

Mail Merge

You are going to write a letter which will use data that you have entered in one of your database exercises. Make sure that you have completed Database Exercise 3 before attempting to do this exercise. What Mail Merge does is to combine information which is stored in a data file e.g. a database file or one that you can create in a word processor with a main document. The benefits of Mail Merge are that you can send the same letter to many individuals without having to type out chosen data individually.

In Mail Merge you will use familiar ideas but they may have different names:

Data source	= the original document
Data label	= the field names
Data field	= the fields
Record	= a group of data fields
Merge field	= this is the unique information from the selected data source. They will appear like this: <<First Name>>
Boilerplate text	= the text in the document that remains the same
Main document	= the document that stays the same for each new document. This contains the merge field labels.

- 1 Open your word processor
- 2 Create the following letter. After the line where you insert the date leave 6 blank lines.

Small Tours of Britain
5 Edgeley Avenue
Little Hampton
Rutland
LH2 8PU

Today's date

Dear

Thank you for booking with Small Tours of Britain. You have booked on the Mystery and Myths tour starting on 08/07/00 and returning on 15/07/00.

Each tour has a Police trained driver who is accompanied by a native of the area in which you will travel. Your expert for Mystery and Myths is Colette Brazil.

We look forward to meeting you on the Tour.

Yours sincerely

Margarita Higginbotham

- 3 Click Tools, then Mail Merge. This opens up the Mail Merge Helper dialogue box.
- 4 Click Create, click Form Letters, click Active Window (this will make whatever document that is open the main document).
- 5 You now need to open your data source. In the Mail Merge Helper click Get Data and then Open Data Source. Use the file structure to open Database Exercise 3. Change the type of file to "MS Access Database *.mdb" so that Mail Merge looks for the correct type of file. Table: Table 1 will come up, click OK. You will see a message saying "Word found no merge fields" and an option to Edit Main Document. Click on this option. This will place a new toolbar on your screen with various option e.g. Insert Merge Field, View Merged Data and buttons for accessing the individual records.
- 6 Highlight the first area in which you want to place a Merge Field and then click on Insert Merge Field. This will bring up a menu of the available fields. Select the appropriate fields to give the name and address of the recipient. Continue to do this until the document is complete. Each time you make a selection the Merge Field Labels will appear in chevrons.
- 7 Check your spacing and your spelling.
- 8 Click the View Merged Data (red chevrons and blue ABC) button.
- 9 Save your document and using the red arrow Record buttons to bring up different recipients, print out two of them.