

Merging Documents Using MS Word

By Henry F. Winterfeldt

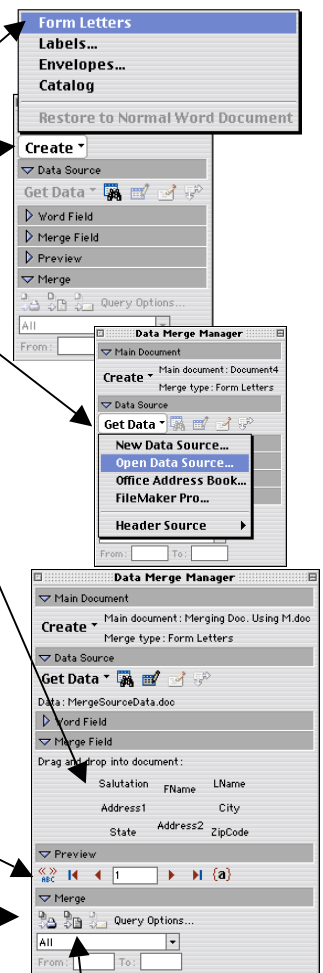
1. Create on the desktop a folder. Call it **MyMergeddocuments**.
2. Start MS Word and create a table that has 8 columns and 5 rows. Use: Menu>**Table>Insert>Table**
3. Before doing anything else, Save the file into your **MyMergeddocuments** folder. Name the file **MergeSourceData.doc**.
4. In the first row of the table type in the headings as shown in the example below.
5. In the rows below each heading type in the information for 4 individuals. See example below.

Headings →

Salutation	FName	LName	Address1	Address2	City	State	ZipCode
Ms.	Lisa	Fashion	1 Main St		Oshkosh	WI	54901
Dr.	Mary	Maryweather	Mary Productions	234 Trump Dr.	Oshkosh	WI	54903
Mr.	Tom	Foolery	43 Jump Ln		Oshkosh	WI	54902
Ms.	Donna	Crow	10 Asyouare Ln		Oshkosh	WI	54901

6. Save and close the document.
7. Start a new MS Word document. Save it into **MyMergeddocuments** folder. Name it **myMergeLetter.doc**
8. Open the **Data Merge Manger**. Menu>**Tools>Data Merge Manger**
9. Press on **Create** in **Data Merge Manger** and Select **Form Letters**.
10. On the **Data Merge Manger** press on **Get Data** and select **Open Data Source...**
Select the file **MergeSourceData.doc**
11. After you open the **MergeSourceData.doc** the **Data Merge Manger** will show the data fields.
12. In your new **myMergeLetter.doc** type in the text everyone will receive. See example below. Place the fields into your letter by dragging the field names into your document. Don't forget to put spaces, comas, and other punctuation between fields so you letter reads well.

Dear «Salutation» «LName»:
 This is to verify the address we have in our database. Our files indicate your name and address is as follows:
 «Salutation» «FName» «LName»
 «Address1»
 «Address2»
 «City», «State» «ZipCode»
 If this is not correct please contact us at 923 Noware Ave., Oshkosh, WI 54901



Merge to new Document

Save your file. Display data in the letter by clicking **Preview** and then **ABC**.

13. Now merge to a new document. When you merge to a new document you will see all of your letters in one long document. Be careful and click on the second icon in from the edge. If you click on the first icon you will merge to the printer.

You can also use the merge function to print envelopes, mailing labels, and list (catalog). You can figure this out. Use help.

You can also sort your data in a table. Simply select the column you wish to sort then use the database tool bar to sort. If the database tool bar is not showing, click inside the table and use Menu>**View>Tool Bars>Database**.