DayBook - Word for Windows Mail Merge Instructions

Introduction
This group of Word for Windows (Winword) files is intended to provide you with the tools necessary to import DayBook Address Book data into Winword and then perform a mail merge on the imported data. Before attempting to use these files, read the mail merge section on pages 1-4 of the Winword manual.

In addition to this document, three Winword documents are required to perform the DayBook to Winword mail merge: DBLABEL.DOC, DBDATA.DOC, and DBLABMAC.DOC.

Instructions
--Open the file DBLABMAC.DOC. This file contains the text of a WordBASIC macro that will use Dynamic Data Exchange (DDE) to import Address Book data from DayBook.
--Select all of the text in this document and copy it.
--Select Macro Edit.
--Type a new macro name (e.g. DayBookImport) and then click on OK.
--Paste the macro text
--Double-click on the document control menu to close and save the macro document.
--Open the other two Winword documents, DBLABEL.DOC and DBDATA.DOC.
--If it is not already loaded, run DayBook from the Program Manager. Minimize DayBook
--Return to Winword and go to the DBDATA.DOC document.
--Select Macro Run. Run the DayBookImport macro.
--After the macro has completed running, go to the DBLABEL.DOC document.
--Select File Print Merge to get a sample print out of the DayBook data that you just imported.

Feel free to modify the macro and the other documents as needed. Asymetrix will provide no support for these files.

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