



LEGISLATOR DATABASE

September, 2012

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*****Please note that the instructions given for using this Database are specific to Microsoft Office products. For Web accessibility reasons, the word "select" means the same as the word "click" or "double-click."**



LEGISLATOR DATABASE

1. INTRODUCTION

Often employees of the Connecticut General Assembly ([CGA](#)) need to create mailings to be sent to every Legislator or to a specific group of Legislators. To facilitate this process, Information Technology Services (ITS) has created and maintains an Access database named [LegislatorDatabase.mdb](#).

This database contains a table (named [LegislatorTable](#)) and multiple queries and reports. To access this database, go to the [CGA](#) home page and select [Session Information](#). The Legislator Database is under the [Legislative Information Download](#) section of the page.



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2. LIST OF QUERIES

A **query** is a database tool used to search and display information that meets your specific criteria. The information retrieved from the query can be saved as a "QRY" object in the database.

Some of the queries in the **LegislatorDatabase** are:

Access Query Names:	Access Query Names:
Committees:	Caucuses:
QRYAging	QRYDemocratRepresentatives
QRYAppropriations	QRYDemocratSenators
QRYBanks	QRYHouseDemocraticMembers
QRYChildren	QRYHouseRepublicanMembers
QRYCommerce	QRYRepublicanRepresentatives
QRYEducation	QRYRepublicanSenators
QRYEnergy	QRYSenateDemocraticMembers
QRYExNoms	QRYSenateRepublicanMembers
QRYFinance	
QRYGAE	Access Query Names:
QRYGeneralLaw	Legislature:
QRYHigherEducation	QRYAlphaHouse
QRYHousing	QRYAlphaSenate
QRYHumanServices	QRYEmail
QRYInsurance	QRYEmailandURL
QRYInternship	QRYFemaleAlpha
QRYJudiciary	QRYFemaleAlphabyDistrict
QRYLabor	QRYHouse
QRYLegislativeManagement	QRYHouseMembersAlphabetical
QRYP&D	QRYHouseMembersNumerical
QRYProgramReview	QRYLeadershipTitles
QRYPublicHealth	QRYLegAlphaRoom
QRYPublicSafety	QRYLegAlphaRoomPhone
QRYRegReview	QRYMale
QRYTransportation	QRYMalebyDistrict
QRYVeteransAffairs	QRYNumHouse
QRYCommitteeChairs	QRYNumSenate
QRYRankingMembers	QRYRepresentatives
QRYViceChairs	QRYSenate
	QRYSenateMembersAlphabetical
	QRYSenateMembersNumerical
	QRYPrison



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3. FIELDS

Each of the queries contains some of the following fields of information. An example or description of the text in each field is included after the name of each field.

- **dist** (e.g., 002 for district number)
- **office code** (e.g., S for Senate or H for House)
- **district number** (e.g., 2nd)
- **designator code** (e.g., N for Newly Elected, R for Reelected, F for Former)
- **first name** (e.g., Eric)
- **middle initial** (e.g., D.)
- **last name** (e.g., Coleman)
- **suffix** (e.g., Jr., Sr., II, etc.)
- **commonly used name** (e.g., Eric)
- **home street address** (e.g., 77 Wintonberry Avenue)
- **home city** (e.g., Bloomfield)
- **home state** (e.g., CT)
- **home zip code** (e.g., 06002)
- **home phone** (e.g., 860-527-9682)
- **capitol street address** (e.g., Legislative Office Building)
- **capitol city** (e.g., Hartford, CT 06106-1591)
- **capitol phone** (e.g., 860-240-0366)
- **room** (This field contains only the word, Room.)
- **room number** (e.g., 2500)
- **committees chaired** (e.g., Judiciary, etc.)
- **committees vice chaired** (e.g., Human Services, etc.)
- **ranking member** (e.g., Public Safety, etc.)
- **committee memberships** (e.g., Judiciary (Chair); Human Services (Vice Chair); Program Review and Investigations, etc.)
- **senator/representative** (e.g., Senator or Representative)
- **party** (e.g., Democrat or Republican)
- **leadership title** (e.g., Deputy President Pro Tempore)
- **gender** (e.g., male or female)
- **business phone** (This field may contain a business phone number.)
- **email** (This field contains the Legislator's e-mail address.)
- **fax** (This field may contain a fax number.)
- **prison** (This field indicates a prison is located in the Legislator's district.)
- **URL** (This field contains the Legislator's Website address.)
- **committee codes** (This field contains the committee membership codes.)

The [LegislatorTable](#) contains all of these fields for use in creating new queries.



LEGISLATOR DATABASE

4. QUERY DESCRIPTIONS

The following are descriptions of the information retrieved from some of the queries. To view the results of a query, select the [QRY](#) name.

Queries for Committees

You can select queries for each committee to display the Members for that Committee.

Select this query: **QRYAppropriations**

To display the records for: Appropriations Committee Members

You can select queries for the Committee Chairs, and Vice Chairs, and Ranking Members.

Select this query: **QRYCommitteeChairs**

To display the records for: Committee Chairs

Select this query: **QRYViceChairs**

To display the records for: Committee Vice Chairs

Select this query: **QRYRankingMembers**

To display the records for: Ranking Members

Queries for Caucus

You can select queries for the House and Senate to display the Members by Party.

Select this query: **QRYHouseDemocraticMembers**

To display the records for: Democratic Representatives

Select this query: **QRYHouseRepublicanMembers**

To display the records for: Republican Representatives

Select this query: **QRYSenateDemocraticMembers**

To display the records for: Democratic Senators

Select this query: **QRYSenateRepublicanMembers**

To display the records for: Republican Senators

Queries for Legislature

You can select the queries for either or both Chambers.

Select this query: **QRYAlphaHouse**

To display the records for: Representatives sorted alphabetically by Last Name

Select this query: **QRYAlphaSenate**

To display the records for: Senators sorted alphabetically by Last Name

Select this query: **QRYEmail**

To display the records for: Legislators with E-mail Address

Select this query: **QRYEmailandURL**

To display the records for: Legislators with E-mail Address and Web Address

Select this query: **QRYLegAlphaRoomPhone**

To display the records for: Legislators and Capitol/Legislative Office Building Room Number, Phone

Select this query: **QRYLeadershipTitles**

To display the records for: Legislators with Leadership Titles

Select this query: **QRYNumHouse**

To display the records for: Representatives sorted by District

Select this query: **QRYNumSenate**

To display the records for: Senators sorted by District

Select this query: **QRYPrison**

To display the records for: Legislators with a Prison in District

NOTE: The query names begin with the letters "QRY." The "QRY" is an abbreviation for the word "Query" and means that specific information has been retrieved from the [LegislatorTable](#) and saved to a new object, or query.



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5. USING THE LEGISLATOR DATABASE QUERIES

Microsoft Access queries are commonly used as a "Data Source" in a Microsoft Word Mail Merge to create labels, envelopes, and letters. For example, if you need to create a set of labels containing Capitol/Legislative Office Building addresses for all Senators or for all Representatives, you would select [QRYSenate](#) or [QRYHouse](#) as the "Data Source" from which the desired fields would be inserted into your Main Document in the Microsoft Word Mail Merge process.

[Sections 7 and 8](#) contain step-by-step instructions to create mailing labels using Microsoft Word or Microsoft Access.



LEGISLATOR DATABASE

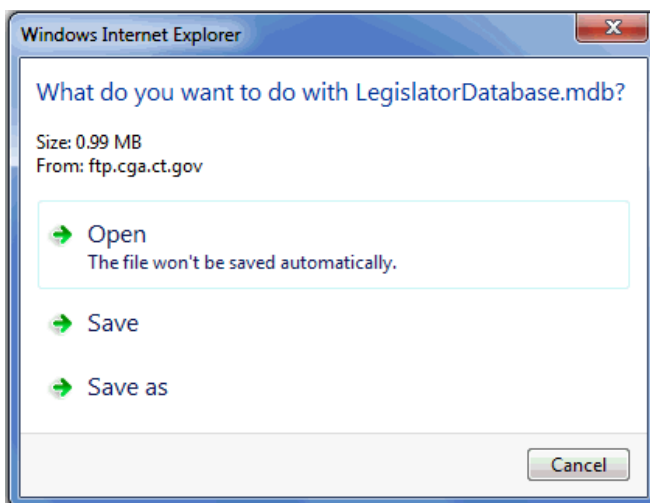
6. DOWNLOADING THE LEGISLATOR DATABASE FROM THE CGA HOME PAGE

The [Legislative Information Download](#) option is accessed from the [Session Information](#) link on the [CGA](#) home page. This database file is updated as changes occur. If this database is updated after you download it, you will need to download the file again.

To download the Legislator Database:

- Go to the CGA home page, select **Session Information**, and select **Legislator Database - MS Access 2000**.

A message box displays.



- Select **Save as**. The "Save As" window displays on your screen. Save the file to the desired location. A message box displays when the download is complete.



- Close the message box.

The [LegislatorDatabase.mdb](#) file is now usable as a "Data Source" in a Microsoft Word Mail Merge.



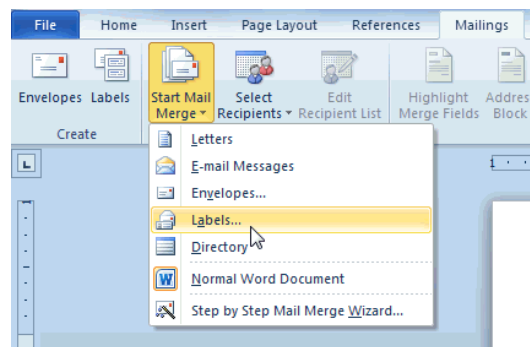
LEGISLATOR DATABASE

7. CREATING MAILING LABELS IN MICROSOFT WORD USING THE LEGISLATOR DATABASE

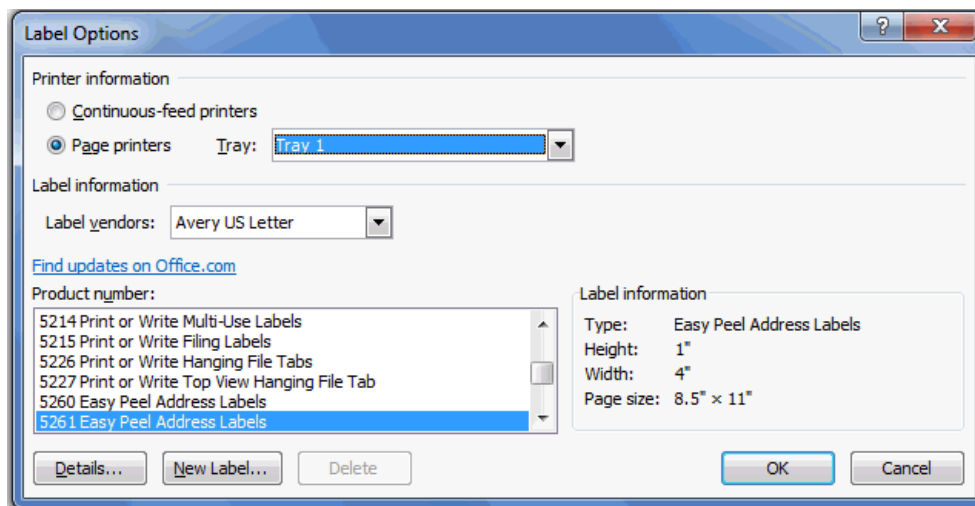
The following example provides step-by-step instructions to create mailing labels in Microsoft Word with Capitol/Legislative Office Building addresses for all Senators using [QRYSenators](#) as the Data Source.

Step 1: Create the Main Document

- Open Microsoft Word and open up a new blank document.
- Select the **Mailings** tab.
- Select **Start Mail Merge** and select **Labels...**



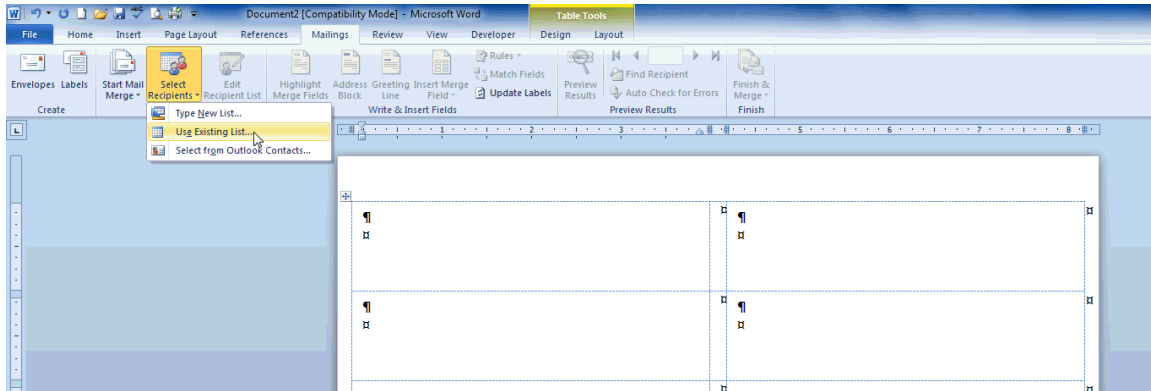
- In the **Label Options** dialog box, select the correct printer tray, the type of labels (i.e., Avery standard 5261 – Address) and select **OK**.



If the type of labels that you want to use is not listed in the Product number list, you may want to create your own custom labels.

Step 2: Open an Existing Data Source

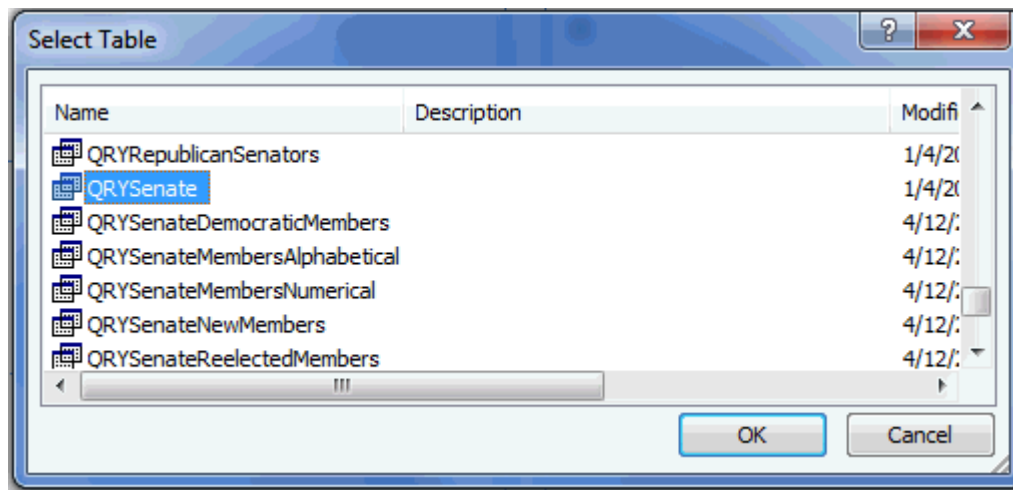
- Choose **Select Recipients** and select **Use existing list...**



- In the **Select Data Source** dialog box, navigate to the location of the downloaded Legislator Database, select the downloaded file, **LegislatorDatabase.mdb**, and select **Open**. (Note: You can use a Word document, a worksheet, or other list as a Data Source.)

The **Select Table** dialog box displays.

Step 3: Select the Query with the Data for the Labels



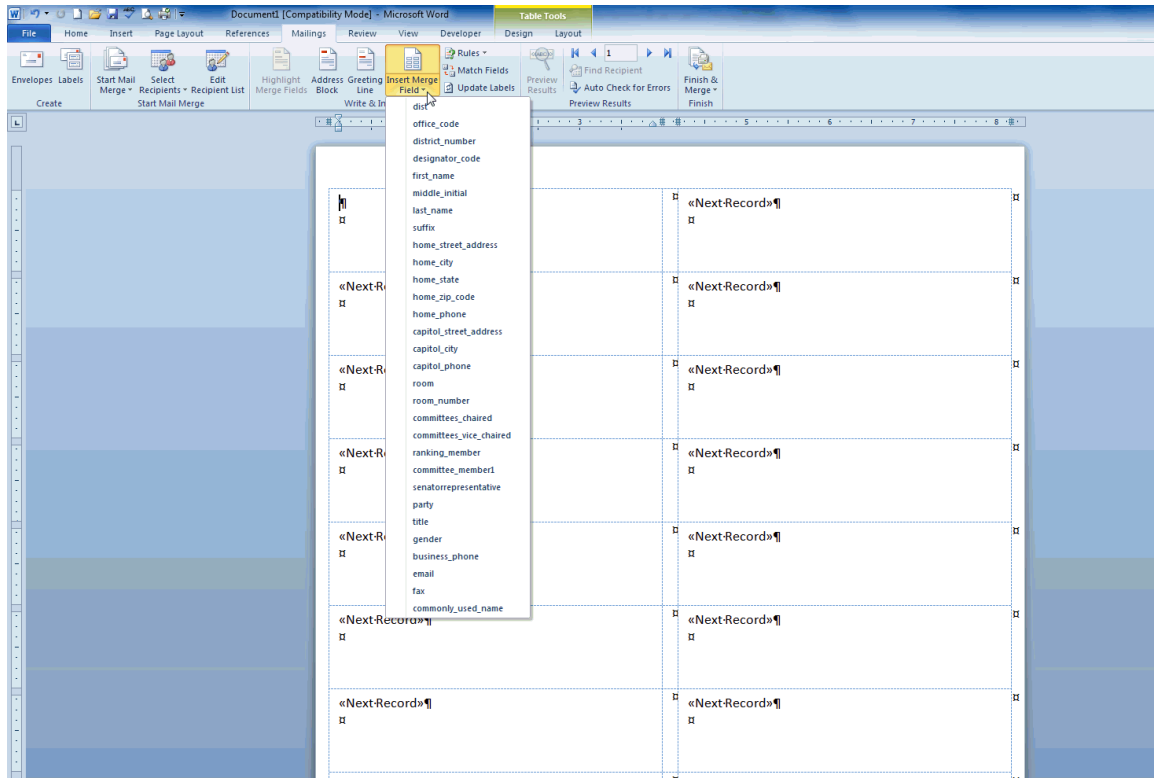
- Scroll through the list of Queries, select **QRYSenate** and select **OK**.

Step 4: Insert Merge Fields

NOTE: The default paragraph spacing for Mail Merge labels is set to 5.56 pt. before a paragraph. If you wish to minimize the spacing, select the Page Layout tab, and set the Spacing Before in the Paragraph group to 0 pt.

- Select **Insert Merge Field** to display the list of fields.

(This list may vary depending upon whether you opened a Query or the LegislatorTable.)



To create this label, for example...

Senator Eric Coleman
Room 2500, Legislative Office Building
Hartford, CT 06106-1591

follow these steps:

- Select **<senatorrepresentative>** from the list. This field is inserted on the first label. Type a space after this field.
- Select **Insert Merge Field**. Select **<first_name>** from the list. This field is inserted on the first label. Type a space after this field.
- Select **Insert Merge Field**. Select **<last_name>** from the list. This field is inserted on the first label. Type a return after this field.

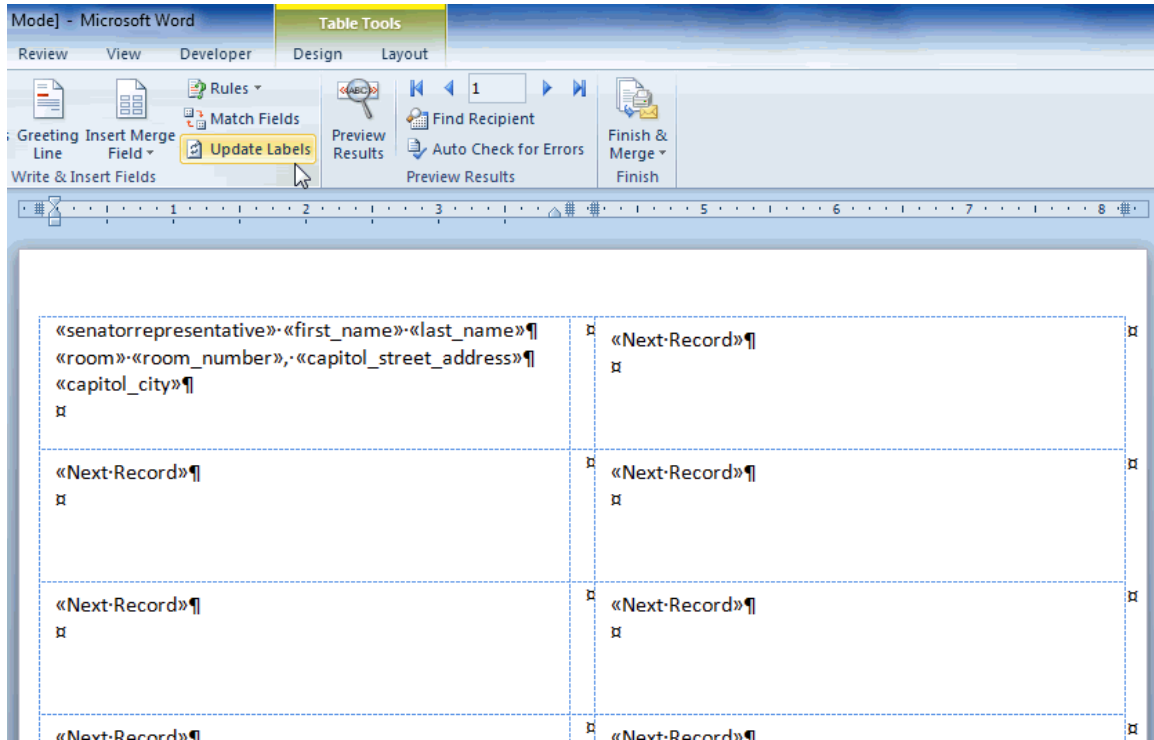
- Select **Insert Merge Field**. Select `<room>` from the list. This field is inserted on the first label. Type a space after this field.
- Select **Insert Merge Field**. Select `<room_number>` from the list. This field is inserted on the first label. Type a comma and a space after this field.
- Select **Insert Merge Field**. Select `<capitol_street_address>` from the list. This field is inserted on the first label. Type a return after this field.
- Select **Insert Merge Field**. Select `<capitol_city>` from the list. This field is inserted on the first label.

Your first label is now complete.

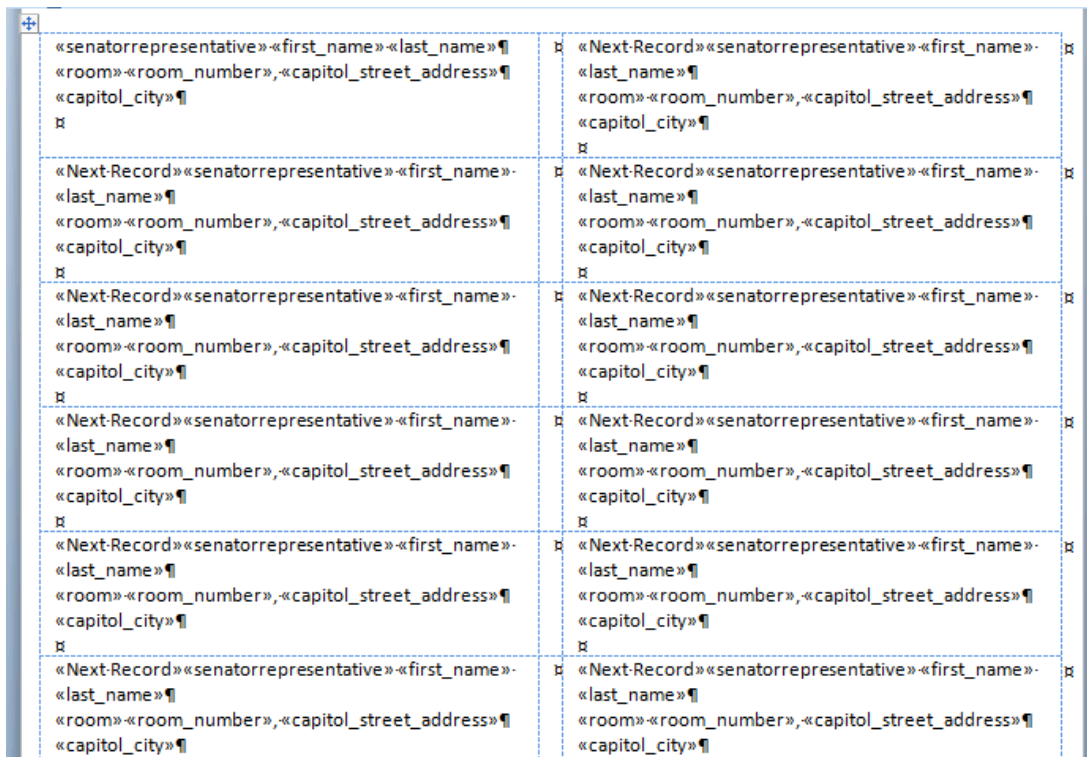
«senatorrepresentative»·«first_name»·«last_name»¶ «room»·«room_number»,·«capitol_street_address»¶ «capitol_city»¶ ¶	«Next-Record»¶ ¶
«Next-Record»¶ ¶	«Next-Record»¶ ¶
«Next-Record»¶ ¶	«Next-Record»¶ ¶

Step 5: Update Labels

- To copy the format and layout of the first label to all the other labels on the page, select **Update Labels**.

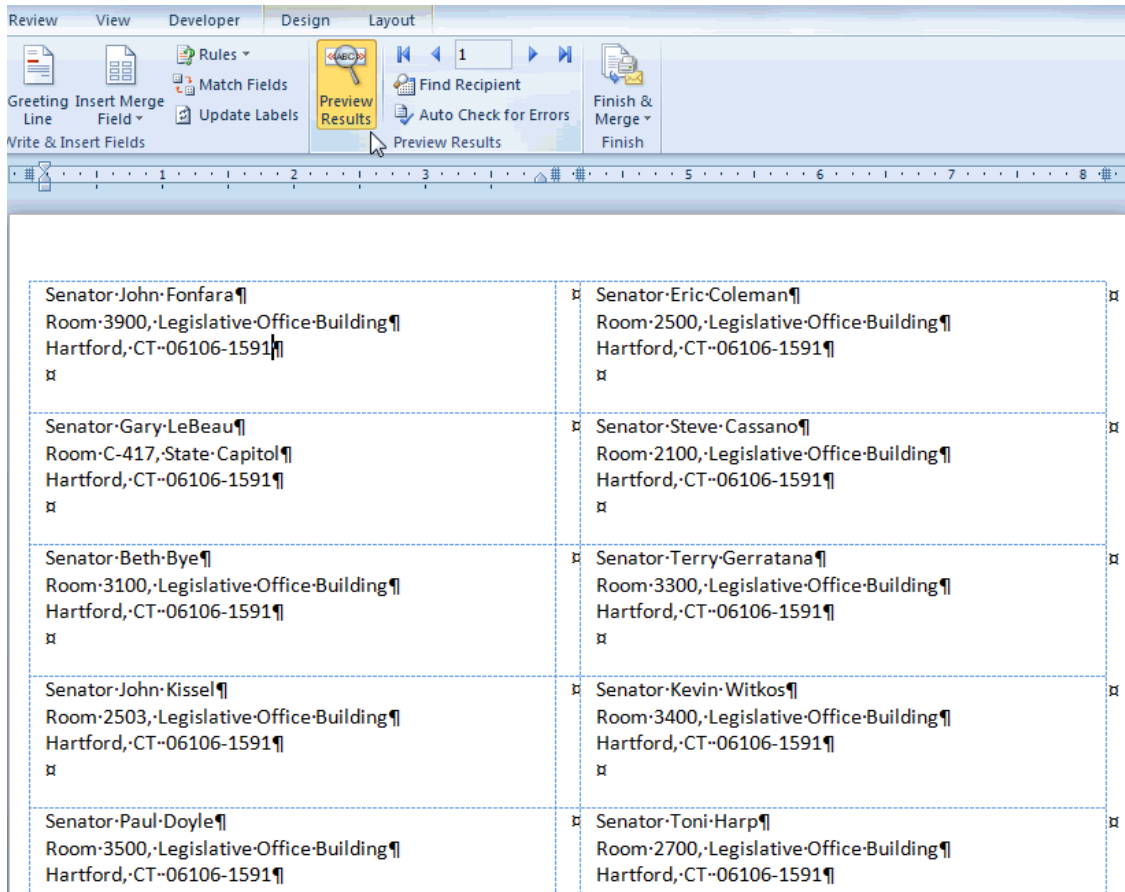


The format and layout of the sample label is copied to all of the labels on the page.

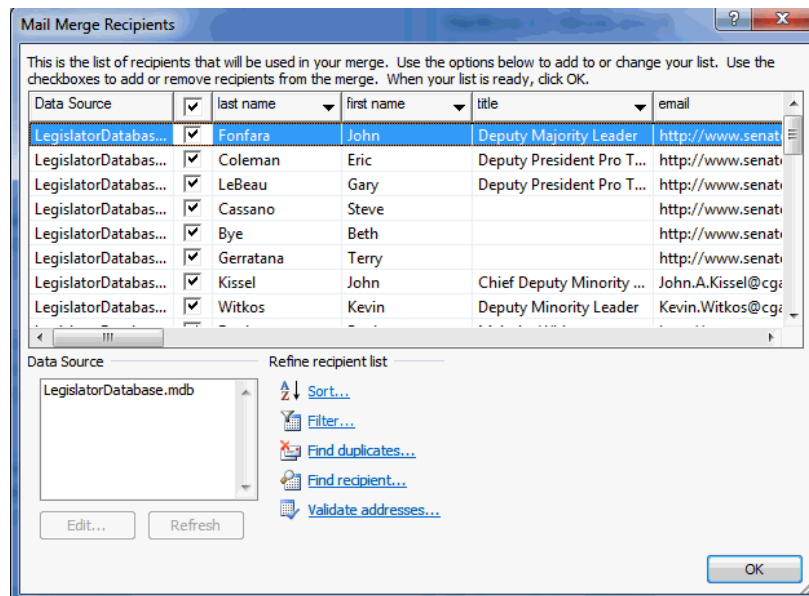


Step 6: Preview the Labels

- Select **Preview Results** to preview the data on the labels.



To sort the labels in a different order, select **Edit Recipient list**. Select the **Sort...** option in the **Mail Merge Recipients** dialog box and choose the desired option. Select **OK** when done.



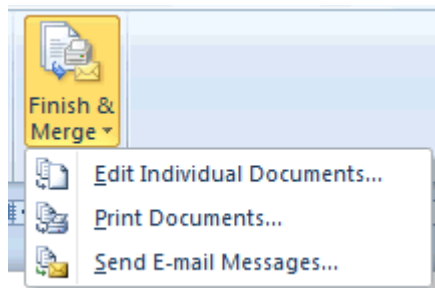
The labels are updated to display the changes.

- Select **Preview Results** to turn off the preview.

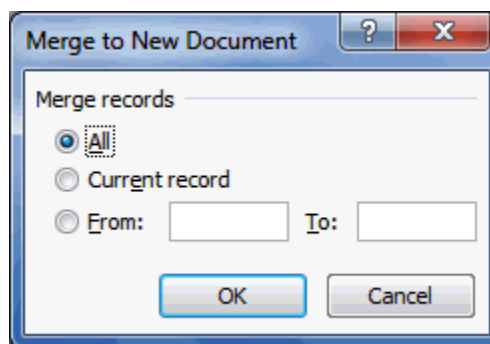
To check the Data Source for errors before you merge, select **Auto Check for Errors**, choose an option, and then select **OK**.

Step 7: Merge the Data into the Main Document

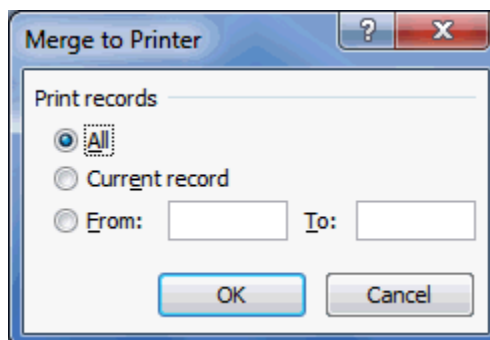
- Select **Finish & Merge** button on the **Mailings** tab.



- Select one of the following options:
 - Select **Edit Individual Documents...** to create the merged labels in a new document, so you can review, edit, and print them later. ***This is the recommended option.***



- Select **Print Documents...** to send the merged labels to a printer.



- Select **All** to create or print labels for all Senators and select **OK**.

When the merge is completed, the labels are created in a new document or sent to the printer.

Senator John Fonfara Room 3900, Legislative Office Building Hartford, CT-06106-1591	Senator Eric Coleman Room 2500, Legislative Office Building Hartford, CT-06106-1591
Senator Gary LeBeau Room C-417, State Capitol Hartford, CT-06106-1591	Senator Steve Cassano Room 2100, Legislative Office Building Hartford, CT-06106-1591
Senator Beth Bye Room 3100, Legislative Office Building Hartford, CT-06106-1591	Senator Terry Gerratana Room 3300, Legislative Office Building Hartford, CT-06106-1591
Senator John Kissel Room 2503, Legislative Office Building Hartford, CT-06106-1591	Senator Kevin Witkos Room 3400, Legislative Office Building Hartford, CT-06106-1591
Senator Paul Doyle Room 3500, Legislative Office Building Hartford, CT-06106-1591	Senator Toni Harp Room 2700, Legislative Office Building Hartford, CT-06106-1591
Senator Martin Looney Room 3300, Legislative Office Building Hartford, CT-06106-1591	Senator Edward Meyer Room 3200, Legislative Office Building Hartford, CT-06106-1591
Senator Len Suzio Room 2104, Legislative Office Building Hartford, CT-06106-1591	Senator Gayle Slossberg Room 2200, Legislative Office Building Hartford, CT-06106-1591
Senator Joan Hartley Room 1800, Legislative Office Building Hartford, CT-06106-1591	Senator Joe Markley Room 3400, Legislative Office Building Hartford, CT-06106-1591
Senator Joseph Crisco Room 2800, Legislative Office Building Hartford, CT-06106-1591	Senator Andrew Maynard Room 2300, Legislative Office Building Hartford, CT-06106-1591
Senator Edith Prague Room 3800, Legislative Office Building Hartford, CT-06106-1591	Senator Andrea Stillman Room 3100, Legislative Office Building Hartford, CT-06106-1591
.....Section Break (Next Page)	

- You are now ready to print the labels. Load the proper label sheets into the printer tray. Select the **File** tab, select **Print**, selected the desired printer and options and select **Print**.

NOTE: MERGE NOT AS EXPECTED? Before printing, scroll through the newly merged document to be sure everything appears correctly and as expected. If the merge is not correct, close the merged document by selecting the X in the upper right corner of the window. You will be asked if you want to save the changes. Select No. You will now be back to the "Mail Merge" environment and will be able to make changes and merge the documents again.

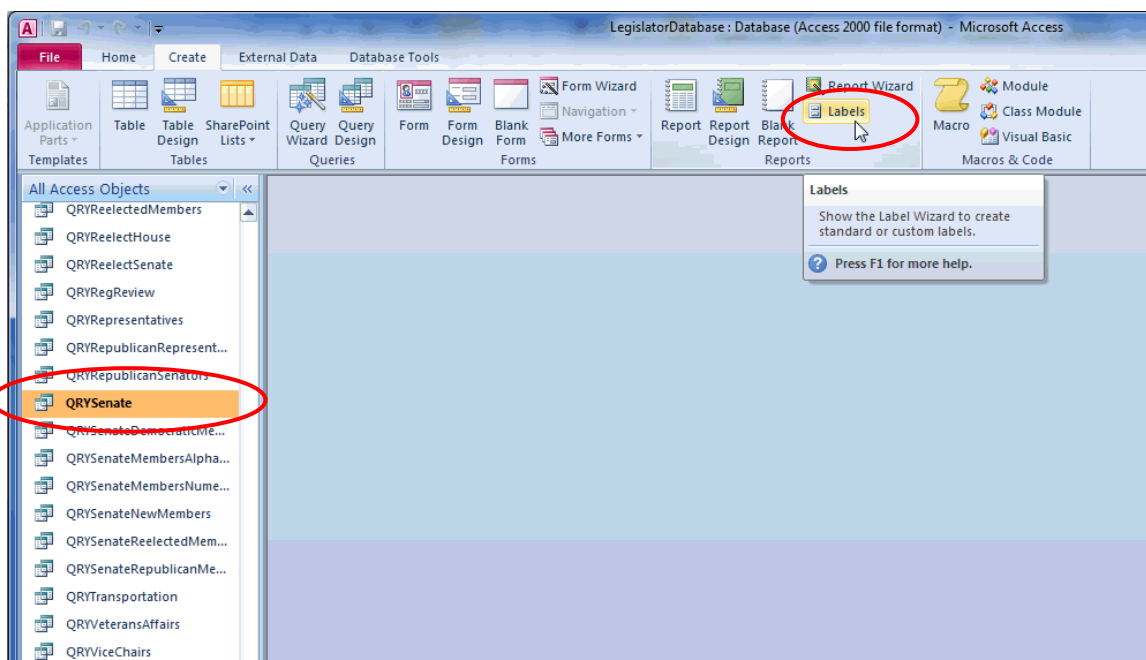


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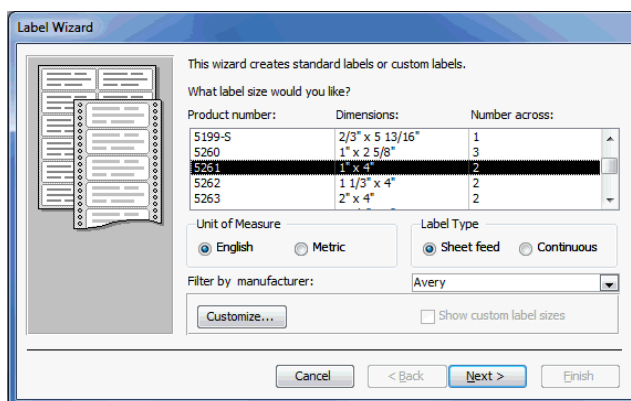
8. CREATING MAILING LABELS IN MICROSOFT ACCESS USING THE LEGISLATOR DATABASE

The following example provides step-by-step instructions to create mailing labels in Microsoft Access with Capitol/Legislative Office Building addresses for all Senators using [QRYSenate](#) as the Data Source.

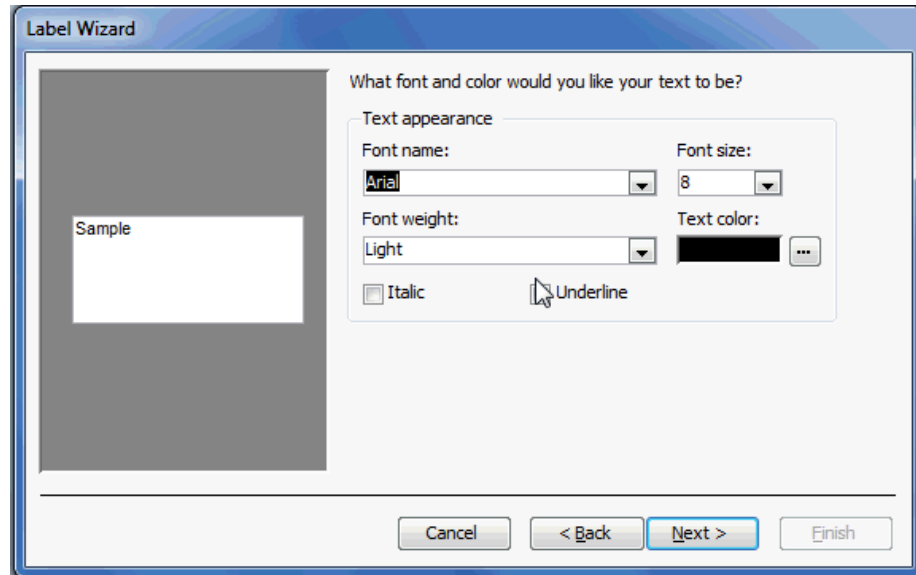
- Open the **LegislatorDatabase.mdb** file.
- Select **QRYSenate** under **Queries** in the Navigation pane.
- On the **Create** tab in the **Reports** group, select **Labels**.



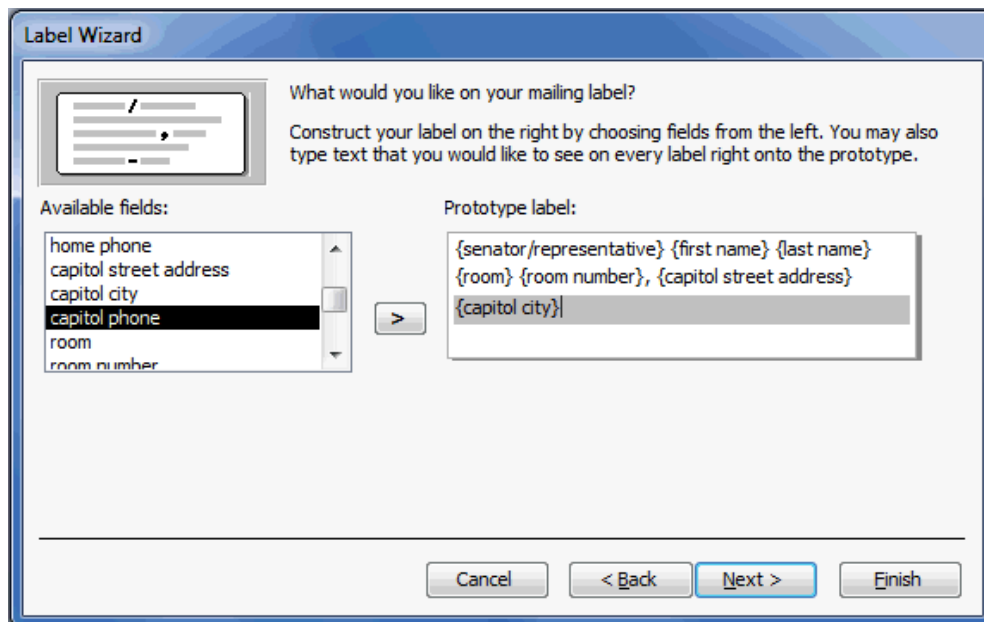
- The **Label Wizard** displays.



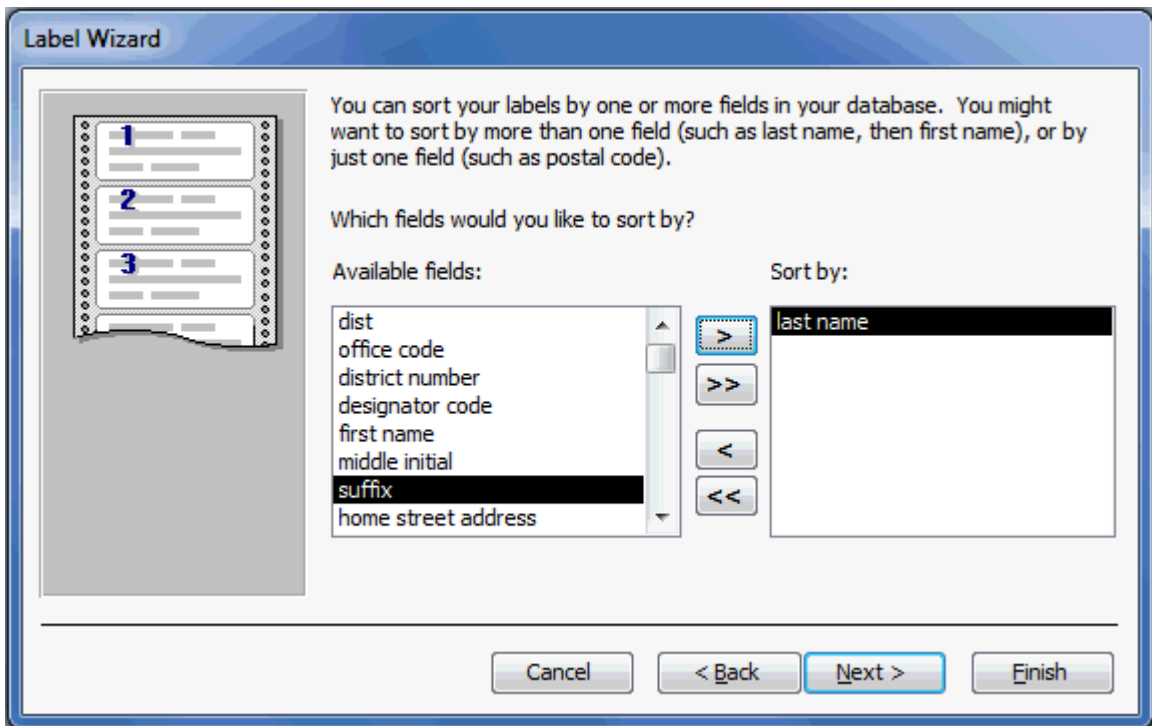
- Select **Avery** from the drop-down list for the **Filter by manufacturer** field. Select **English** for the Unit of Measure, and scroll through the **Product number** list and select **5261**.
- Select **Next>** to continue.



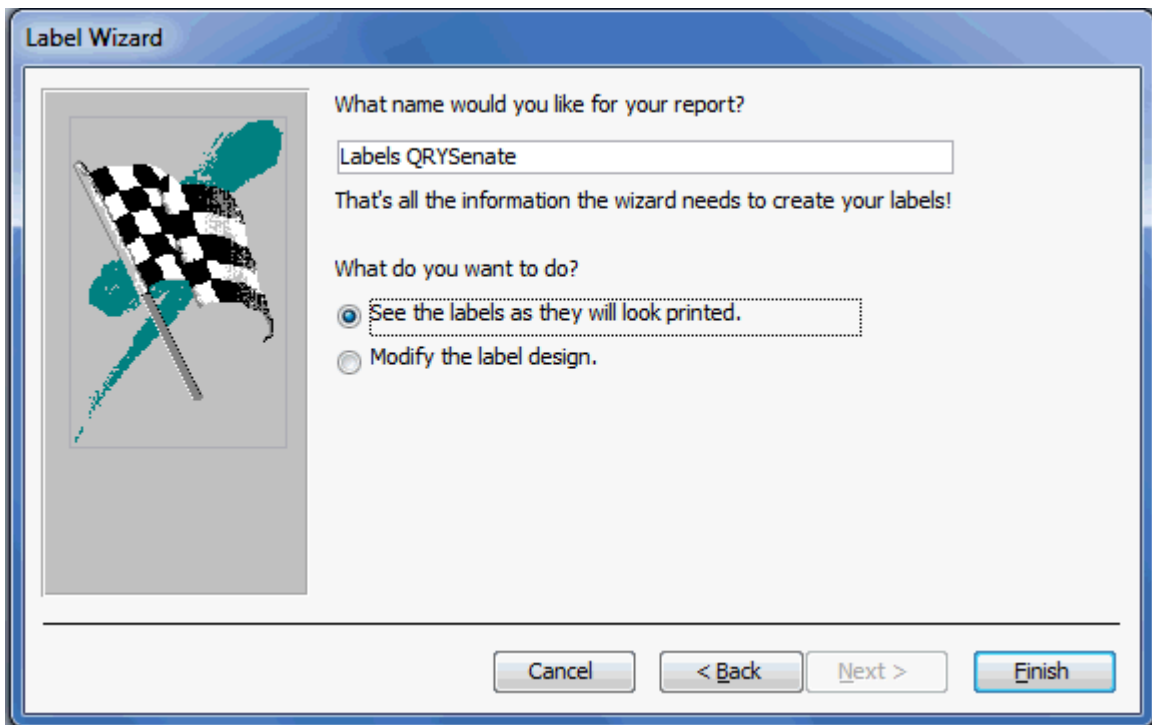
- Make text appearance changes if desired and select **Next>** to continue.
- On the **What would you like on your mailing label** section of the wizard, select the fields you would like on the labels from the **Available fields** list and select the right arrow or double-click them. The fields are added to the **Prototype label**. **Note:** Be sure to add spaces and returns between the fields where necessary.



- Select **Next>** to continue.



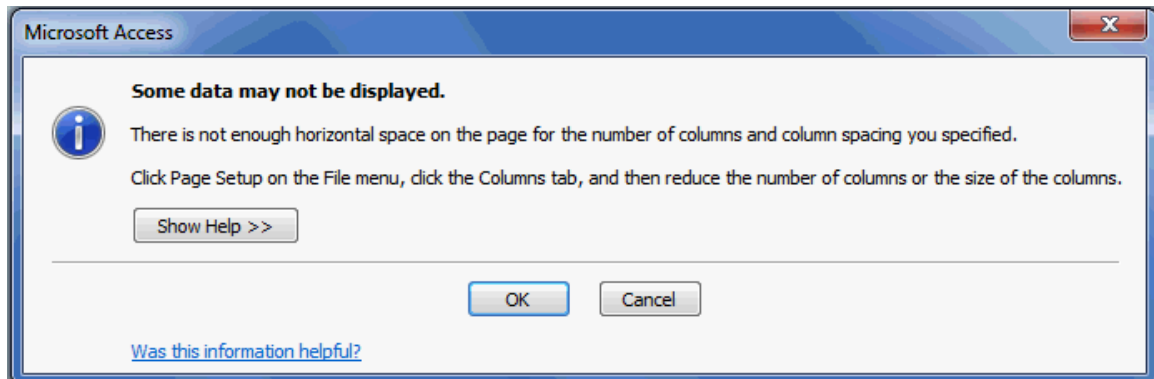
- To select one or more fields for sorting the labels, select the fields from the **Available fields** list and select the right arrow or double-click them . The fields are moved to the **Sort by:** column.
- Select **Next>** to continue.



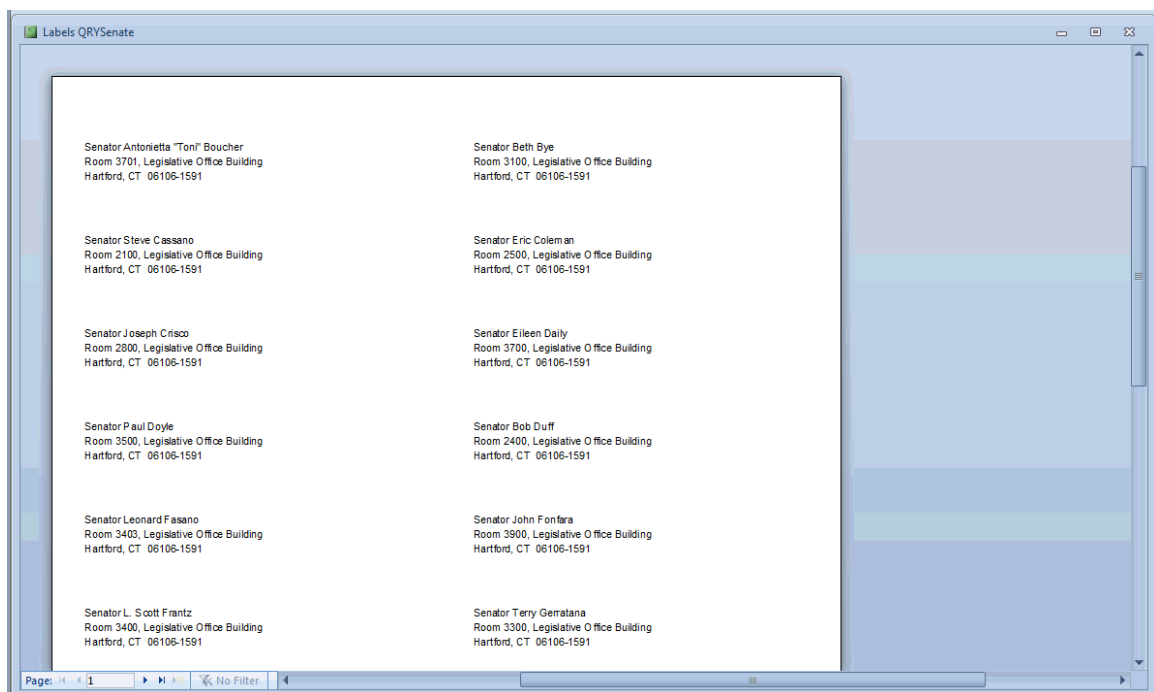
- Change the name of the label report if desired, or just select **Finish**.

Note: The following message may display depending upon the measurements of some labels. It occurs when the labels come very close to the left and right edges of the label sheet. This can cause the wizard to display this message when you preview or print your labels.

If you are satisfied with the alignment of the text on the labels and you are not getting a blank page every other page, you can select OK when this message appears.



The completed label report displays in a separate window.



- You are now ready to print the labels. Load the proper label sheets into the printer tray. Select the **File** tab, select **Print**, selected the desired printer and options and select **Print**.

NOTE: LABELS NOT AS EXPECTED? If the resulting label report doesn't look the way you want, you can delete the report and run the Label Wizard again.



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9. USING THE EXISTING LABEL REPORTS

For your convenience, the following label reports have been created and saved under [Reports](#) in the [Legislator Database](#). These reports are formatted to print on Avery 5261 labels.

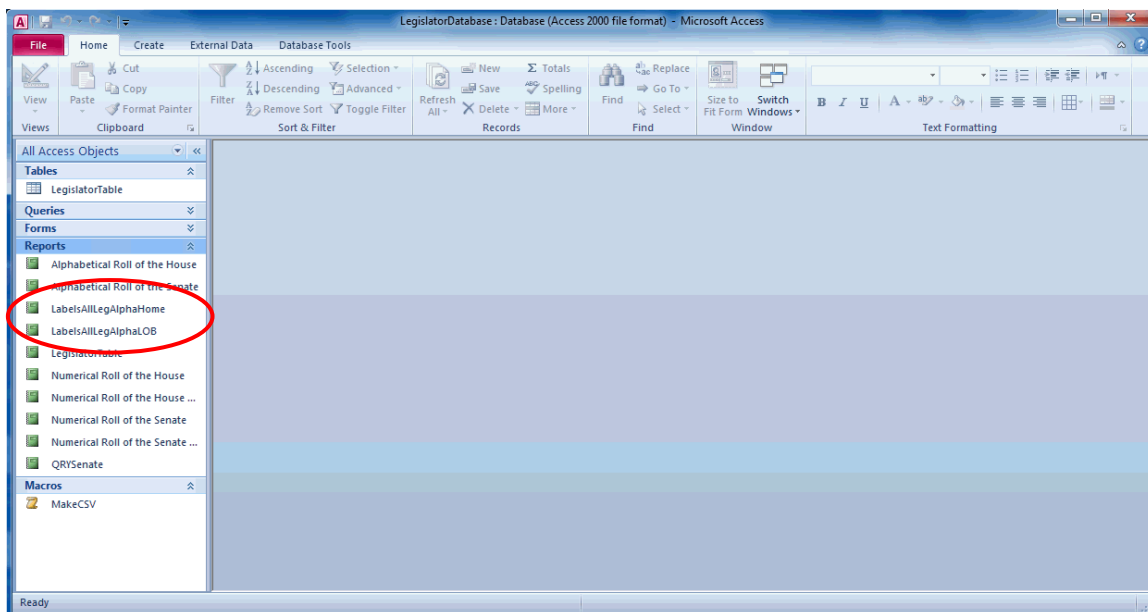
- **LabelsAllLegAlphaHome**

Labels for all Legislators with the Home Address sorted alphabetically by Last Name

- **LabelsAllLegAlphaLOB**

Labels for all Legislators with the Capitol/Legislative Office Building Address sorted alphabetically by Last Name

To access these labels, open the [Legislator Database.mdb](#) file. In the Database window, select the **Reports** object in the Navigation Pane.



To **view** the labels, right-click the desired label report and select **Print Preview** from the shortcut menu. To close the preview, select the Close **Print Preview** button.

To **print** the labels, load the proper label sheets into the printer tray. Right-click the desired label report and select **Print** from the shortcut menu.



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10. NEW QUERIES

A Microsoft Access Query searches for specific information from the [LegislatorTable](#) and creates a new query based on the search criteria. For example, if you want to create a form letter to all Female Senators, and there is not an existing query that retrieves this information, you will need to create your own query to retrieve this specific information.

Step-by-step instructions for performing a new query follow in [Section 11](#).

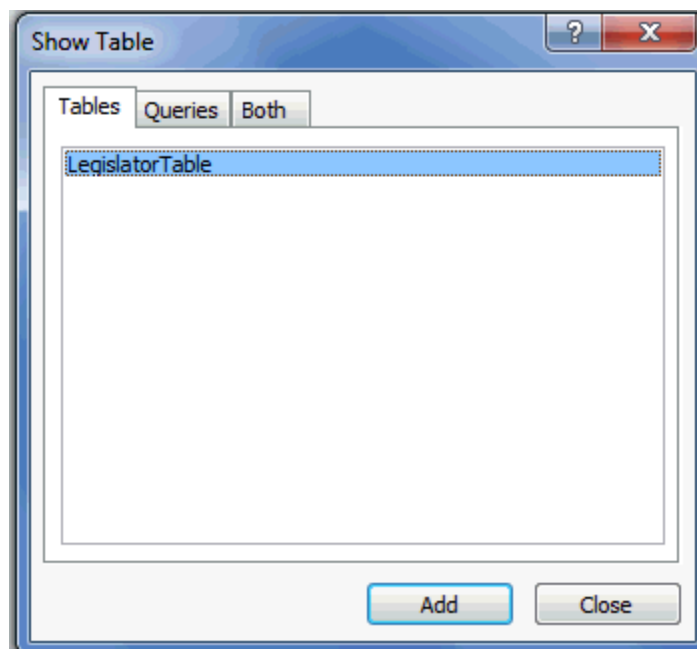


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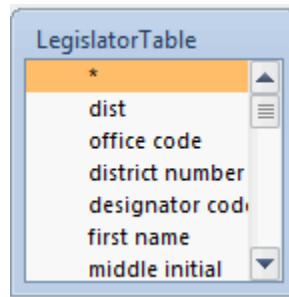
11. CREATING A NEW QUERY

To search and retrieve a listing of all Female Senators with their addresses, you will need to create a new Microsoft Access Query.

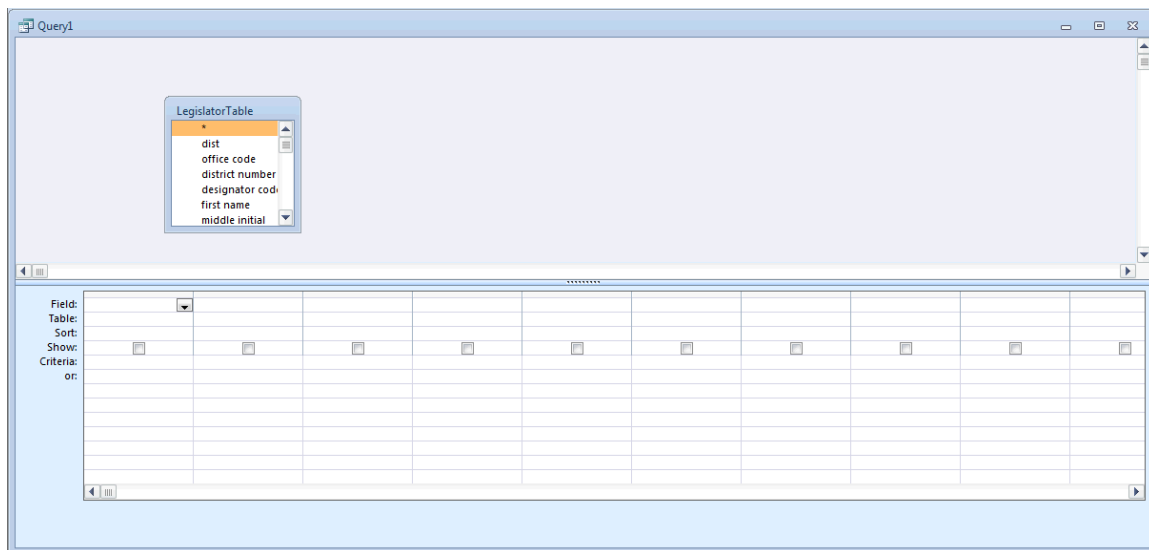
- Open Microsoft Access. Open the [LegislatorDatabase.mdb](#) file.
- Select the **Create** tab, and select **Query Design** in the **Queries** group.
- In the **Show Table** dialog box, select the [LegislatorTable](#), and select **Add**. Select **Close** to close the dialog box.



A *field list* from the [LegislatorTable](#) displays in the upper portion of the query screen.

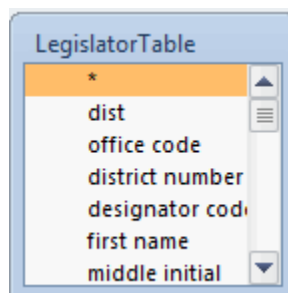


Your screen displays as follows. This is referred to as the "Design View."



The process of creating a query begins with selecting the fields that contain the data that you want to query. These fields must be selected into the QBE (Query by Example) grid at the bottom of the screen.

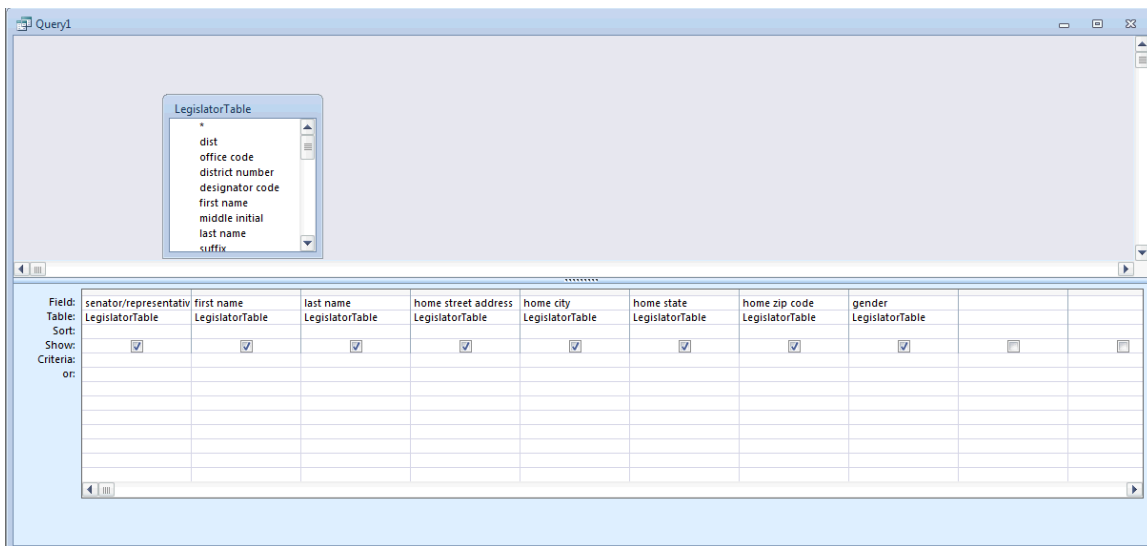
To select fields for the query, scroll through the field list in the upper part of the screen to locate the desired field. Double-click the desired field name. The field name will display in the first column of the field row in the Query grid. Repeat this process until all desired fields appear in the Query grid. **Note:** You can also drag fields from the table to an empty column in the grid.



For example, in order to create a query to retrieve **all Female Senators** sorted **alphabetically by their last name with the home address**, the following fields would be required:

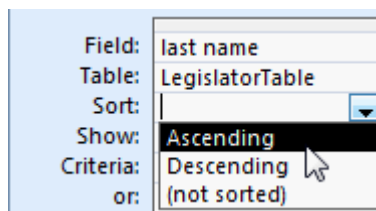
senator/representative
first name
last name
home street address
home city
home state
home zip code
gender

After selecting all of these fields for the query, the screen will appear similar to the following.



Sort Alphabetically by Last Name

- To sort the Legislators alphabetically by "last name," position the cursor in the Sort row under the "last name" field. You will see a drop-down arrow display. Select the drop-down arrow and select **Ascending**.



Select Female Senators

- To select only Senators, position the cursor in the Criteria row under the "senator/representative" field. Type **Senator**.

Field:	senator/representative
Table:	LegislatorTable
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	"Senator"
or:	

- To select only Females, position the cursor in the Criteria row under the "gender" field. Type **Female**.

Field:	gender
Table:	LegislatorTable
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	"Female"
or:	

After specifying all of the criteria, your screen displays as follows.

The screenshot shows the Microsoft Access Query1 window. A small window titled 'LegislatorTable' is open, displaying a list of fields: dist, office code, district number, designator code, first name, middle initial, last name, and suffix. The main window displays a query grid with the following fields and criteria:

Field:	senator/representative	first name	last name	home street address	home city	home state	home zip code	gender
Table:	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable
Sort:			Ascending					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Senator"							"Female"
or:								

Run the Query



- Select **Run** on the **Design** tab in the **Results** group to run the query. **The resulting query displays all Female Senators sorted alphabetically by Last Name.**

The query displays in a datasheet view.

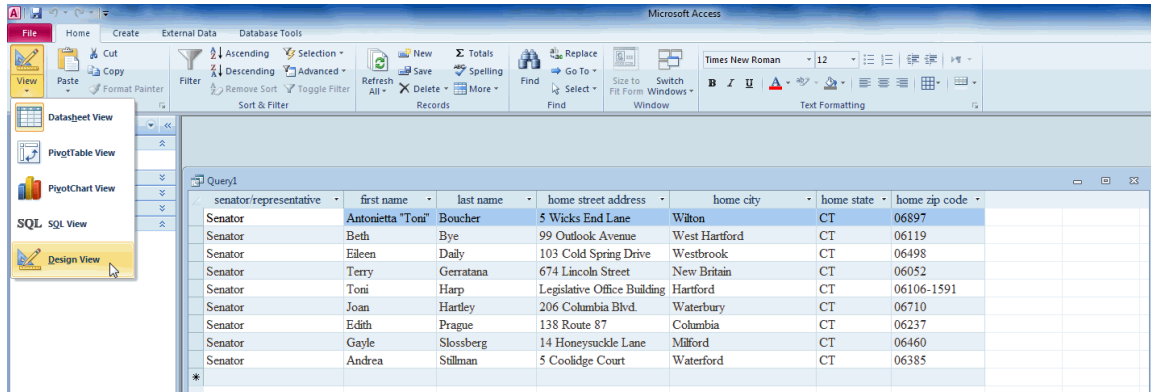
senator/representative	first name	last name	home street address	home city	home state	home zip code	gender
Senator	Antionietta "Toni"	Boucher	5 Wicks End Lane	Wilton	CT	06897	Female
Senator	Beth	Bye	99 Outlook Avenue	West Hartford	CT	06119	Female
Senator	Eileen	Daily	103 Cold Spring Drive	Westbrook	CT	06498	Female
Senator	Terry	Gerratana	674 Lincoln Street	New Britain	CT	06052	Female
Senator	Toni	Harp	Legislative Office Building	Hartford	CT	06106-1591	Female
Senator	Joan	Hartley	206 Columbia Blvd.	Waterbury	CT	06710	Female
Senator	Edith	Prague	138 Route 87	Columbia	CT	06237	Female
Senator	Gayle	Slossberg	14 Honeysuckle Lane	Milford	CT	06460	Female
Senator	Andrea	Stillman	5 Coolidge Court	Waterford	CT	06385	Female

NOTE: When you are working in the "Design View," you will see the row entitled "**Show.**" The row contains a box with a checkmark for each field. If a box contains a checkmark, the information in that field will display in the resulting query. If you do not want the information in that field to display in the resulting query, select the check box to remove the checkmark. No checkmark indicates that the information in that row will be hidden in the resulting query.

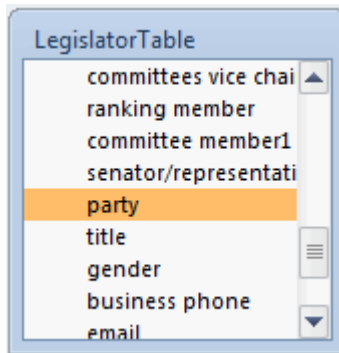
Field:	home street address	home city	home state	home zip code	gender
Table:	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable	LegislatorTable
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:					"Female"
or:					

Modify the Query

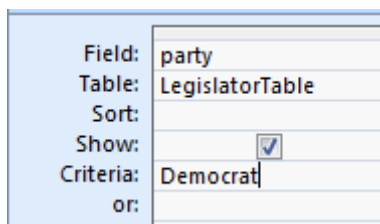
- If you wish to take this query a step further and modify it to retrieve only the **Female Democrat Senators**, switch back to Design View while you are still in the resulting query. Select **View** on the **Home** tab and select **Design View**.



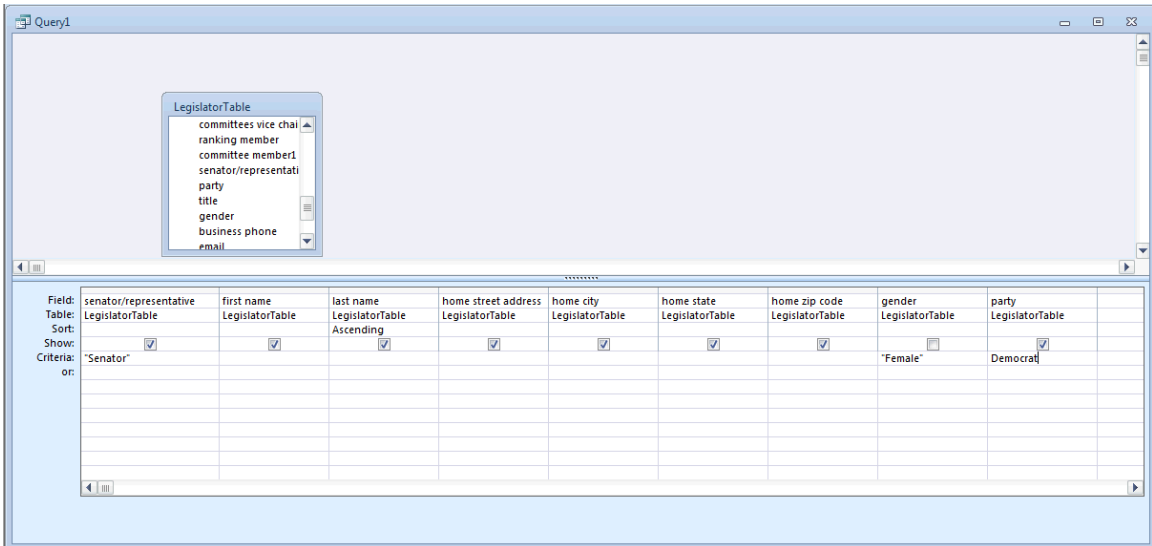
- You will need to add the field "party" to the Query grid. Select **party** from the field list to add it to the Query Grid.



- Position the cursor in the Criteria row under the "party" field. Type **Democrat**.



Your screen displays as follows.



- 
 Select **Run** on the **Design** tab in the **Results** group to run the query. **The resulting query displays all Female Democrat Senators sorted alphabetically by Last Name.**

senator/representative	first name	last name	home street address	home city	home state	home zip code	party
Senator	Beth	Bye	99 Outlook Avenue	West Hartford	CT	06119	Democrat
Senator	Eileen	Daily	103 Cold Spring Drive	Westbrook	CT	06498	Democrat
Senator	Terry	Gerratana	674 Lincoln Street	New Britain	CT	06052	Democrat
Senator	Toni	Harp	Legislative Office Building	Hartford	CT	06106-1591	Democrat
Senator	Joan	Hartley	206 Columbia Blvd.	Waterbury	CT	06710	Democrat
Senator	Edith	Prague	138 Route 87	Columbia	CT	06237	Democrat
Senator	Gayle	Slossberg	14 Honeysuckle Lane	Milford	CT	06460	Democrat
Senator	Andrea	Stillman	5 Coolidge Court	Waterford	CT	06385	Democrat

To **print** the results of the query, select the **File** tab, select **Print**, selected the desired printer and options and select **Print**.

To **save** the query within the current database, press **CTRL+S** to save the query. In the **Save As** dialog box, type the name of the query (i.e., **QRYFemaleDemocratSenators**) and select **OK**.

The query can now be used as a "Data Source" in a Microsoft Word Mail Merge.