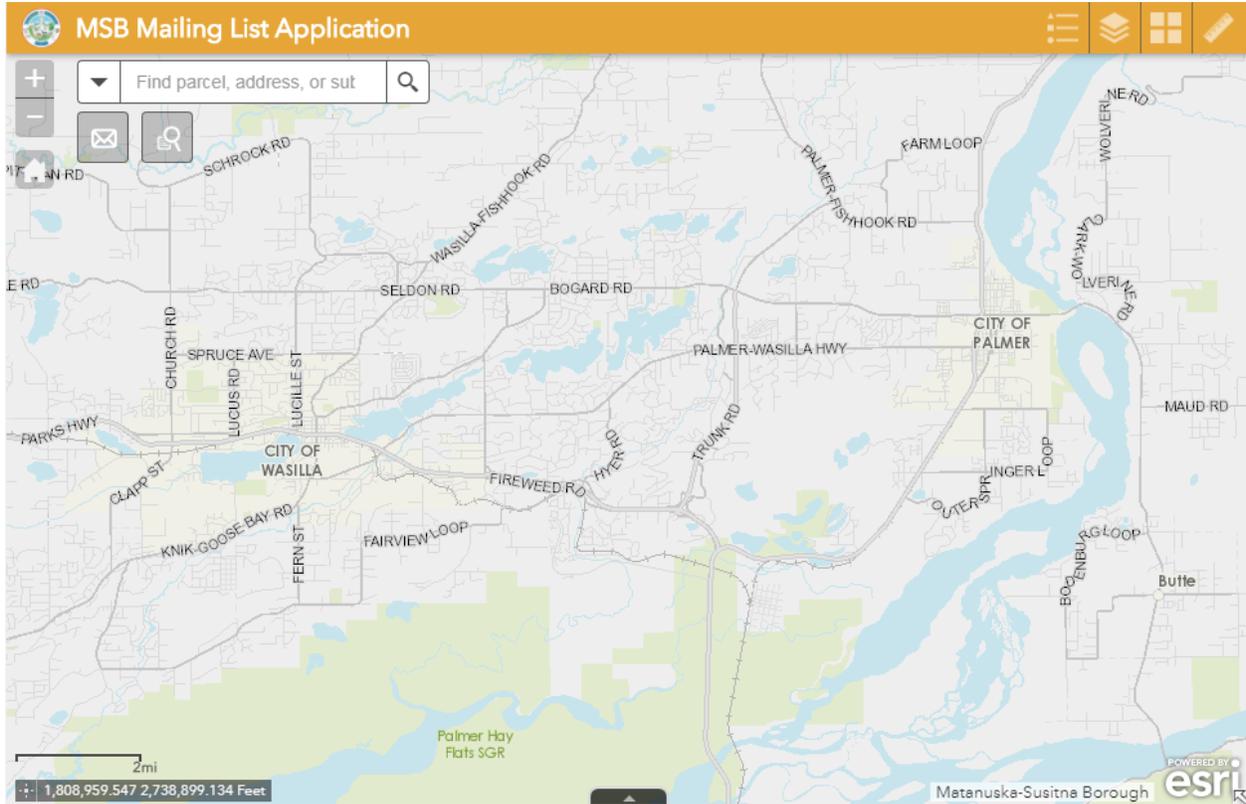


MSB Mailing List Application Directions

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

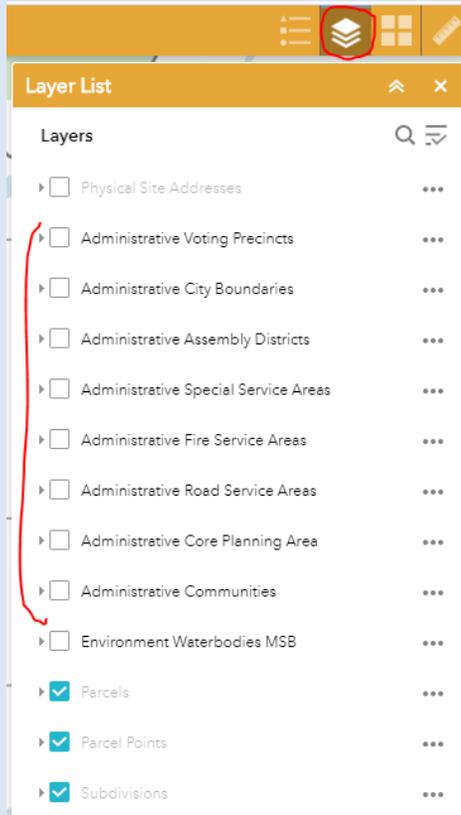
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MSB Mailing List Application Directions

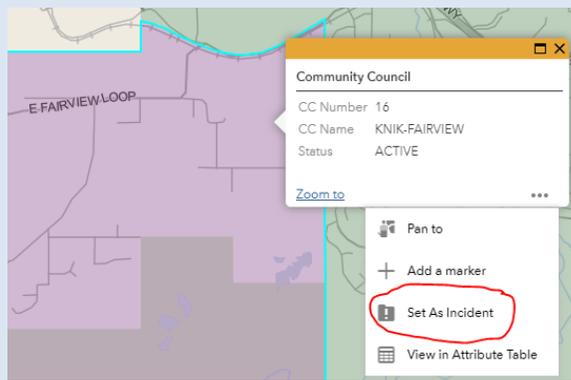
OPTION 1 - Mailing list for all parcels within an administrative boundary.

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. Click on “Layers” located in the top right of the app

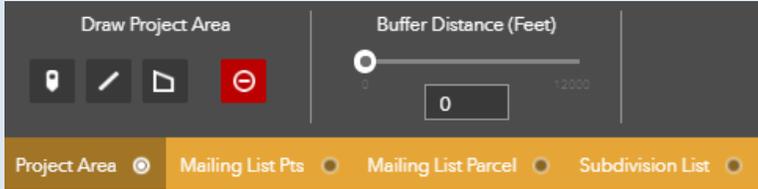


3. Turn on the desired polygon boundary you want to create the mailing list from.
4. Click on the polygon of interest, which will highlight the parcel and open a pop up box with a little information about the parcel. Click the three dots in the pop up box and click **Set As Incident**.

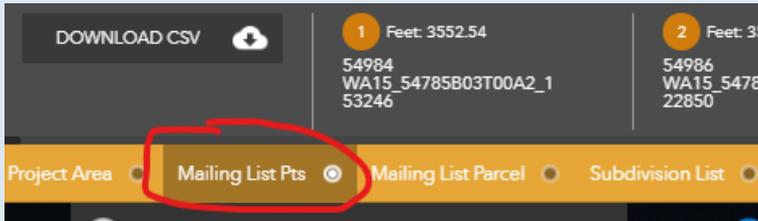


MSB Mailing List Application Directions

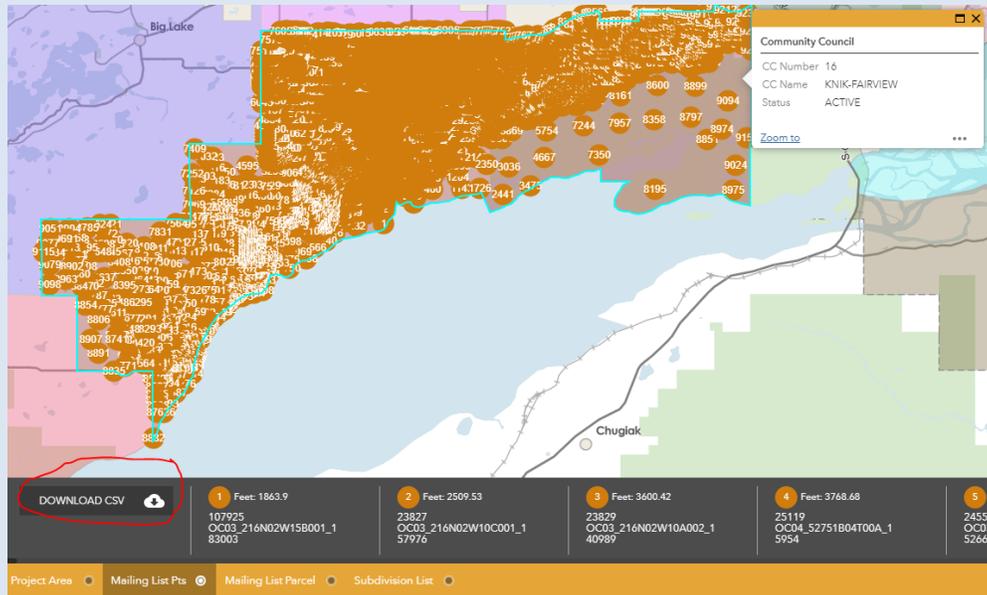
- 5. The mailing list tool will open, see the screenshot below. Ignore the Draw Project Area tools, instead simply place the buffer slider to "0" (in feet) on the right. This will only select properties that reside within the boundary of the polygon.



- 6. Click the Mailing List Pts button, in the mailing list tool.

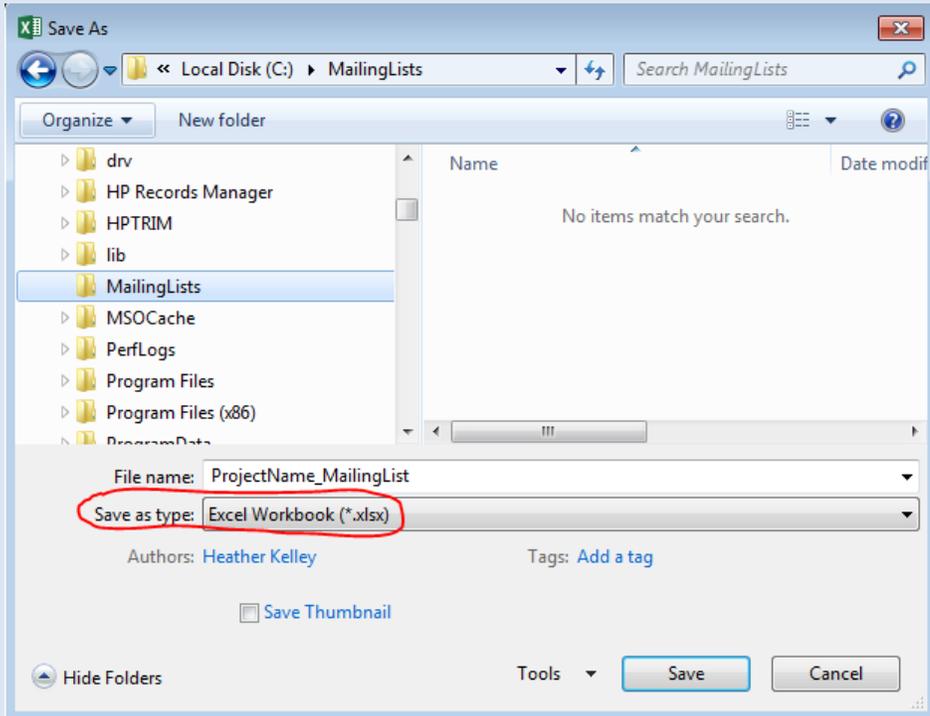


- 7. The map will number all the parcels selected within the buffer. These parcels will be included in the mailing list. Click the DOWNLOAD CSV button to create a spreadsheet of the mailing list.



MSB Mailing List Application Directions

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



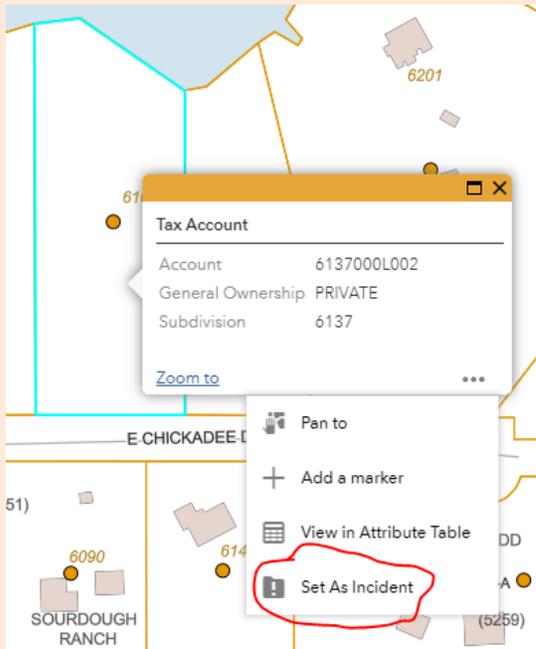
9. Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. (*Mail Merge = the automatic addition of names and addresses from a spreadsheet to printed letters and/or envelopes.*)

MSB Mailing List Application Directions

OPTION 2 - Mailing list for parcels within a [distance from one parcel](#).

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. Click on the parcel of interest, which will highlight the parcel and open a pop up box with a little information about the parcel. Click the three dots in the pop up box and click **Set As Incident**.

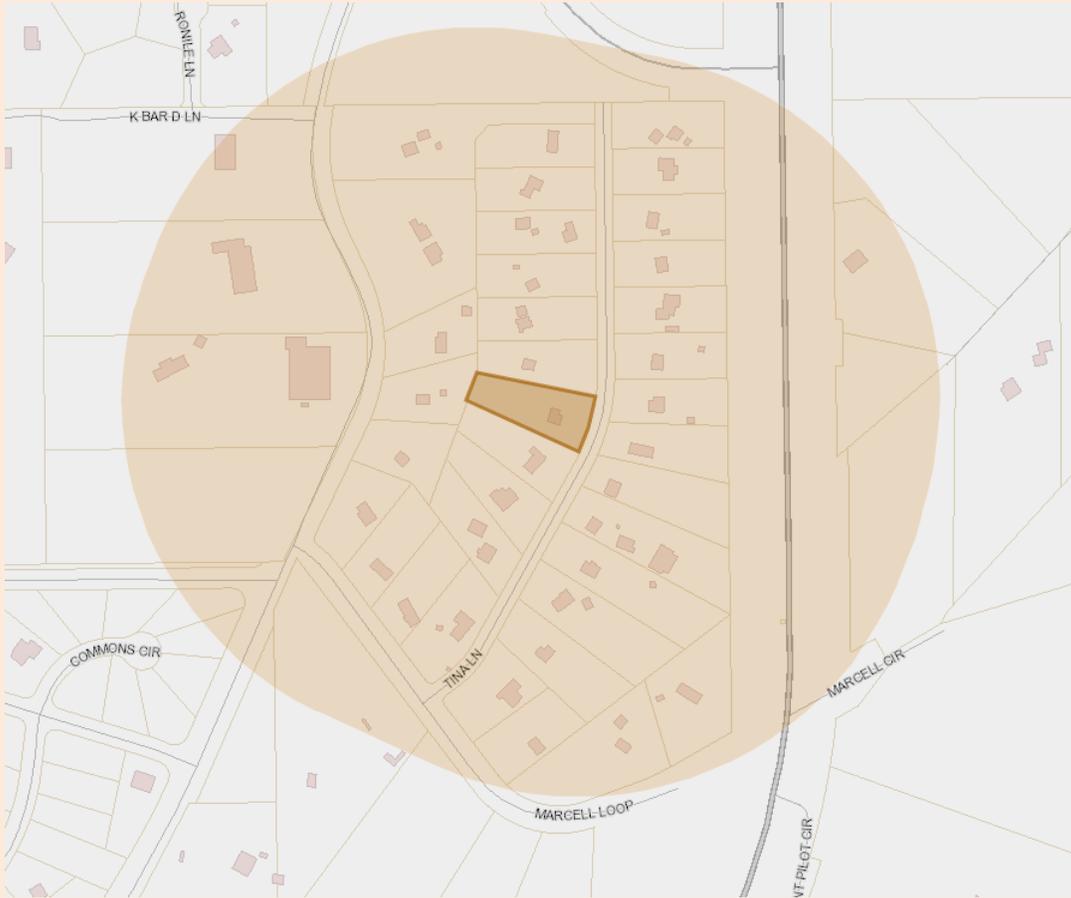


MSB Mailing List Application Directions

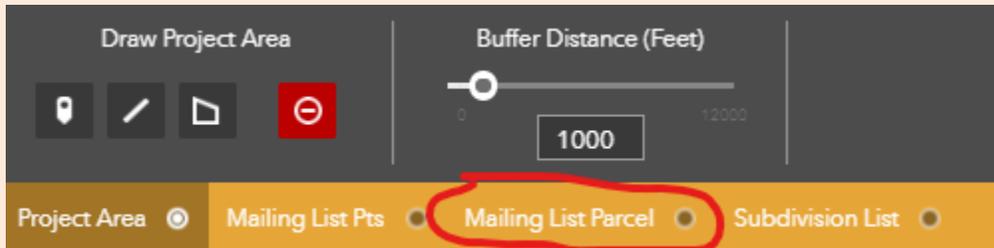
- The mailing list tool will open, see the screenshot below.
Ignore the Draw Project Area tools, instead simply add the required buffer (in feet) on the right.



- The map should now show a buffer, of the distance entered, around the parcel.

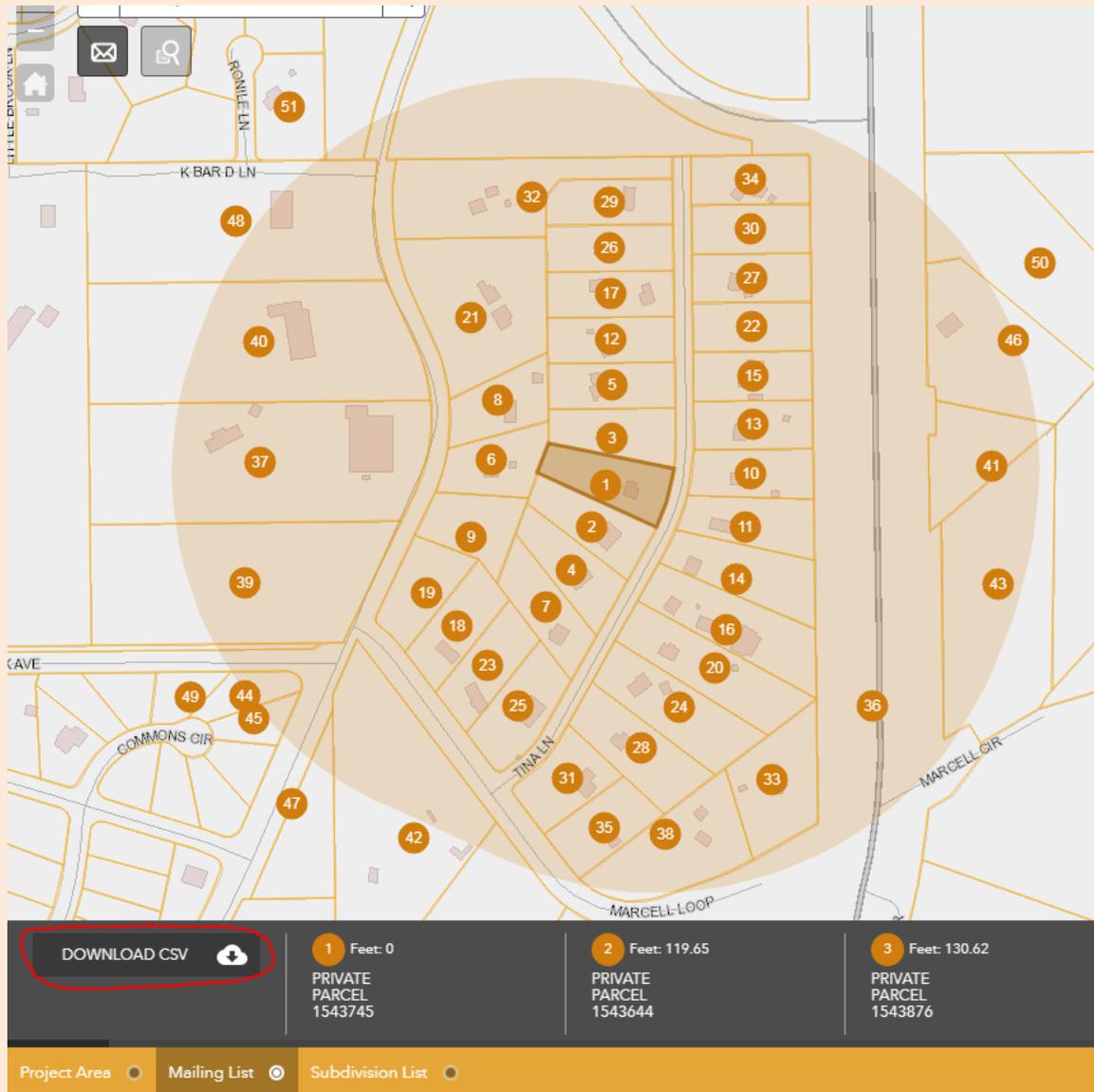


- Click the Mailing List Parcel button, in the mailing list tool.



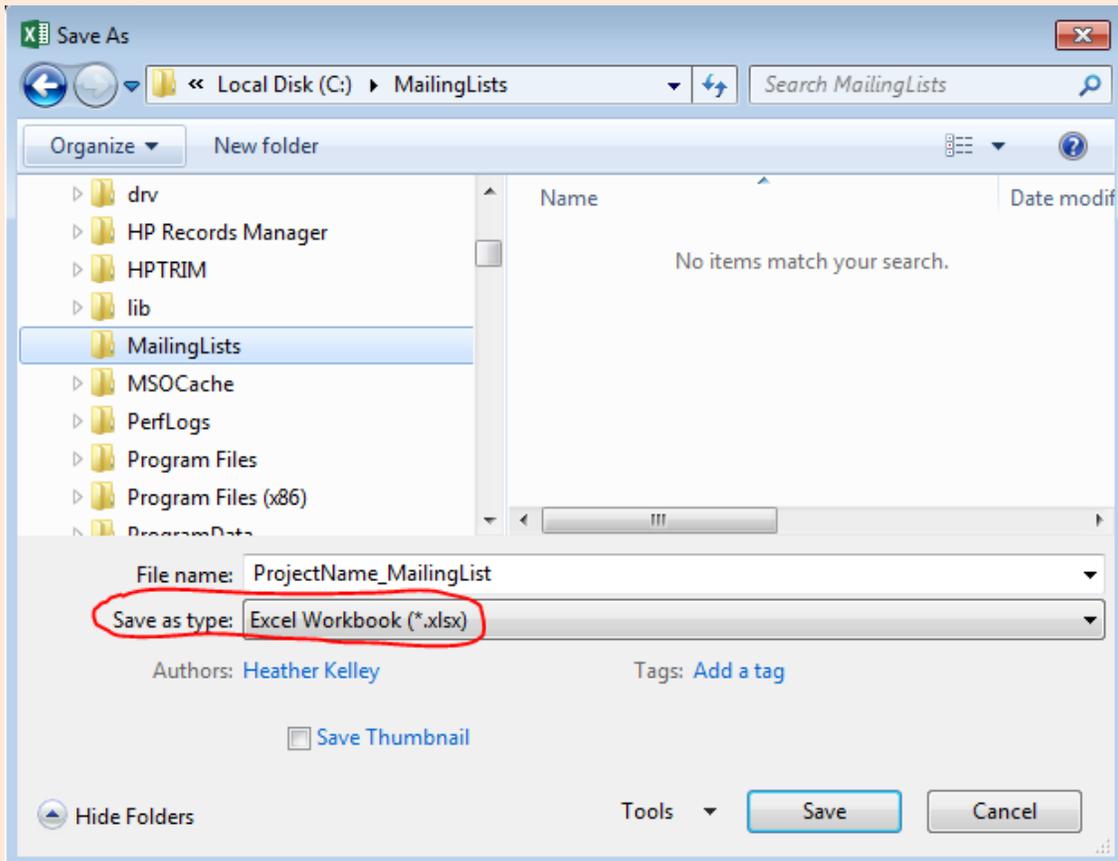
MSB Mailing List Application Directions

7. The map will number all the parcels selected within the buffer. These parcels will be included in the mailing list. Click the [DOWNLOAD CSV](#) button to create a spreadsheet of the mailing list. *Important note: The maximum number of parcels that can be selected is 3000. If you max out at 3000 records, contact GIS.*



MSB Mailing List Application Directions

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

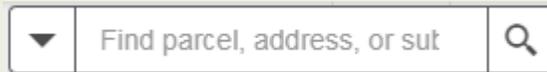


9. Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. (*Mail Merge = the automatic addition of names and addresses from a spreadsheet to printed letters and/or envelopes.*)

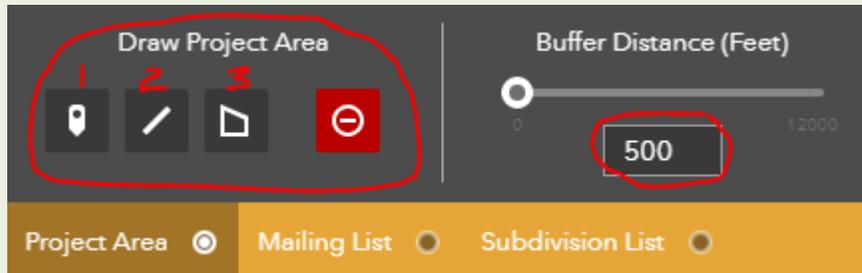
MSB Mailing List Application Directions

OPTION 3 – Mailing list for parcels within a distance from parcels, road(s), 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.

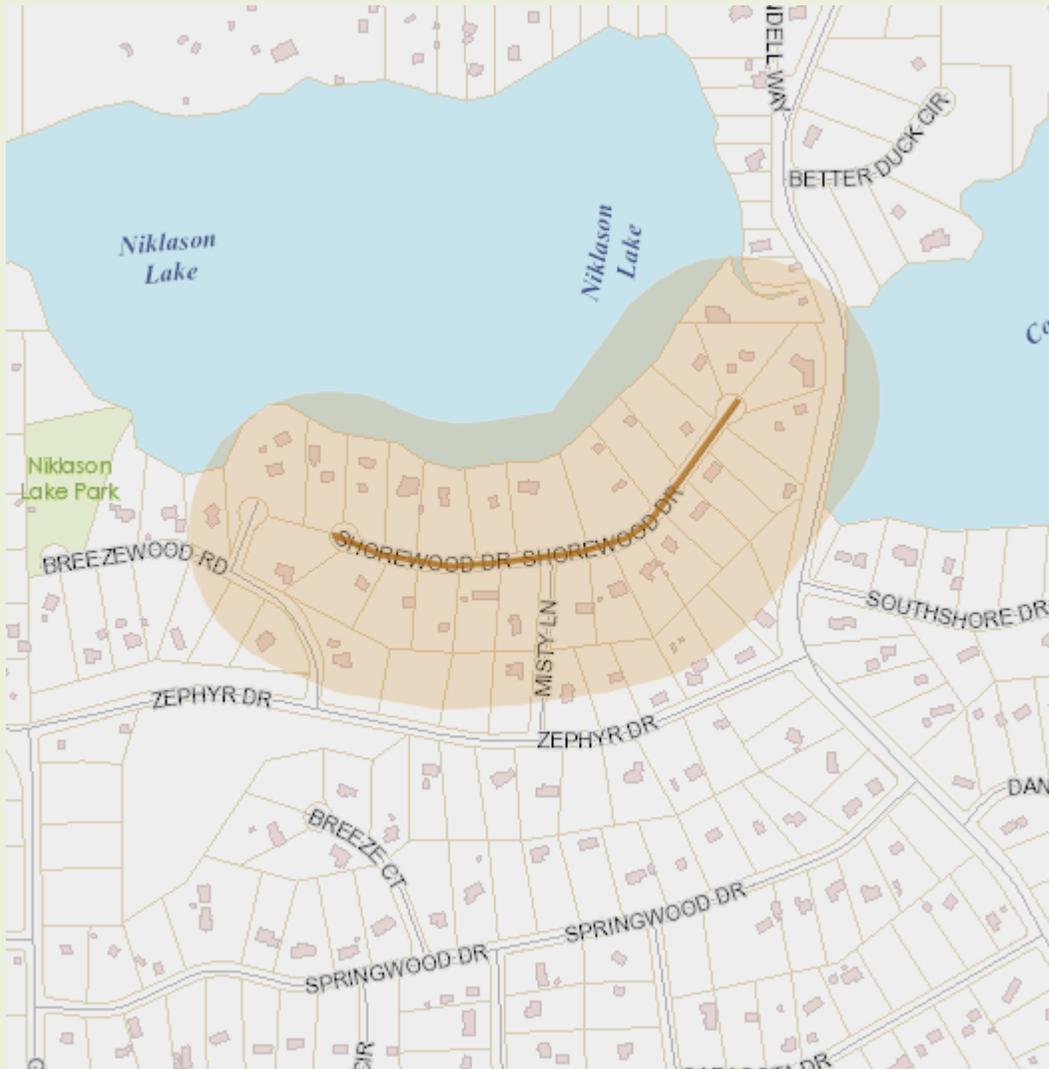


3. Click the mailing list tool button.
4. The mailing list tool, should now be open.
 - a. Enter your buffer distance (in feet).
 - b. Use one of the tools to draw your area of interest. There are 3 options.
 - 1 – buffer around a single point
 - 2 – buffer around a line; works great for road and trail projects
 - 3 – buffer around an area; works great for a group of parcels or any area of interest

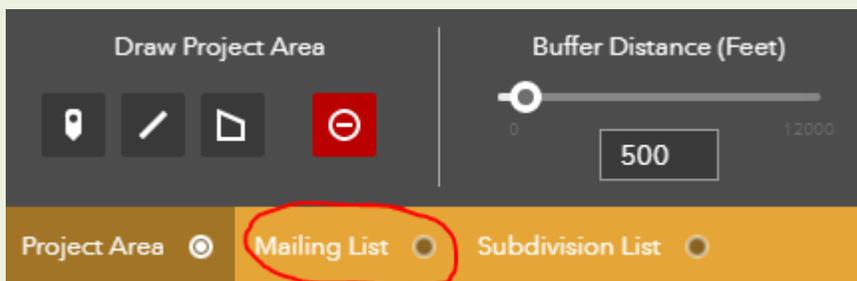


MSB Mailing List Application Directions

- The map should now show a buffer, of the distance entered, around the point, line, or area. The example below shows a buffer around a road.

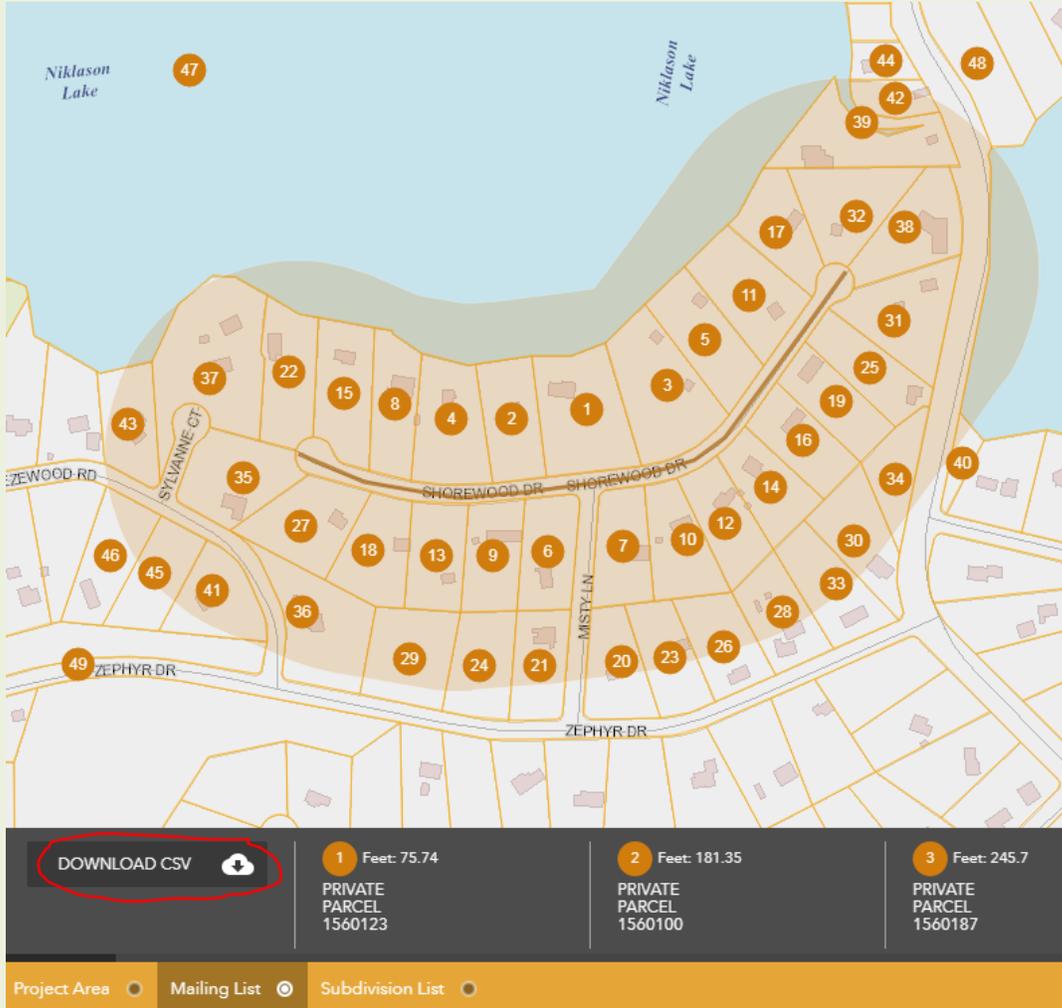


- Click the Mailing List button, in the mailing list tool.



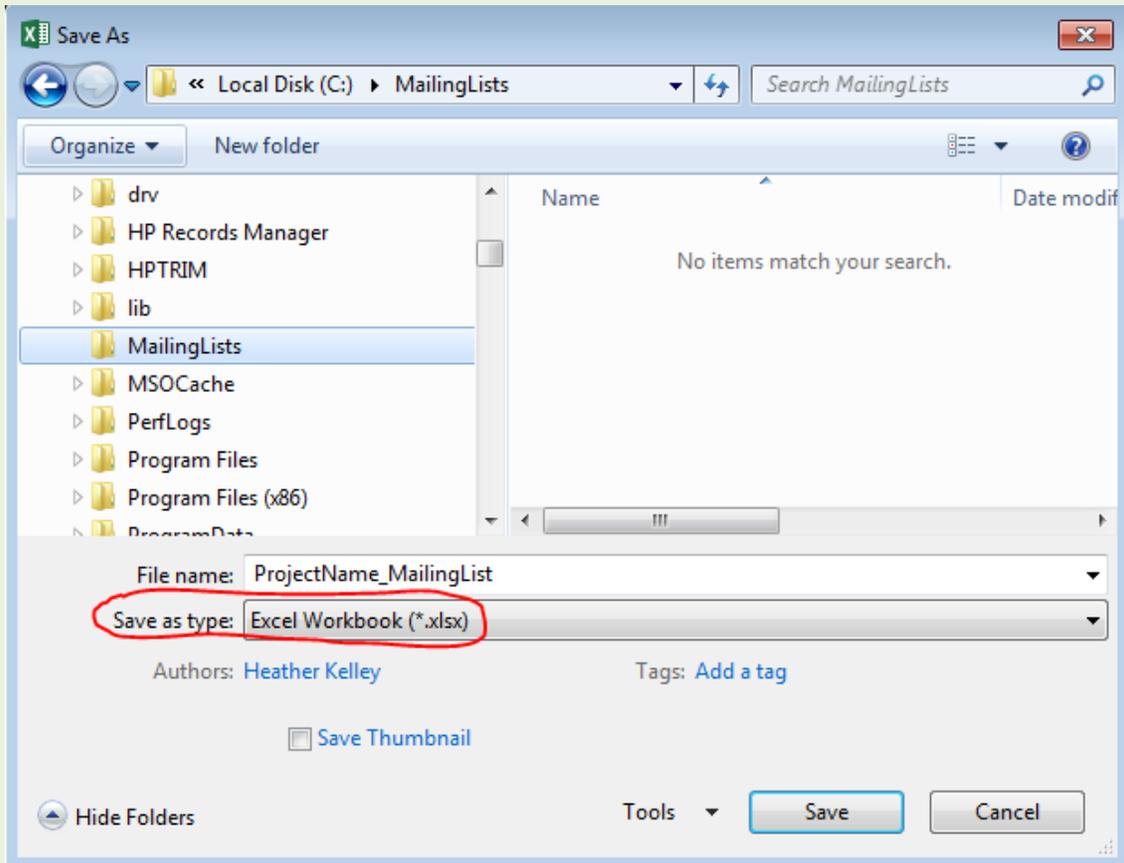
MSB Mailing List Application Directions

7. The map will number all the parcels within the buffer. These parcels will be included in the mailing list. Click the DOWNLOAD CSV button to create a spreadsheet of the mailing list. *Important note: The maximum number of parcels that can be selected is 3000. If you max out at 3000 records, contact GIS.*



MSB Mailing List Application Directions

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



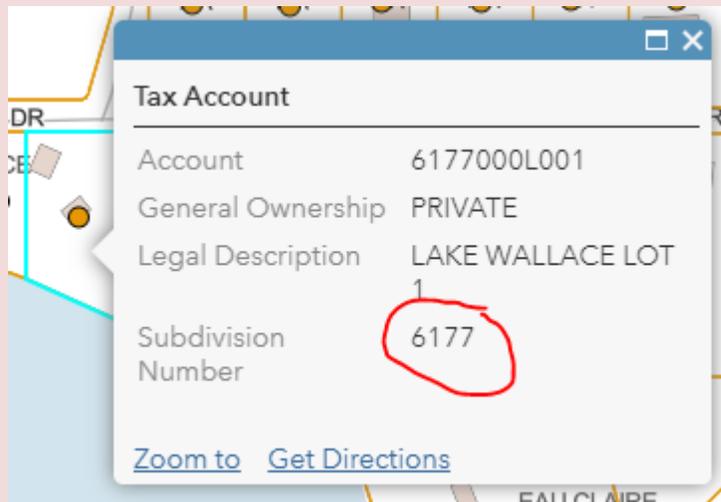
- Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. (*Mail Merge = the automatic addition of names and addresses from a spreadsheet to printed letters and/or envelopes.*)

MSB Mailing List Application Directions

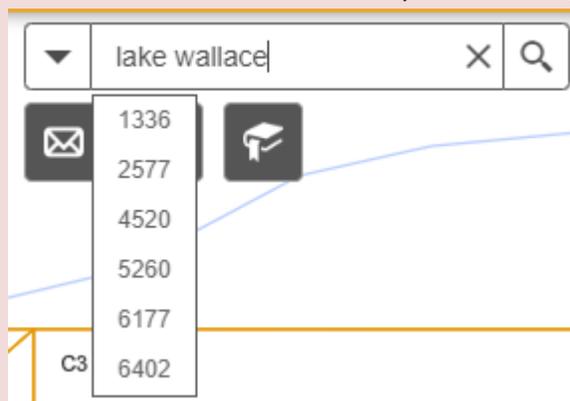
OPTION 4 – Mailing list for parcels within 1 or more subdivisions.

Using Subdivision Numbers

1. Open the [MSB Mailing List Application](#).
2. Subdivisions are all assigned a four-digit number. There are several ways to determine the four-digit code.
 - a. Turn on the Subdivision layer in the Layer List and click on a subdivision to see its name and number.
 - b. Click on a parcel on the Mailing App map and the subdivision number will show in the pop-up. It is also the first four digits of the Account Number if it is in a subdivision.



- c. Type the subdivision name into the search window. There might be several subdivision numbers to choose from since many subdivision names are similar. Click on each to determine which one you are looking for.

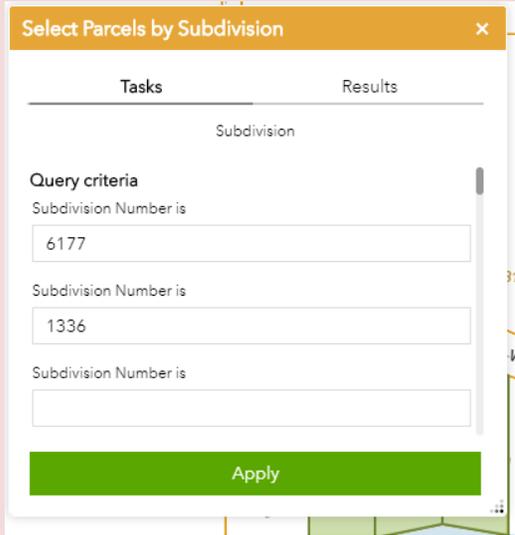


3. Once you have a subdivision number, or group of subdivision numbers, click on the Select Parcels by Subdivisions tool.



MSB Mailing List Application Directions

4. Enter all the subdivision numbers. Up to 30 subdivisions can be entered.
Click the Apply button.



Select Parcels by Subdivision [X]

Tasks Results

Subdivision

Query criteria

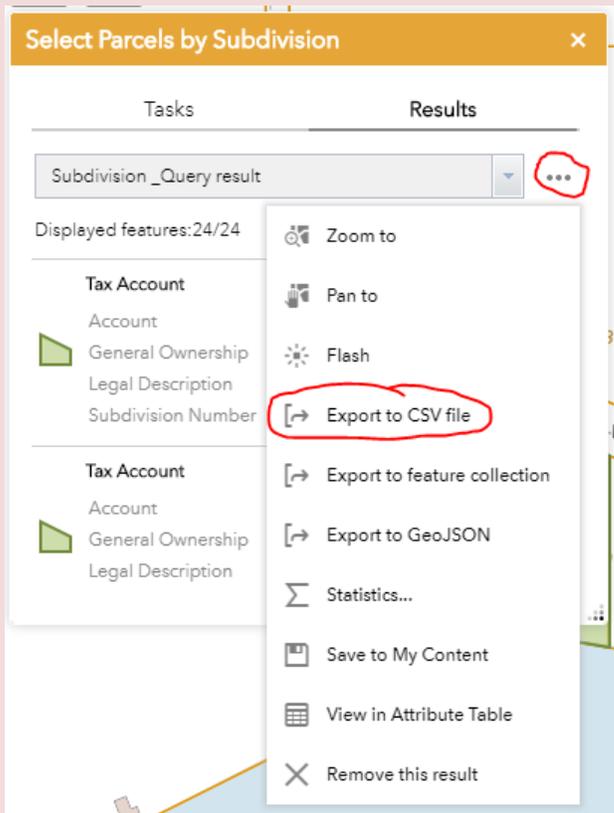
Subdivision Number is
6177

Subdivision Number is
1336

Subdivision Number is

Apply

5. All the parcels within the subdivisions will show on the map.
Click the button with three dots in the results window and select Export to CSV file.



Select Parcels by Subdivision [X]

Tasks Results

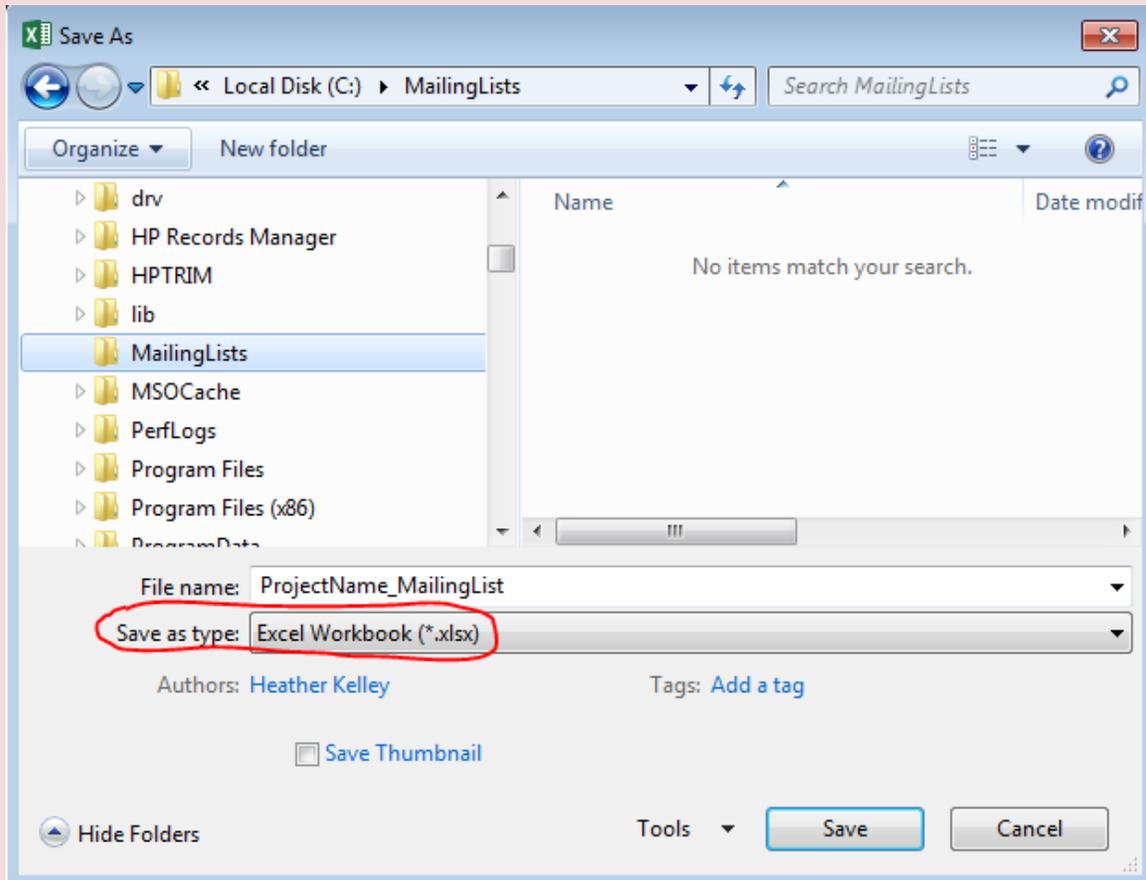
Subdivision_Query result [▼] [⋮]

Displayed features: 24/24

- Zoom to
- Pan to
- Flash
- Export to CSV file**
- Export to feature collection
- Export to GeoJSON
- Statistics...
- Save to My Content
- View in Attribute Table
- Remove this result

MSB Mailing List Application Directions

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

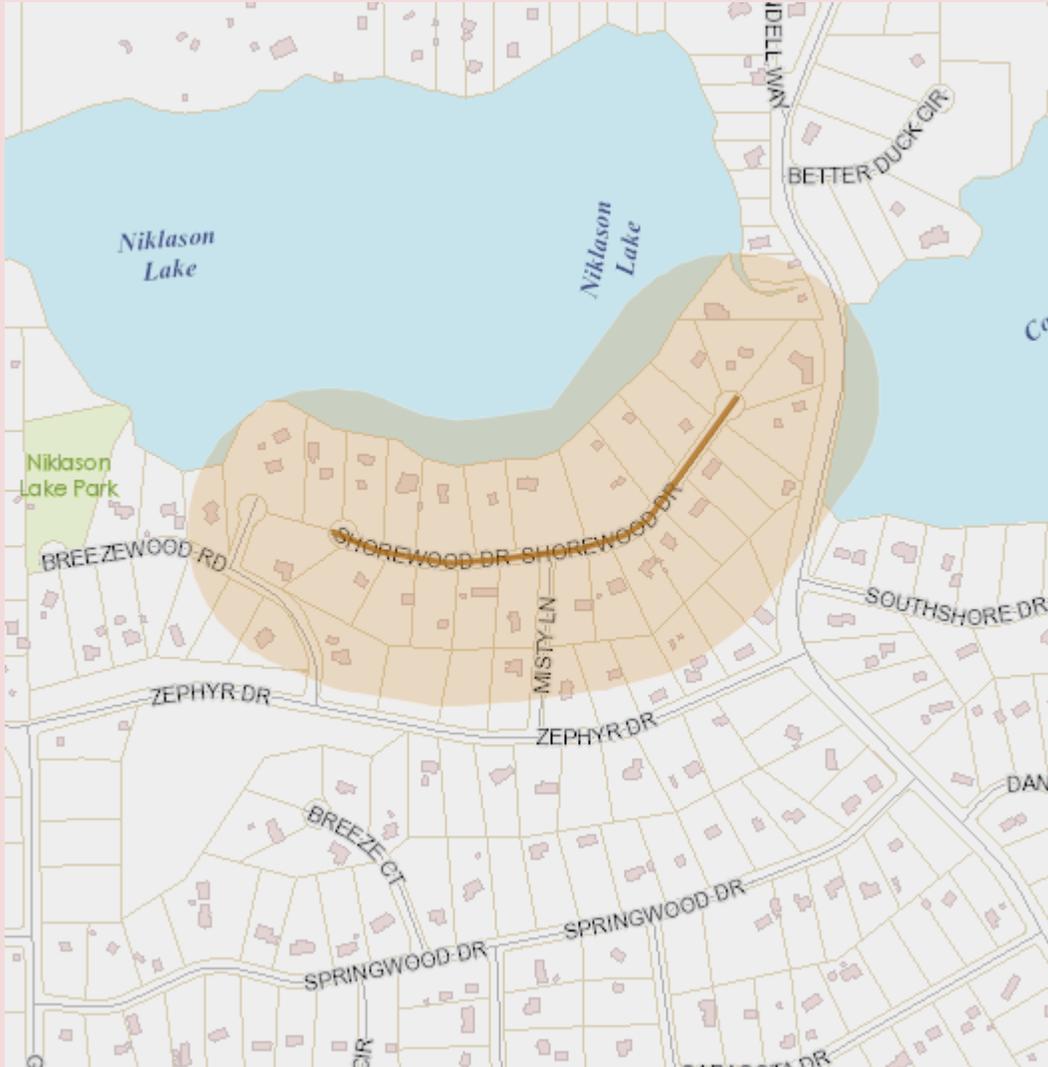


7. Use the excel spreadsheet to create mailing labels or for mail merge. See the mailing label and mail merge section of this document for help. (Mail Merge = the automatic addition of names and addresses from a spreadsheet to printed letters and/or envelopes.)

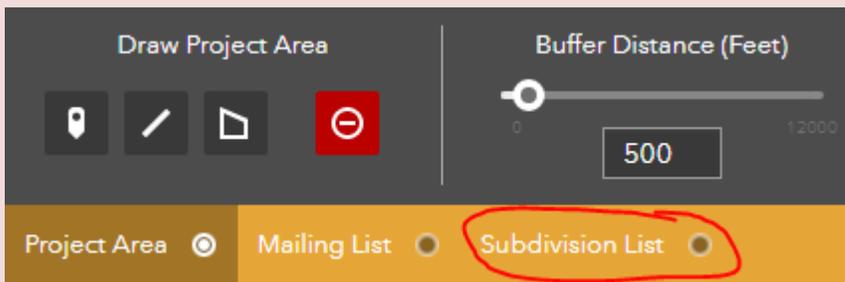
MSB Mailing List Application Directions

All Subdivisions within a Buffer around a Parcel or Project

1. Follow the steps in either Option 2 or Option 3 thru step #5.
Your map should now show a buffered area.



2. Click the Subdivision List button, in the mailing list tool.



MSB Mailing List Application Directions

- The map will number all the subdivision within the buffer. Click the DOWNLOAD CSV button for a spreadsheet of all the subdivision numbers.

DOWNLOAD CSV

Marker	Feet	Subdivision Numbers
1	778.56	2823, 2823, 53944
2	871.33	3334, 3334, 54472
3	1247.67	5074, 5074, 56323

Project Area Mailing List Subdivision List

- Open the downloaded CSV file (*it should open in Excel*). There is a field called SUBD_NUM that shows the 4-digit subdivision numbers. *Don't get it confused with another similarly named field.*

	A	B	C	D	E	F	G
1	DISTANCE	OBJECTID_	OBJECTID	SUBDNUM	SUM_ACP	SUBD_NUM	S
2	778.5643	2823	2823	53944	1.642157	3944	S
3	871.3343	3334	3334	54472	3.370228	4472	S
4	1247.666	5074	5074	56323	9.644724	6323	T
5	1756.444	3729	3729	54907	14.78126	4907	C
6	2097.215	324	324	51344	281.3526	1344	S

MSB Mailing List Application Directions

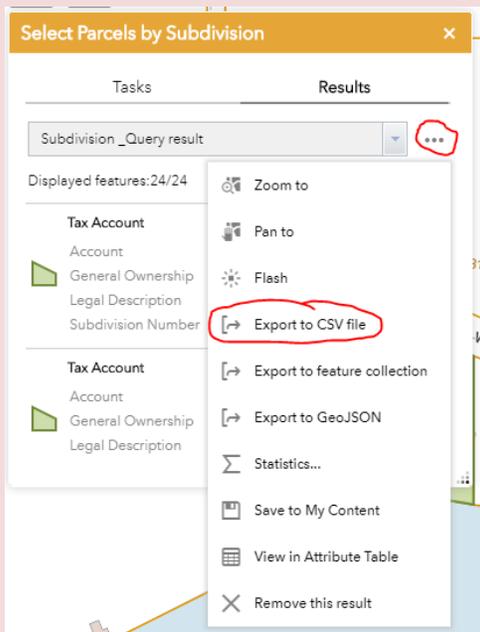
5. In the Mailing List App, click on the Select Parcels by Subdivisions tool.



6. Enter all the subdivision numbers, copy and paste is the safest way. Up to 30 subdivisions can be entered. Then click Apply.

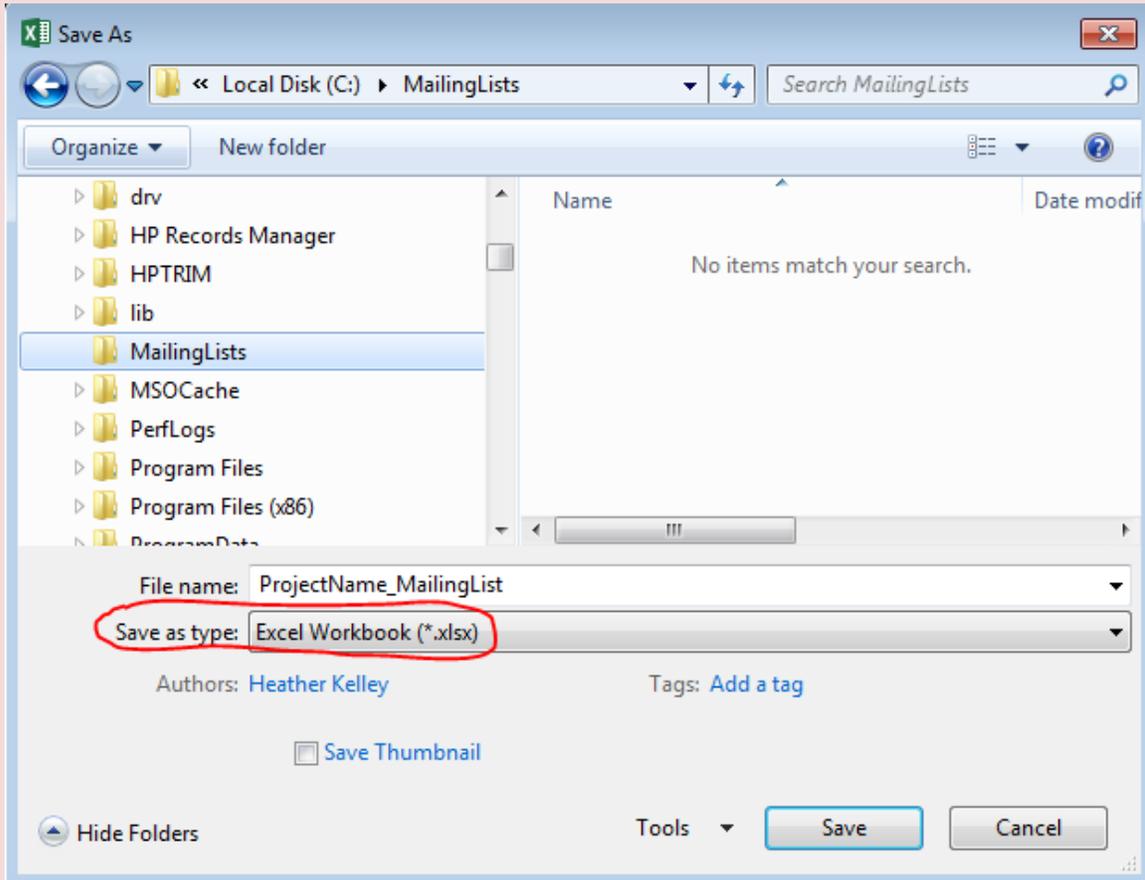
A screenshot of the 'Select Parcels by Subdivision' dialog box. The 'Tasks' tab is active. It shows a 'Subdivision' header and three input fields for 'Subdivision Number is'. The first field contains '6177' and the second contains '1336'. A green 'Apply' button is at the bottom.

7. All the parcels within the subdivisions will show on the map. Click the button with three dots in the results window and select Export to CSV file.



MSB Mailing List Application Directions

- 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 = the automatic addition of names and addresses from a spreadsheet to printed letters and/or envelopes.*)

MSB Mailing List Application Directions

Mail Merge – 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:

Owner_1
 Name_2
 Mailing_Address_Line_A
 Mailing_Address_Line_B
 Mailing_Address_City
 Mailing_Address_State
 Mailing_Address_Zip

Buyers Addresses: (typically for leased property)

Buyer_Name
 Buyer_Name_2
 Buyer_Mailing_Address_A
 Buyer_Mailing_Address_B
 Buyer_Mailing_Address_City
 Buyer_Mailing_Address_State
 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.

	A	B	C	D	E	F	G	H	I	J
1	OWNER_1	NAME_2	Mailing_Address_Line_A	Mailing_Address_Line_B	Mailing_Address_City	Mailing_Address_State	Mailing_Address_Zip	Buyer_Name	Buyer_Name_2	Buyer_Mailing_Address_A
2	SECON INC		240 W 68TH AVE	% COLASKA INC	ANCHORAGE	AK	99518	JONZ ARON J		2198 W MORRISON CT
3	ALASKA STATE OF	DEPT OF TRANS & PUB FAC	PO BOX 196900		ANCHORAGE	AK	99519-6900	JACOBSEN GAROLD T JR		PO BOX 875193
4	ALASKA STATE OF	DEPT OF TRANS & PUB FAC	PO BOX 196900		ANCHORAGE	AK	99519-6900			
5	CPD ALASKA LLC		201 ARCTIC SLOPE AVE		ANCHORAGE	AK	99518-3033			
6	CONQUEST PARK LLC		281 S CONQUEST CIR		WASILLA	AK	99623-9309			
7	ALASKA STATE OF	DEPT OF TRANS & PUB FAC	PO BOX 196900		ANCHORAGE	AK	99519-6900			
8	TODD PROP LLC		PO BOX 871395		WASILLA	AK	99687-1395			
9	JONZ ARON J		2198 W MORRISON CT	% WILLY RENSENBRINK	GRAND JUNCTION	CO	81507			
10	COLASKA INC		240 W 68TH AVE		ANCHORAGE	AK	99518			
11	WASILLA PSH ASSOCIATES		430 E STATE ST	STE 100	EAGLE	ID	83616			
12										
13										
14										

4. The spreadsheet should look something like this.

	A	B	C	D	E	F	G
1	OWNER_1	NAME_2	Mailing_Address_Line_A	Mailing_Address_Line_B	Mailing_Address_City	Mailing_Address_State	Mailing_Address_Zip
2	SECON INC		240 W 68TH AVE	% COLASKA INC	ANCHORAGE	AK	99518
3	ALASKA STATE OF	DEPT OF TRANS & PUB FAC	PO BOX 196900		ANCHORAGE	AK	99519-6900
4	ALASKA STATE OF	DEPT OF TRANS & PUB FAC	PO BOX 196900		ANCHORAGE	AK	99519-6900
5	CPD ALASKA LLC		201 ARCTIC SLOPE AVE		ANCHORAGE	AK	99518-3033
6	CONQUEST PARK LLC		281 S CONQUEST CIR		WASILLA	AK	99623-9309
7	ALASKA STATE OF	DEPT OF TRANS & PUB FAC	PO BOX 196900		ANCHORAGE	AK	99519-6900
8	TODD PROP LLC		PO BOX 871395		WASILLA	AK	99687-1395
9	JONZ ARON J		2198 W MORRISON CT	% WILLY RENSENBRINK	GRAND JUNCTION	CO	81507
10	COLASKA INC		240 W 68TH AVE		ANCHORAGE	AK	99518
11	WASILLA PSH ASSOCIATES		430 E STATE ST	STE 100	EAGLE	ID	83616
12	JONZ ARON J		2198 W MORRISON CT	% WILLY RENSENBRINK	GRAND JUNCTION	CO	81507
13	JACOBSEN GAROLD T JR		PO BOX 875193		WASILLA	AK	99687-5193
14							

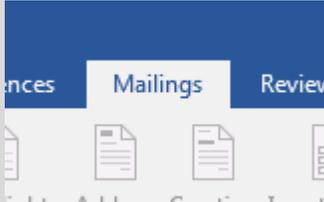
5. Open Microsoft Word and use Mail Merge to add mailing info to Labels, Envelopes, or Documents.

- 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.

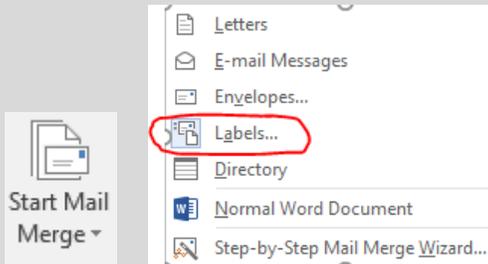
MSB Mailing List Application Directions

Create Mailing Labels:

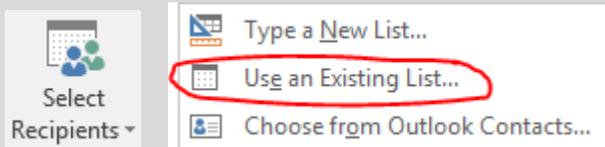
1. Prepare your spreadsheet, as described in the [Prepare Spreadsheet](#) section.
2. Open Microsoft Word (open a blank document)
3. Click the Mailings Tab (at the top)



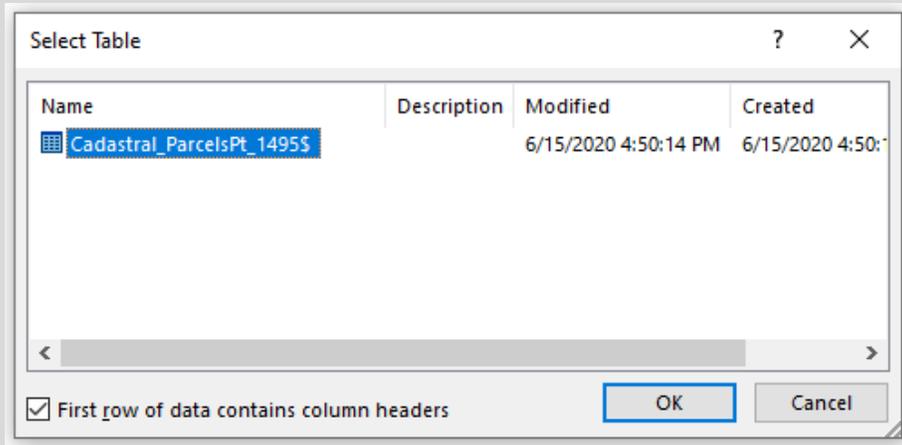
4. Click the Start Mail Merge button and pick Labels.



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...

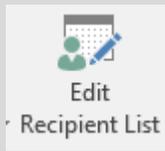


7. Navigate to the location of the spreadsheet with the mailing information. Click OK.

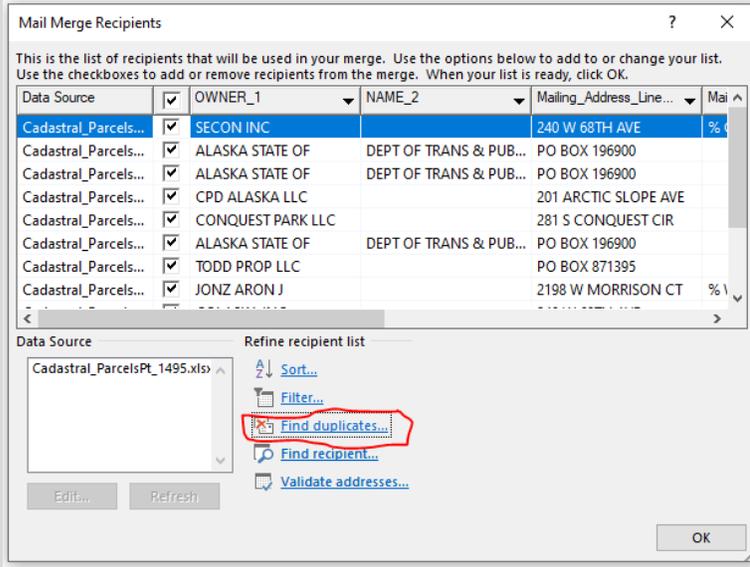


MSB Mailing List Application Directions

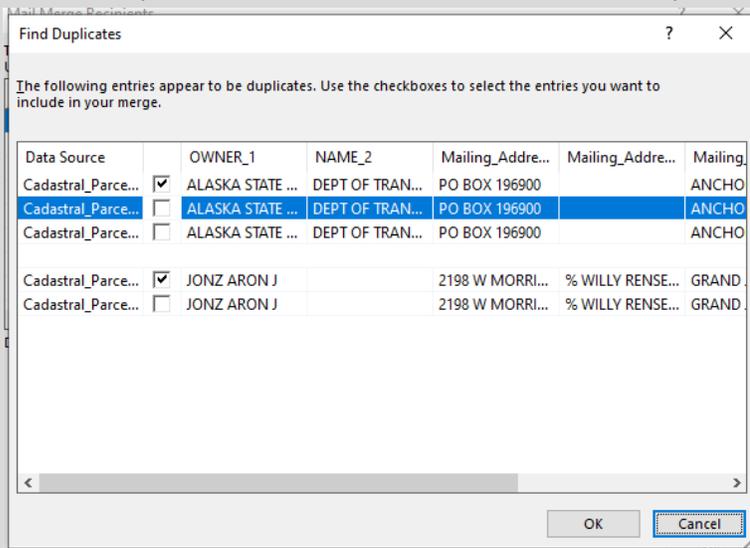
8. Click the Edit Recipient List button.



9. Click Find duplicates...



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

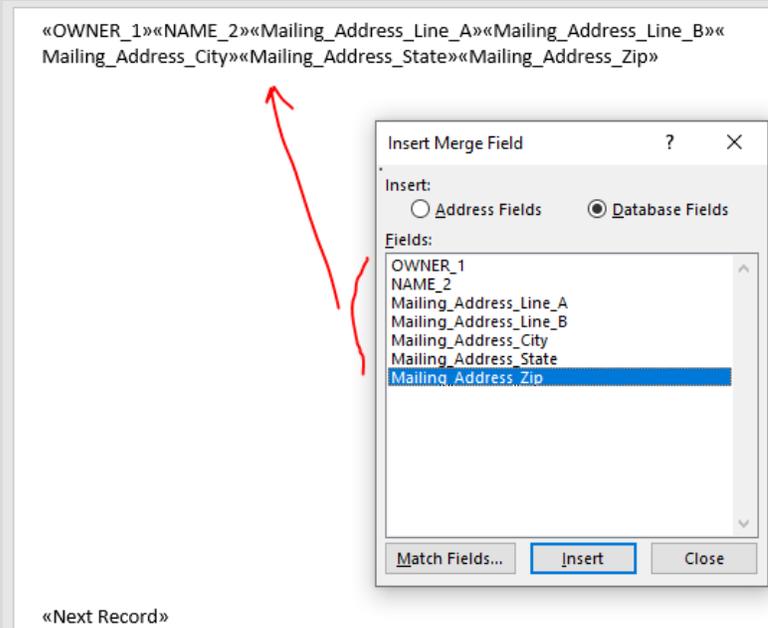


11. Click in the upper left mailing label box and click the Insert Merge Field button.



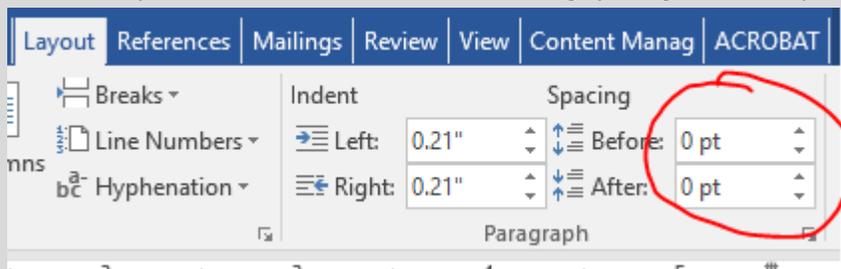
MSB Mailing List Application Directions

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...

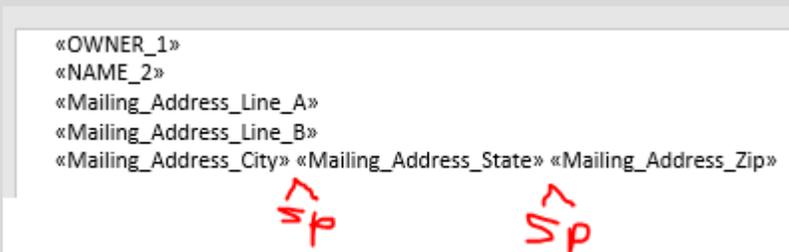


13. Select all the fields you just entered in the upper left mailing label box.

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



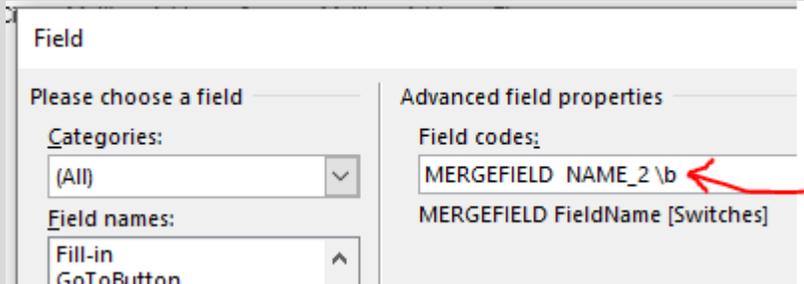
14. In the upper left mailing label box, select each field and click Enter, to place a carriage return between the top 4 fields field but for the city state and zip just put a space between the fields and keep them on the same line. It should look like this...



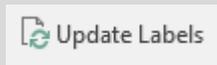
15. Click the Mailings tab at the top again.

MSB Mailing List Application Directions

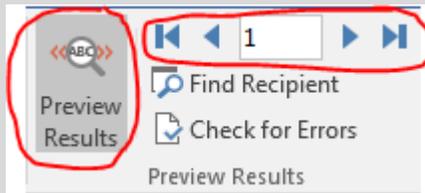
16. In order to force the mail merge to skip empty secondary name or address fields, do the following: Highlight NAME_2, right-click, Edit Field..., Field Codes (at the bottom), add a space and \b where it shows below and click OK. Do the same thing for the Mailing_Address_Line_A and Mailing_Address_Line_B.



17. Click Update Labels

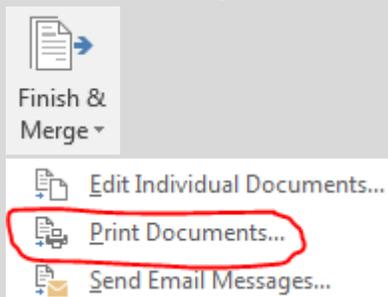


18. Click Preview Results and then tab thru each page



19. You should see 1 or more pages of mailing labels, each with a different address.

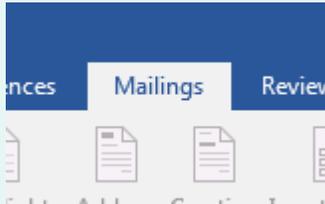
20. Click Finish & Merge and Print Documents



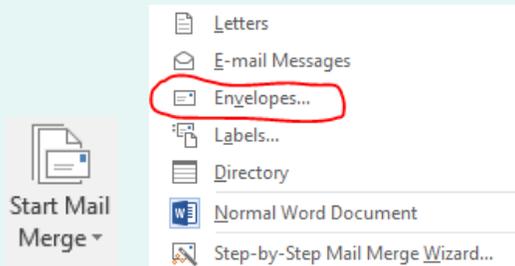
MSB Mailing List Application Directions

Add Mailing Info to Envelopes:

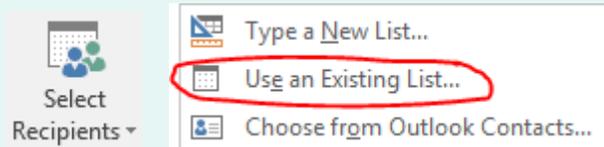
1. Prepare your spreadsheet, as described in the [Prepare Spreadsheet](#) section.
2. Open Microsoft Word (open a blank document)
3. Click the Mailings Tab (at the top)



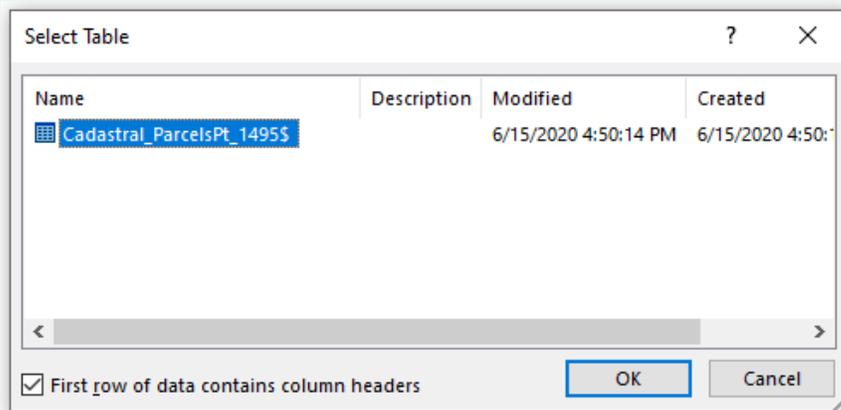
4. Click the Start Mail Merge button and pick Envelopes...



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...

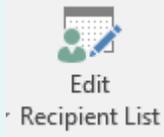


7. Navigate to the location of the spreadsheet with the mailing information. Click OK.

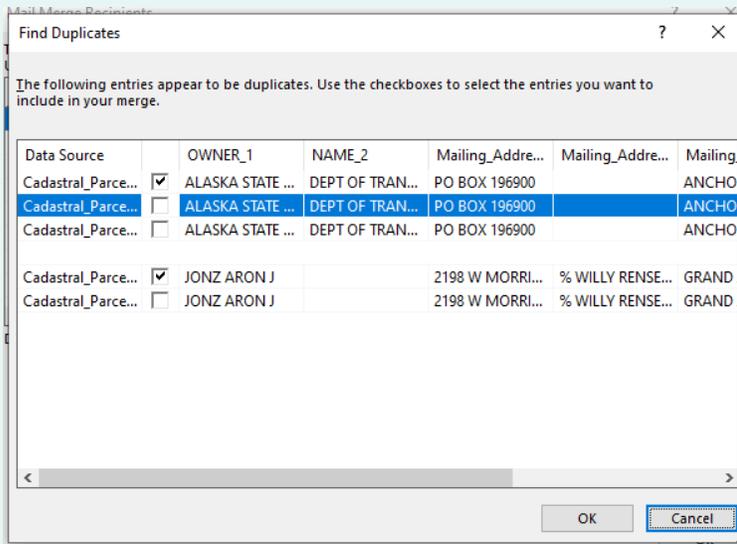
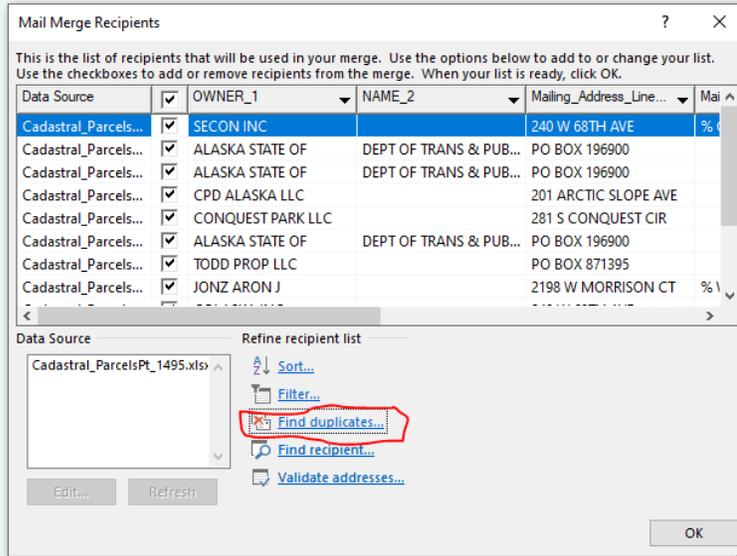


MSB Mailing List Application Directions

8. Click the Edit Recipient List button.



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

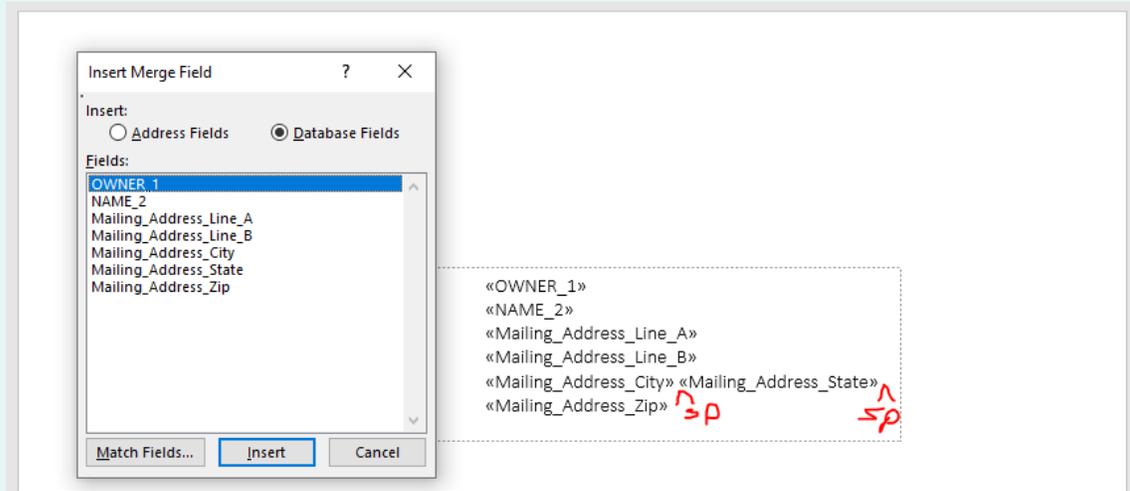


10. Move the cursor to the center of the envelope address area. Click the Insert Merge Field button.

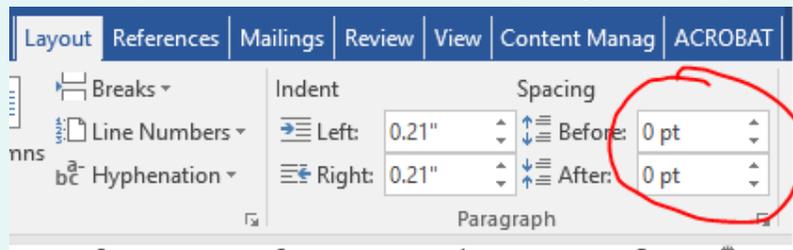


MSB Mailing List Application Directions

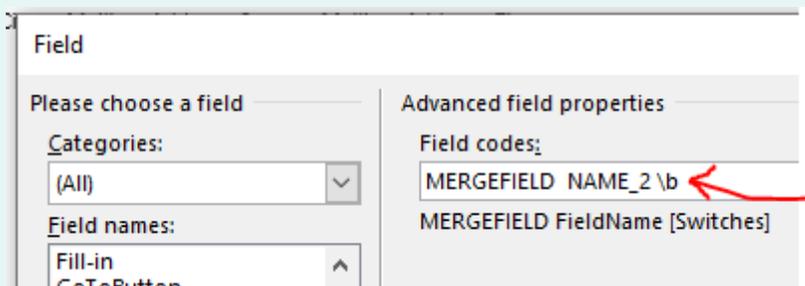
11. Double click, add OWNER_1, NAME_2, Mailing_Address_Line_A, Mailing_Address_Line_B, Mailing_Address_City, Mailing_Address_State, Mailing_Address_Zip, then click Close.
12. Select each field and click Enter, to place a carriage return between the top 4 fields but for the city state and zip just put 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.

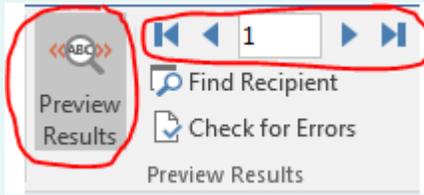


14. In order to force the mail merge to skip empty secondary name or address fields, do the following: Highlight NAME_2, right-click, Edit Field..., Field Codes (at the bottom), add a space and \b where it shows below and click OK. Do the same thing for the Mailing_Address_Line_A and Mailing_Address_Line_B.



MSB Mailing List Application Directions

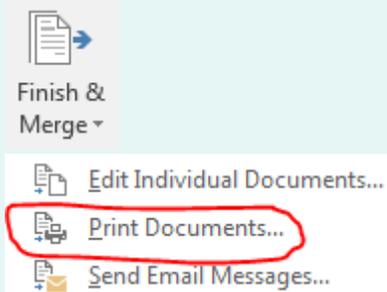
15. Click Preview Results and then tab thru each page



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



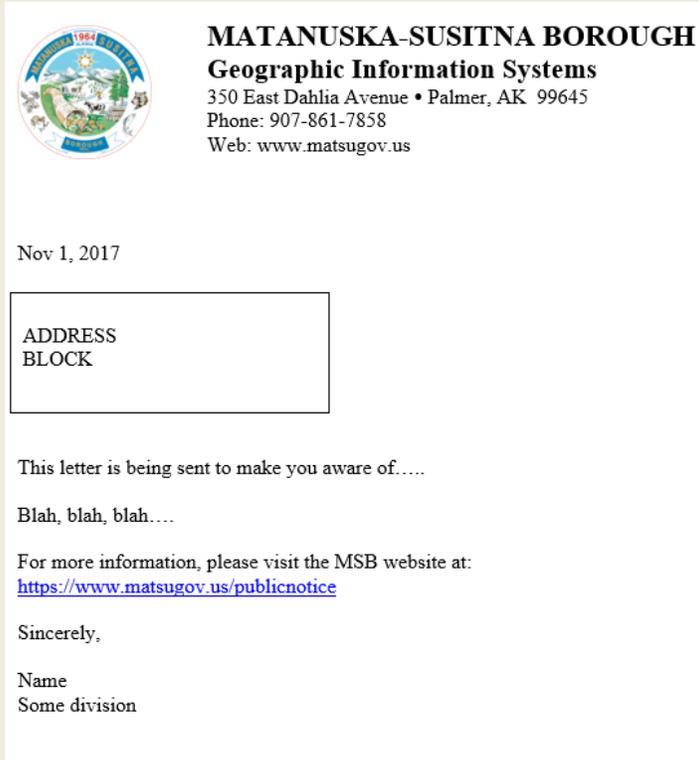
17. Click Finish & Merge and Print Documents



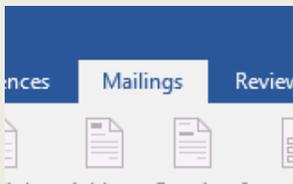
MSB Mailing List Application Directions

Add Mailing List Addresses to a Document:

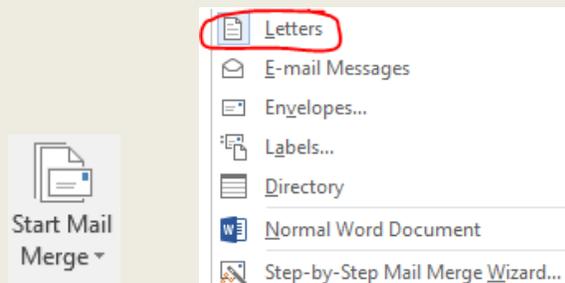
1. Prepare your spreadsheet, as described in the [Prepare Spreadsheet](#) section.
2. Open or create the document in Microsoft Word.



3. Click the Mailings Tab (at the top)

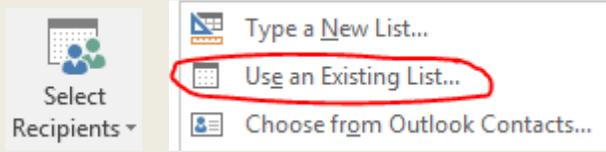


4. Click the Start Mail Merge button and pick Letters.

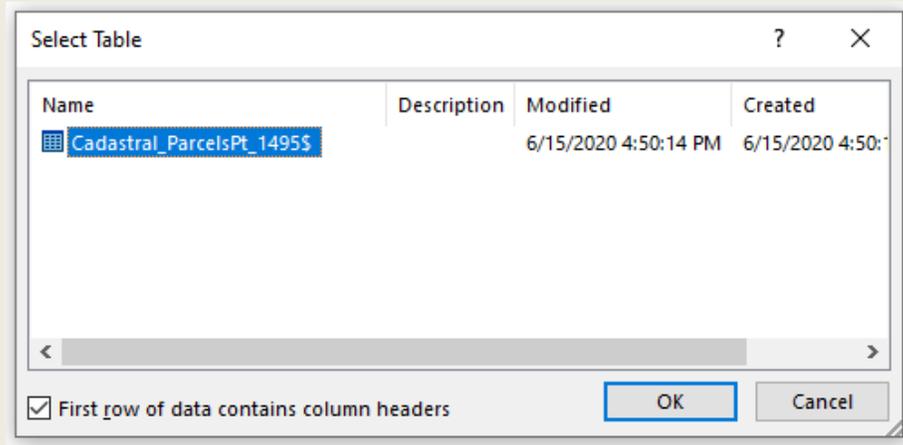


MSB Mailing List Application Directions

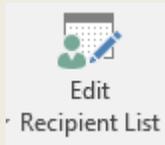
5. Click on Select Recipients and choose Use an Existing List...



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

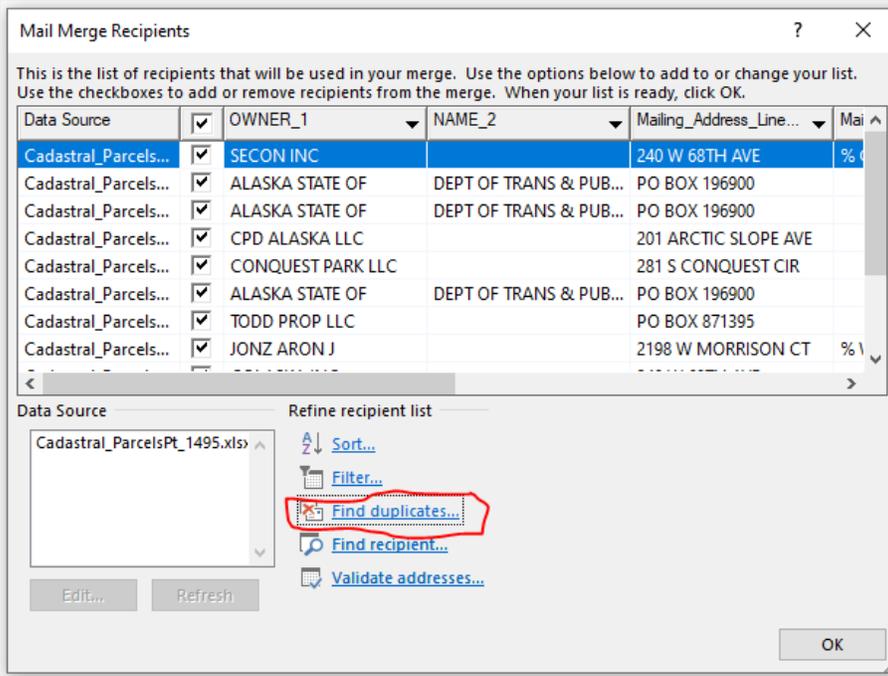


7. Click the Edit Recipient List button.

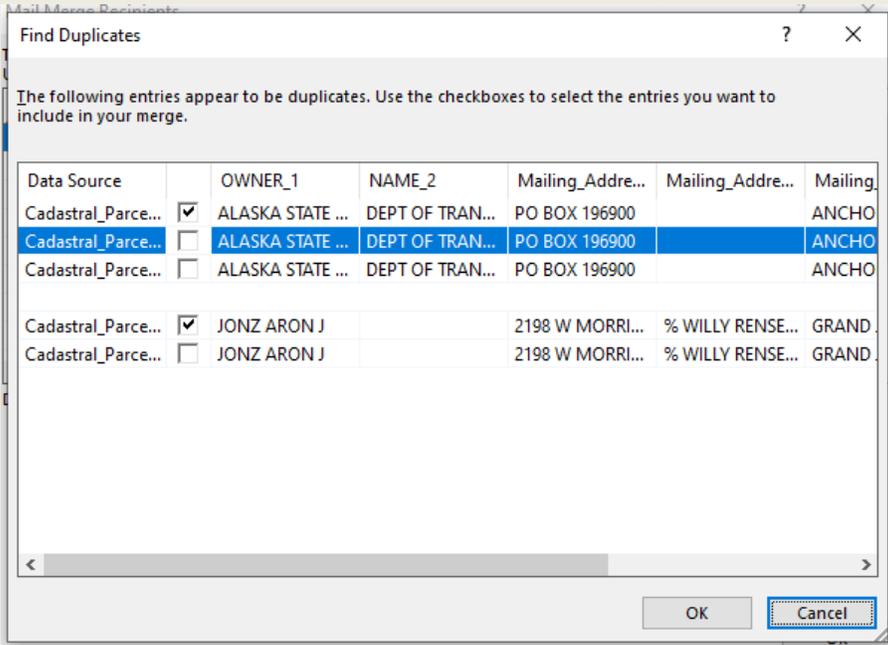


MSB Mailing List Application Directions

8. Click Find duplicates...



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



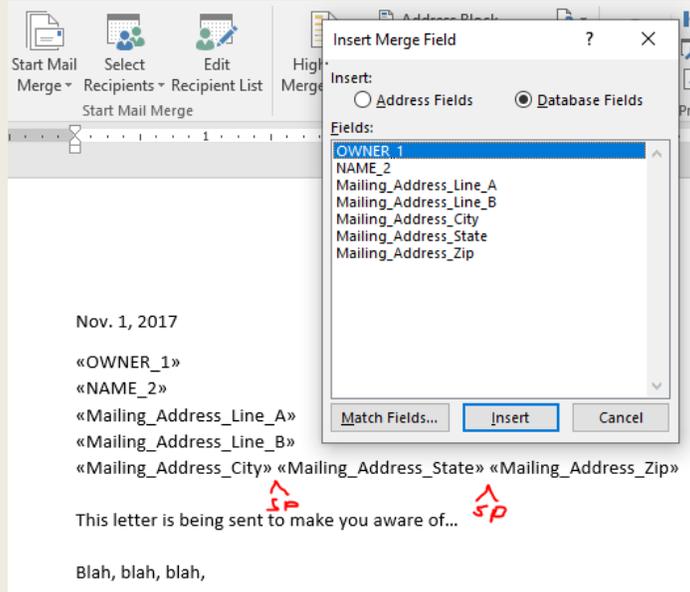
10. Click in the address block box and click the Insert Merge Field button.



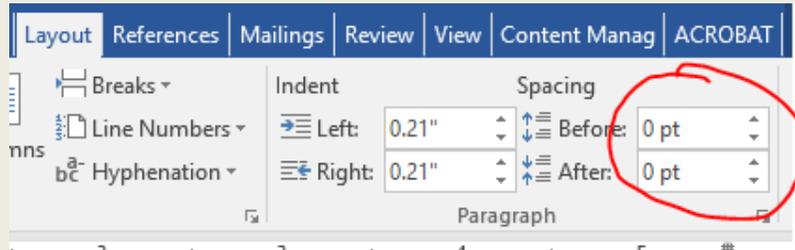
MSB Mailing List Application Directions

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.

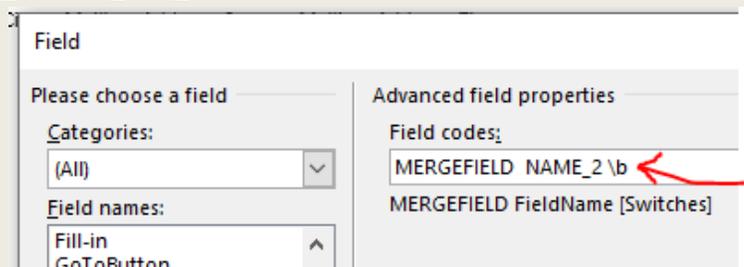
12. Select each field and click Enter to place a carriage return between the top 4 fields but for the city state and zip just put a space between the fields to keep them on the same line.



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.



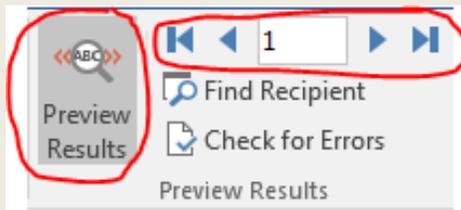
14. In order to force the mail merge to skip empty secondary name or address fields, do the following: Highlight NAME_2, right-click, Edit Field..., Field Codes (at the bottom), add a space and \b where it shows below and click OK. Do the same thing for the Mailing_Address_Line_A and Mailing_Address_Line_B.



MSB Mailing List Application Directions

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

