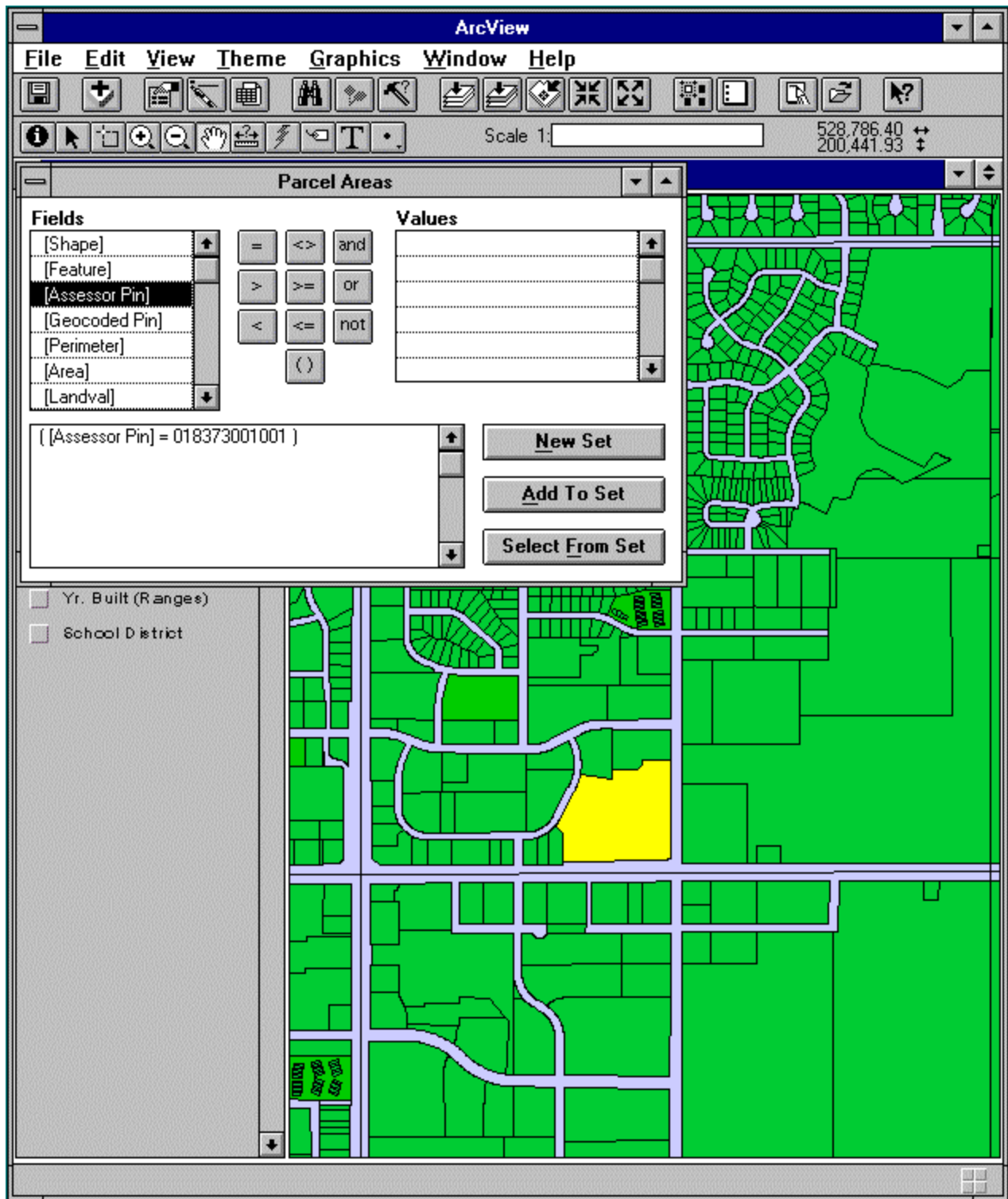


Figure 2

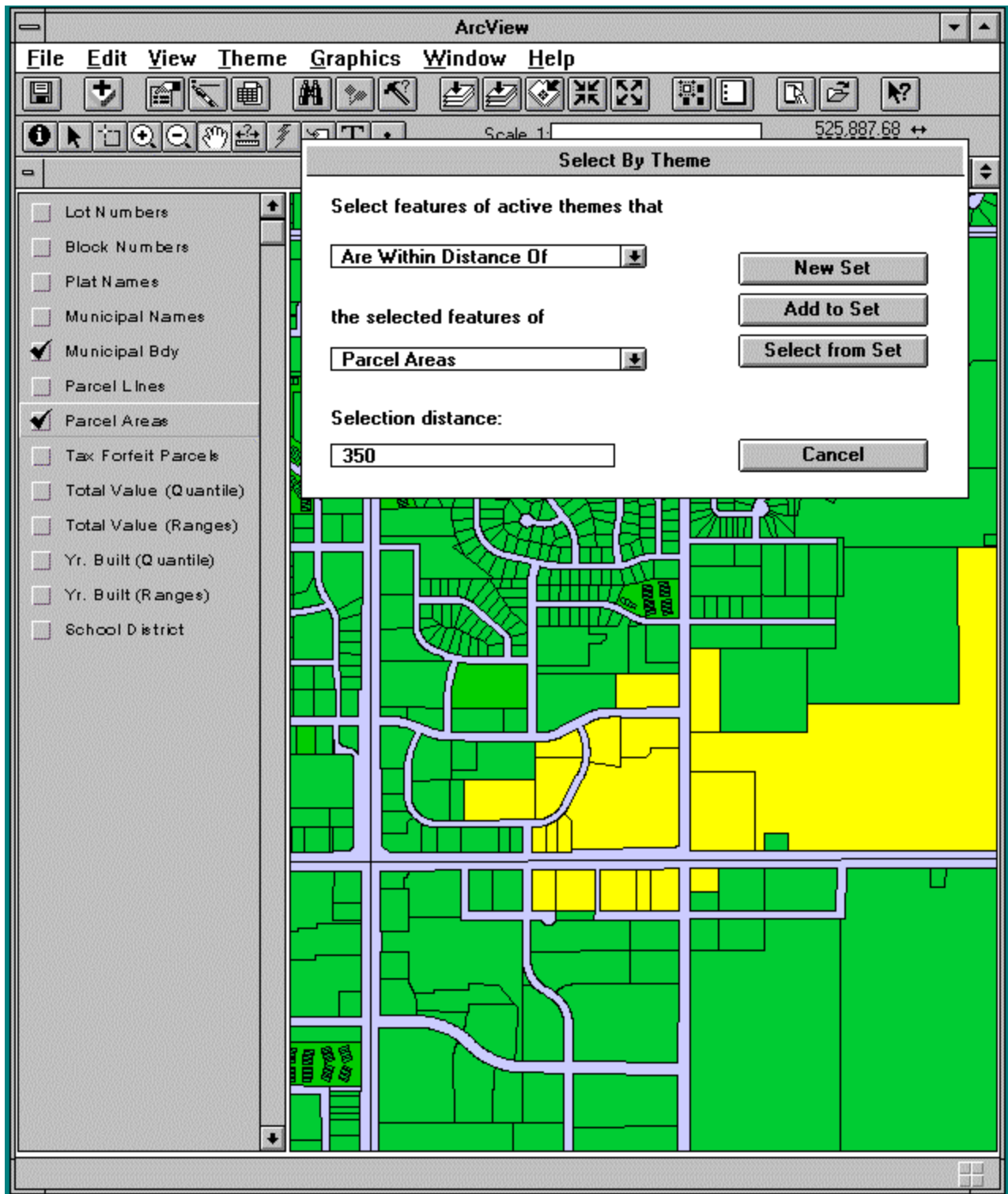


Figure 3

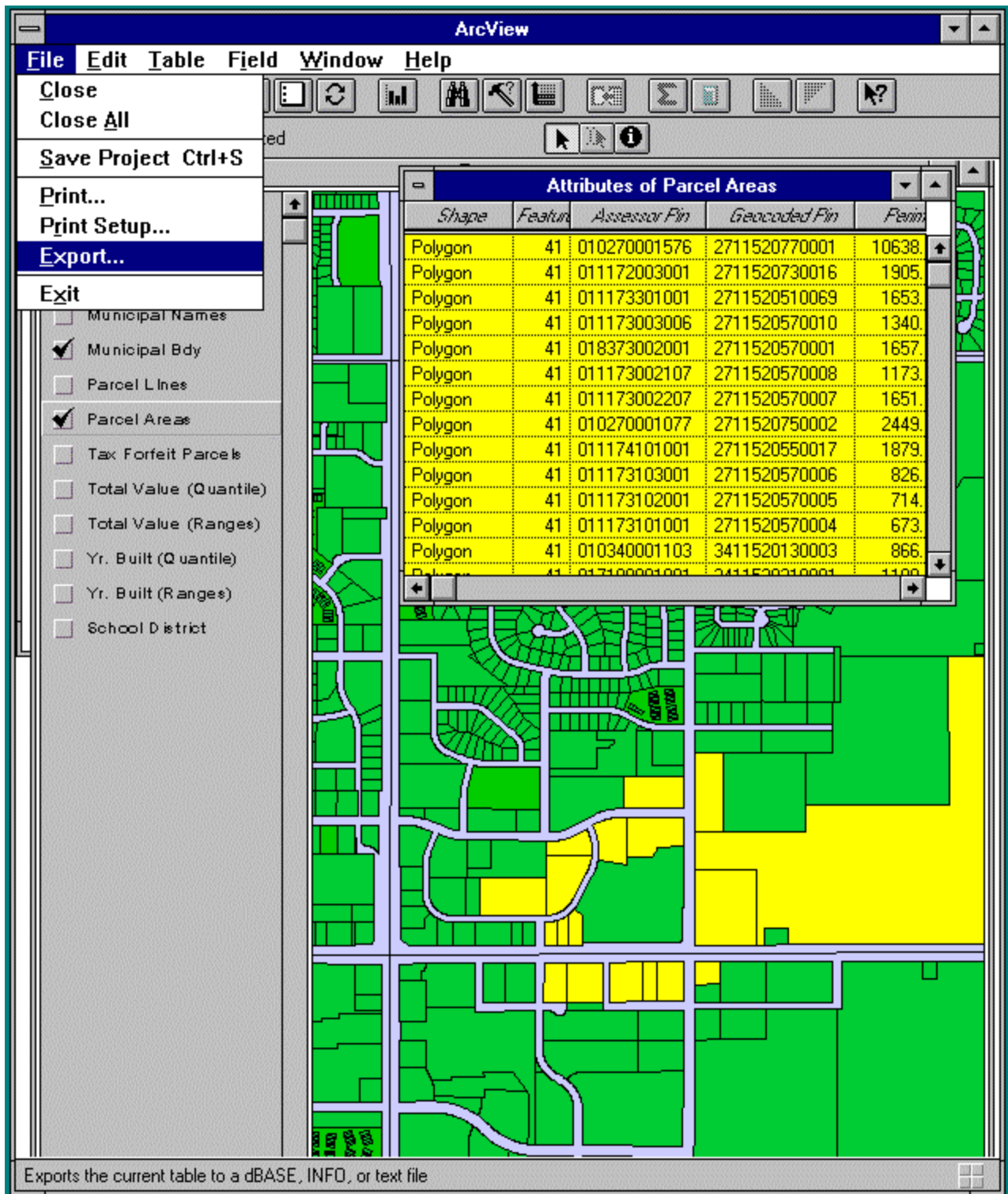


Figure 4

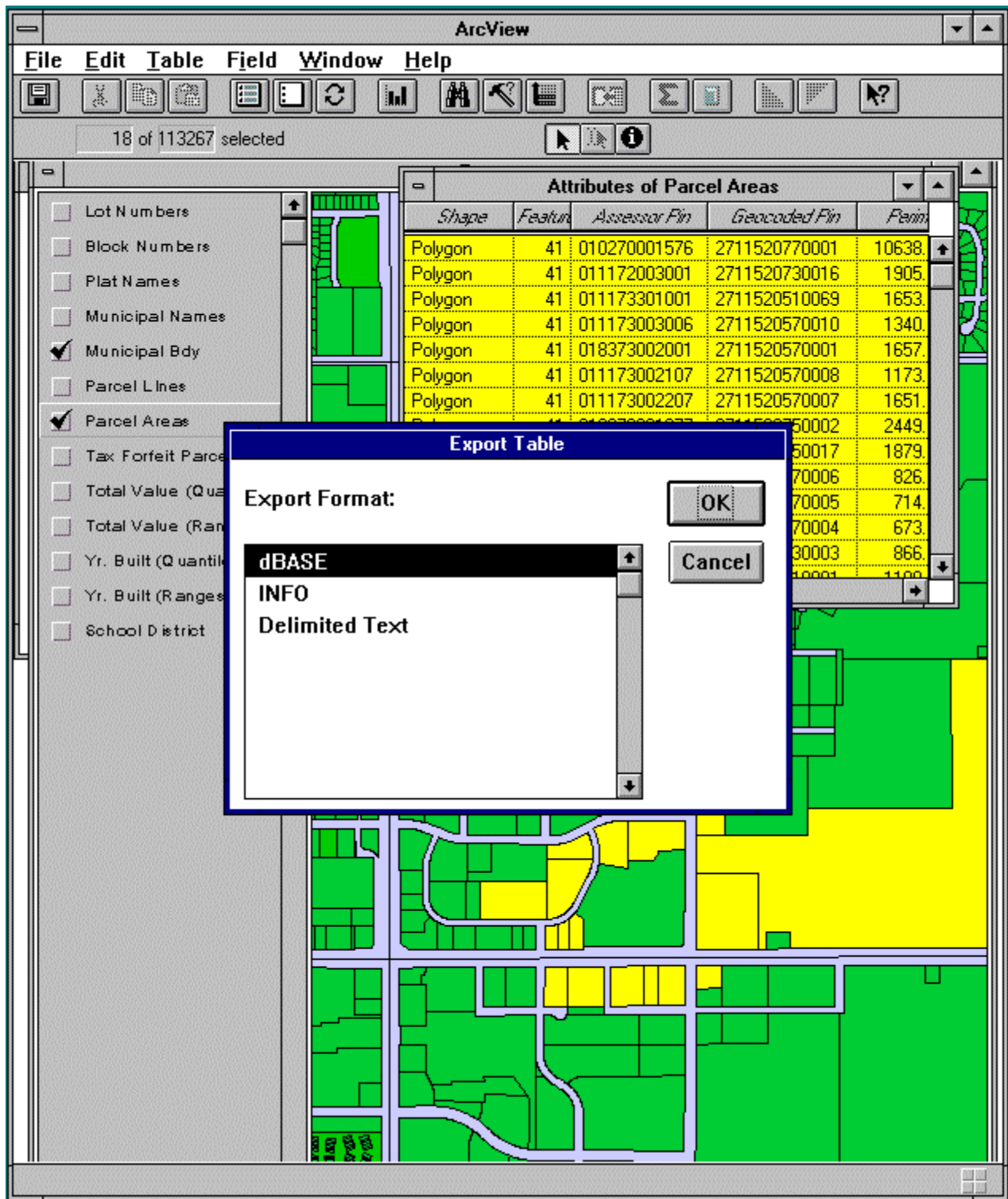


Figure 5

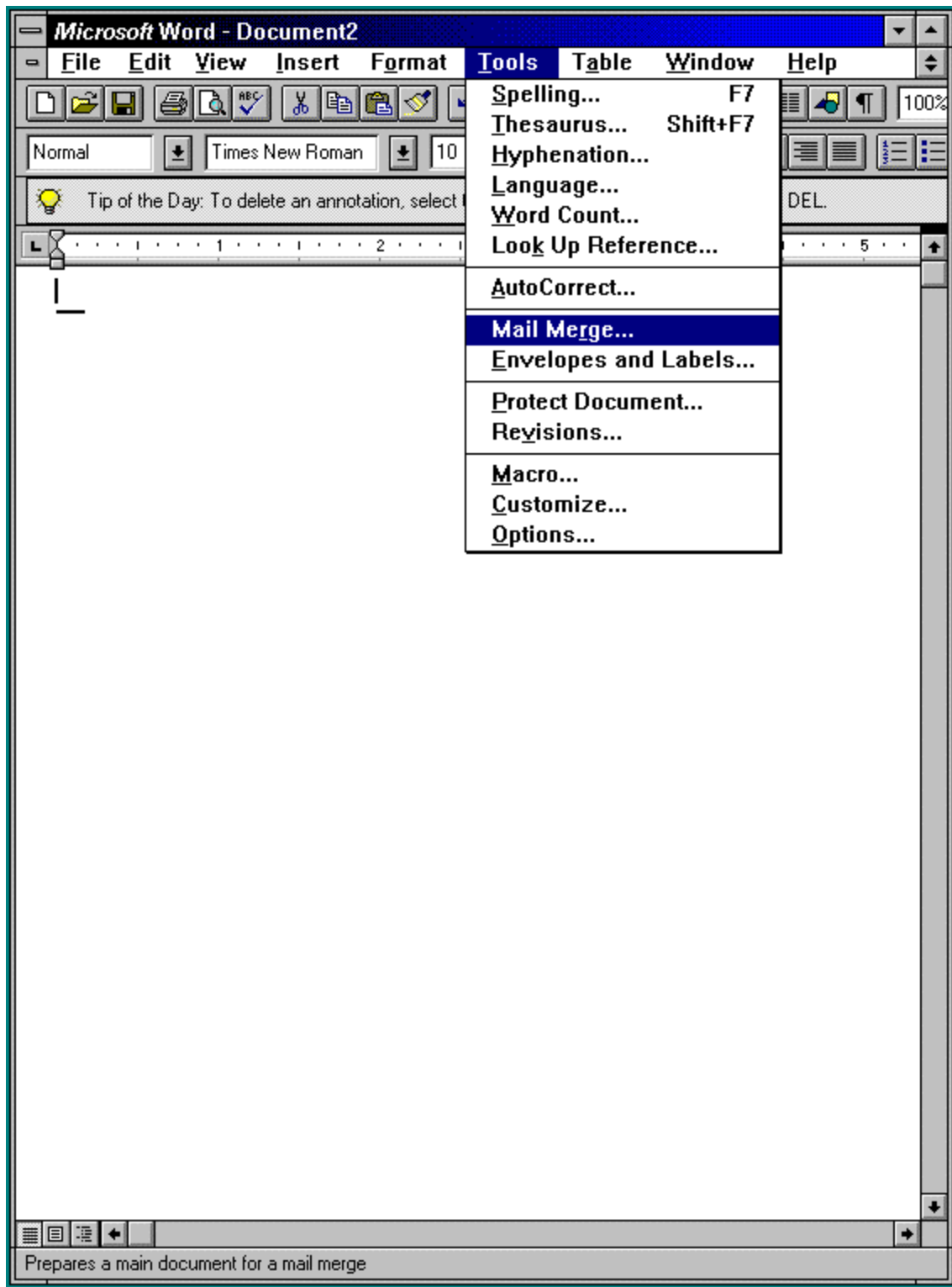


Figure 6

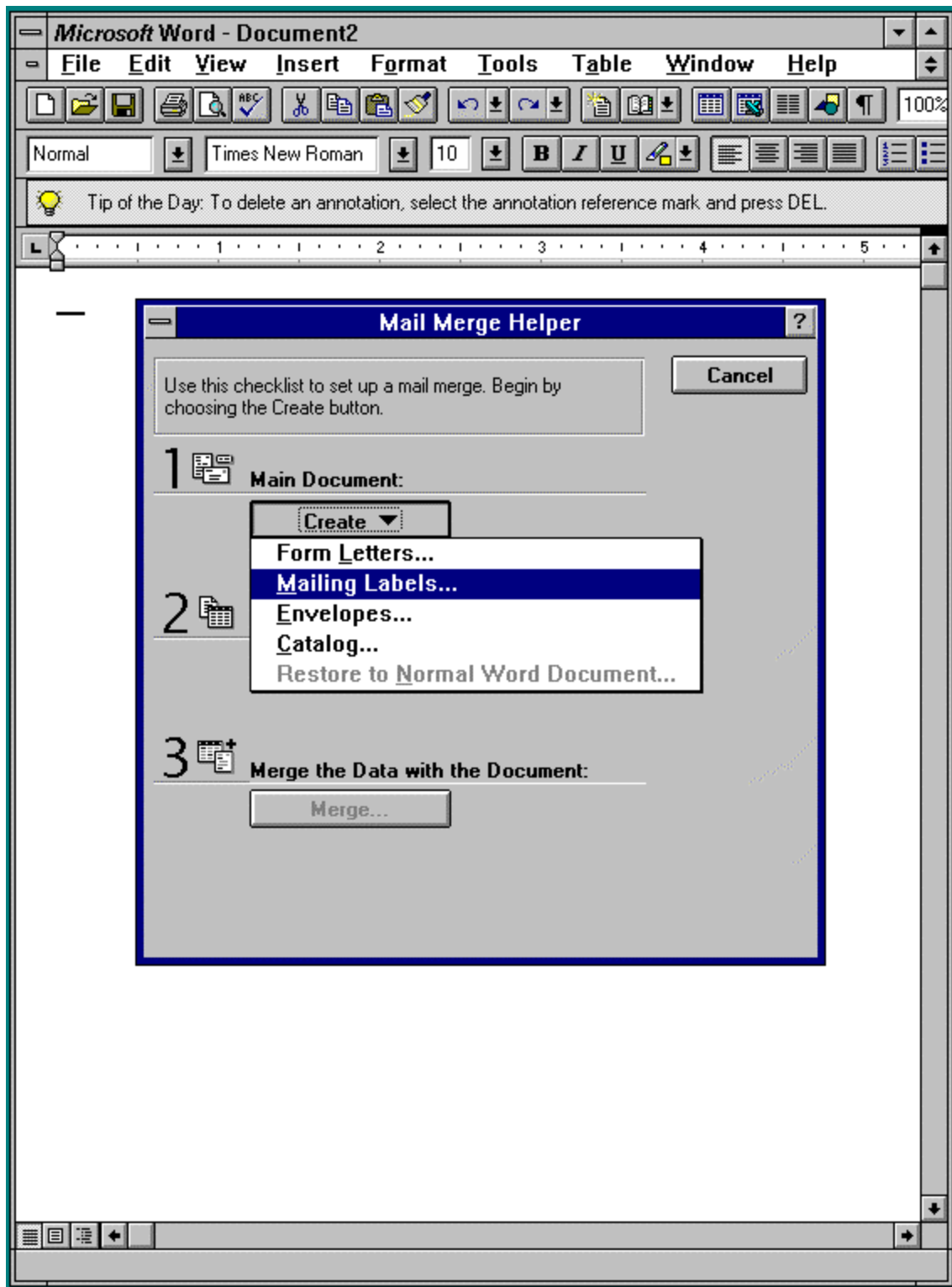


Figure 7

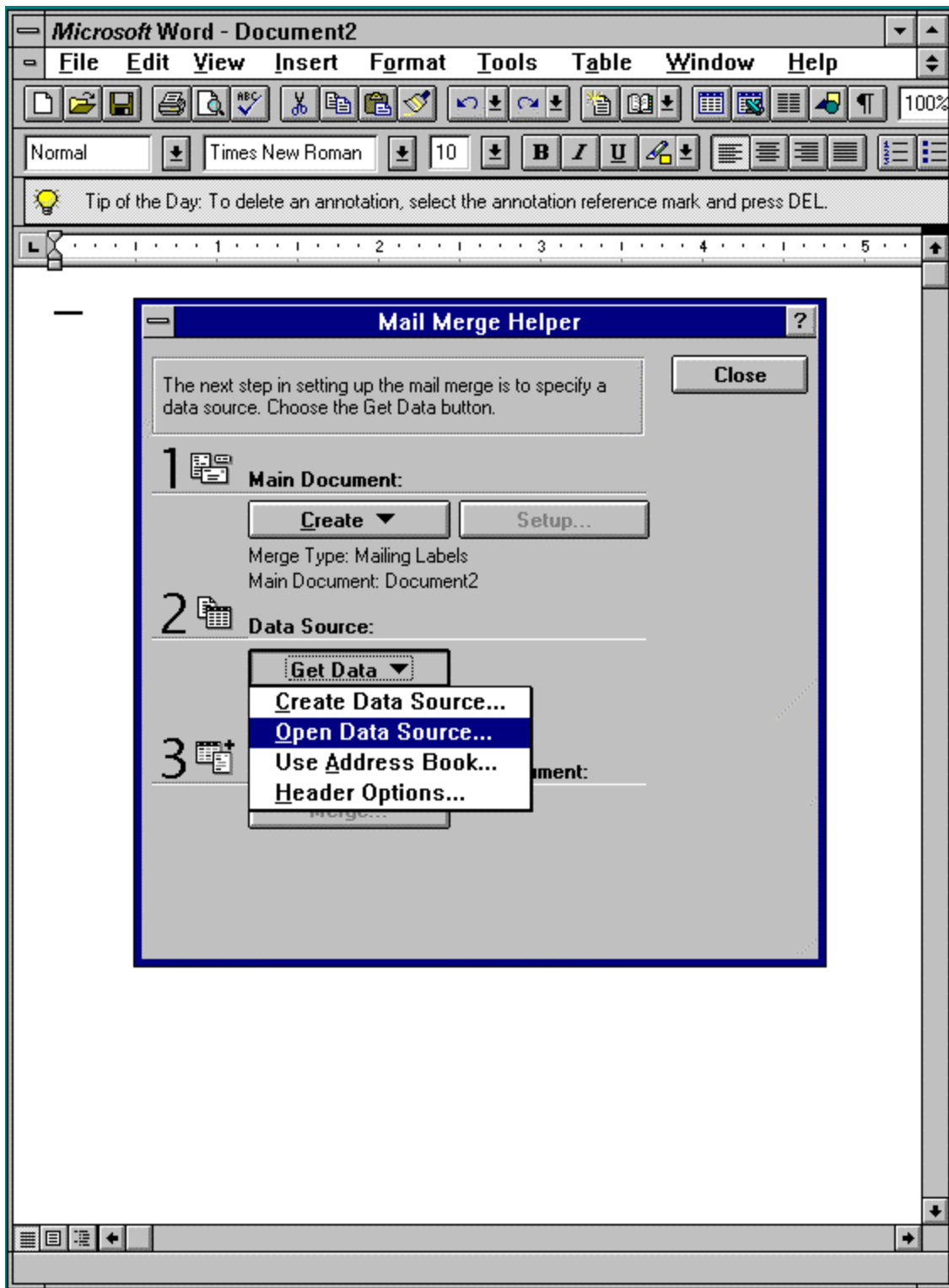


Figure 8

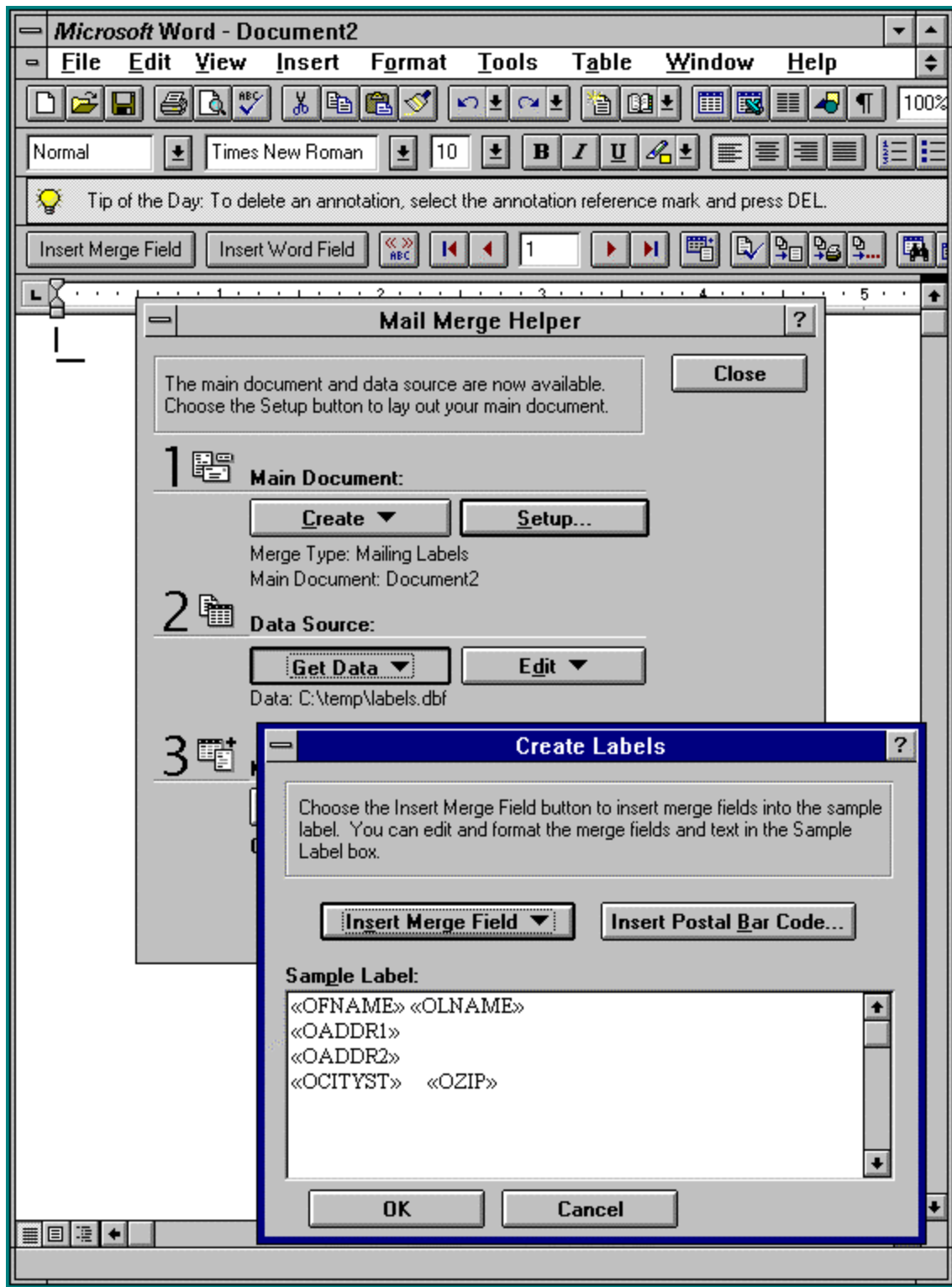


Figure 9

