MAIL MERGING WITH :

MICROSOFT WORD

AND

MICROSOFT FILE

Courtesy of the :

"SMUG"

(San Juan Macintosh Users Group)

San Juan , Puerto Rico

People usually want to send letters to several persons and want to impress them believing

that they are sending a direct communicates to that person, even if they are really sending the same message to "MILLIONS" of persons(**_MAIL MERGING_**).

To do this, you usually pay a guy that tells you a Macintosh can't do this sort of thing, and if you are more intelligent that this Blue Dressed guy , you go to your nearest Apple dealer and buy and integrated package to do this. In reality , you don't need an integrated package to do this work, just two different programs, that usually cost less that the integrated one alone, but they have to be compatible with each other.

Two of the most important programs for the Macintosh come from **Microsoft**™, and the are advertised as being fully compatible with each other, but the only problem comes when you really want to put them to work together. How do you do it?.

The 2 programs I'm talking about are:

<div align="center">

Microsoft Word™

"&"

Microsoft File™

</div>

These two programs can do Mail Merging as easy as an old man can eat a banana, BUT HOW CAN YOU DO THIS, it's VERY EASY. I'll try to explain the procedure in a very graphic manner so you can SEE and FEEL the short procedure.

"LET'S START WITH MS-FILE"

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1) First you must prepare the datafile you want to merge using **MS-WORD** and **MS-FILE** going to the "*Form* " menu window, selecting "**Show Form**(Command G)" and preparing the fields you want to merge(name , address , city , state , zip code , etc.............).

*if you already have a datafile, and want to merge from it , hide in the shaded area the field you don't want to merge(his dogs name , his past lovers , his school grades , etc............), unless you are using this information during the letter to be merged to this person.

2) After you finish the datafile, save it, as you normally would(Save As->File Name->Save).

3) Then comes the most ridiculous part. Prepare the file data to be understood by **WORD.**
How do you do this ?

Very easy...............
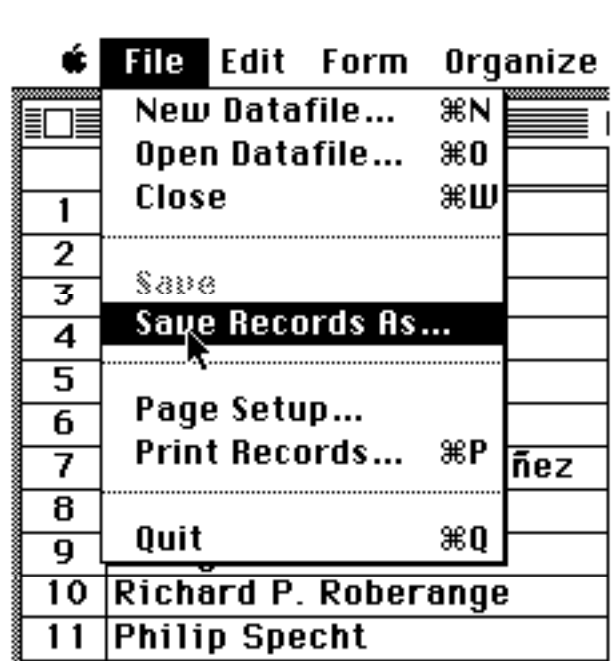
Go to the "*File* menu" and choose "**Save As**"(see the two pictures that follow #1 & #2), YOU CANT MISS THIS , YOU'LL SEE WHAT I MEAN.

PICTURE #1
* Name is considered a "Field Name" as well as Address etc......, and the complete thing is a datafile or database. Each column is a *FIELD.*
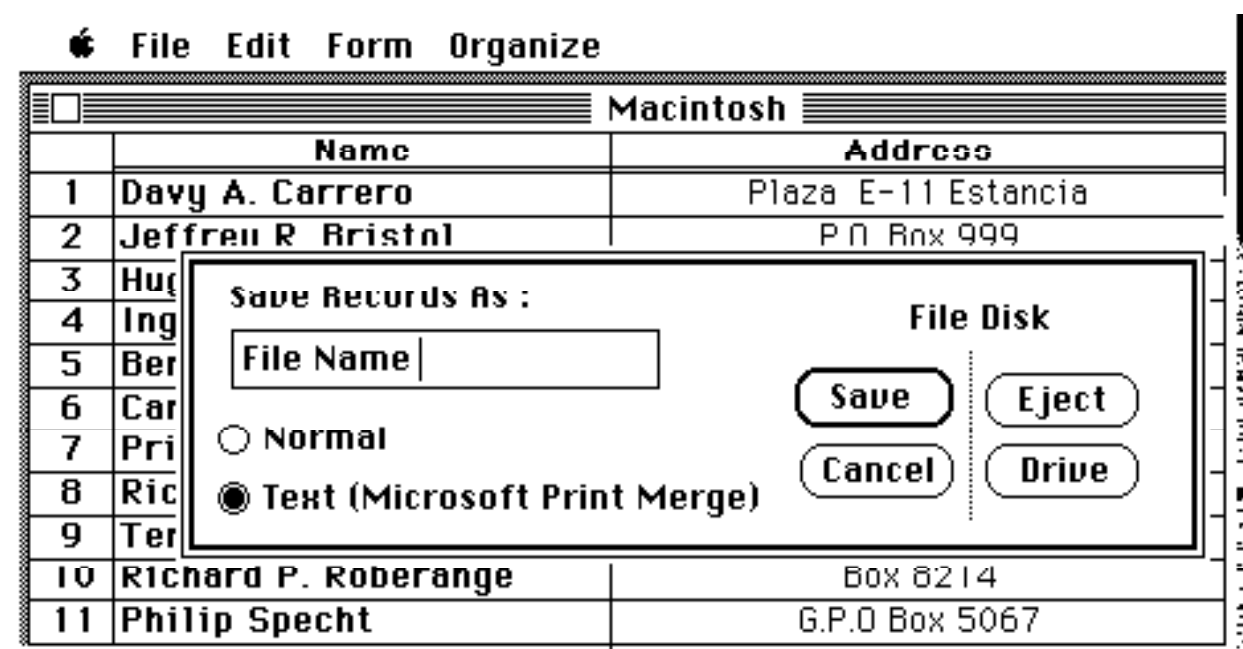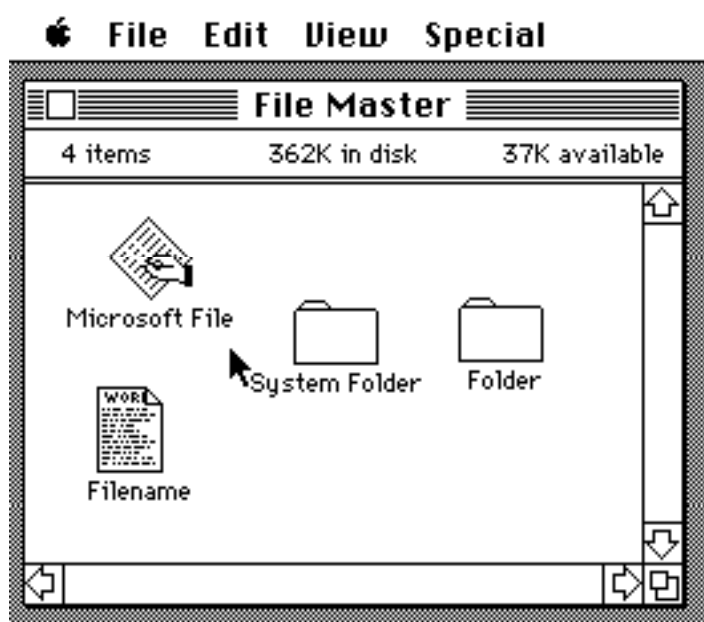
PICTURE #2

4) Give it a name that you think is familiar to the merging you'll do,this time I'll use "Filename" as an example, but you can use Ben Dover if you like. Save the file as "*Text* " (as seen on the picture below, #3) so **WORD** can read the data that appears in the fields.

PICTURE #3

5) Quit **FILE** as you usually do and feel free to kiss Kadafy's @$#?????, you just finished all you should do to your **FILE** database

PICTURE #4

```
 File   Edit   View   Special

████ File Master ████████
 4 items      362K in disk      37K available

    Microsoft File

         System Folder    Folder

    WORD
    Filename
```

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As you see in PICTURE #4, the file "Filename" appears with the **MS-WORD** icon, but that really doesn't happen the first time. The first time you do this procedure , the icon will appear as blank. When you pass this file to the **MS-WORD** disk, it will appear as a **MS-WORD** icon.

Some would like to see the database to be merged icon to appear with the **MS-WORD** icon from the start, well it's very easy. The disk where you have your **MS-FILE** program has an invisible "Desktop" that remembers the apearance of the icons that have passed thought it's disk.
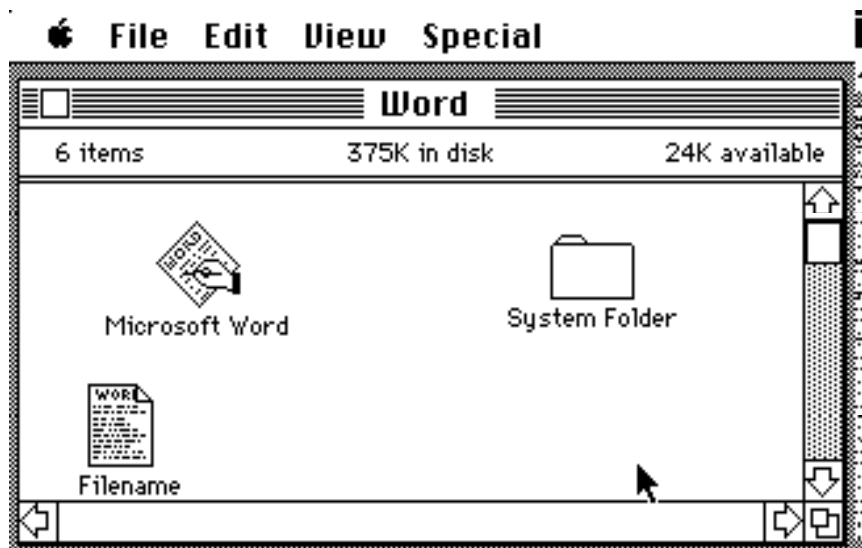
You should boot the Macintosh with the **MS-WORD** disk and the insert the **MS-FILE** one, this is so the startup operating system gives your "**MS-FILE** Desktop" the information needed to draw the icon as a **MS-WORD** icon when you save something as "Text(Microsoft Print Merge)" from the "Save Records As" menu, you will the have your "Text" **MS-FILE** documents with a **MS-WORD** icon, from there on, so you don't get confused.

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"LET'S START WITH MS-WORD"

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    1) You have to move the icon of the datafile to be merged to the same disk that you have **MS-WORD.** This you'll supposed how to do it, if you don't remember or don't know, go to your Macintosh Manual and read how to do so.
    Your **MS-WORD** disk should look like this .

PICTURE #5

    2) Now you can write the letter that you want to merge and leaving a blank space where you want to merge information. Merging can include an indefinite amount of information, but for this case I'll just present the name and address.

    3) After you write your letter , you have to put what you want to merge.
    You have to START THE LETTER(first line of all) with the command <u>DATA</u> followed by the name you gave to the "Text" file in **MS-FILE**.
    example:
    DATA Filename
    After this, you put the name of the "Fields" to be merged as they appear in your datafile in **MS-FILE**.
    For example:
    Name
    Address
    City , State
        Zip Code

Another thing , and this is the MOST IMPORTANT THING, is that if you put the "Field Names" alone , **MS-WORD** will print them as you see them on the screen. To prevent this from happening , you have to tell **MS-WORD** that this information it derived from the DATA you posted at the firs line of all. To tell **MS-WORD** that this is the name of the field of an information to be merged, you have to close whith special brackets the names of the fields to be merged.

This brackets ARE NOT "the greater that"/"less than" brackets, this are "special merging characters", not caracters as appears on the picture below, and they can be found under the "backslash or inverse slash"which is locater under the Backspace and in top of the Return key's.
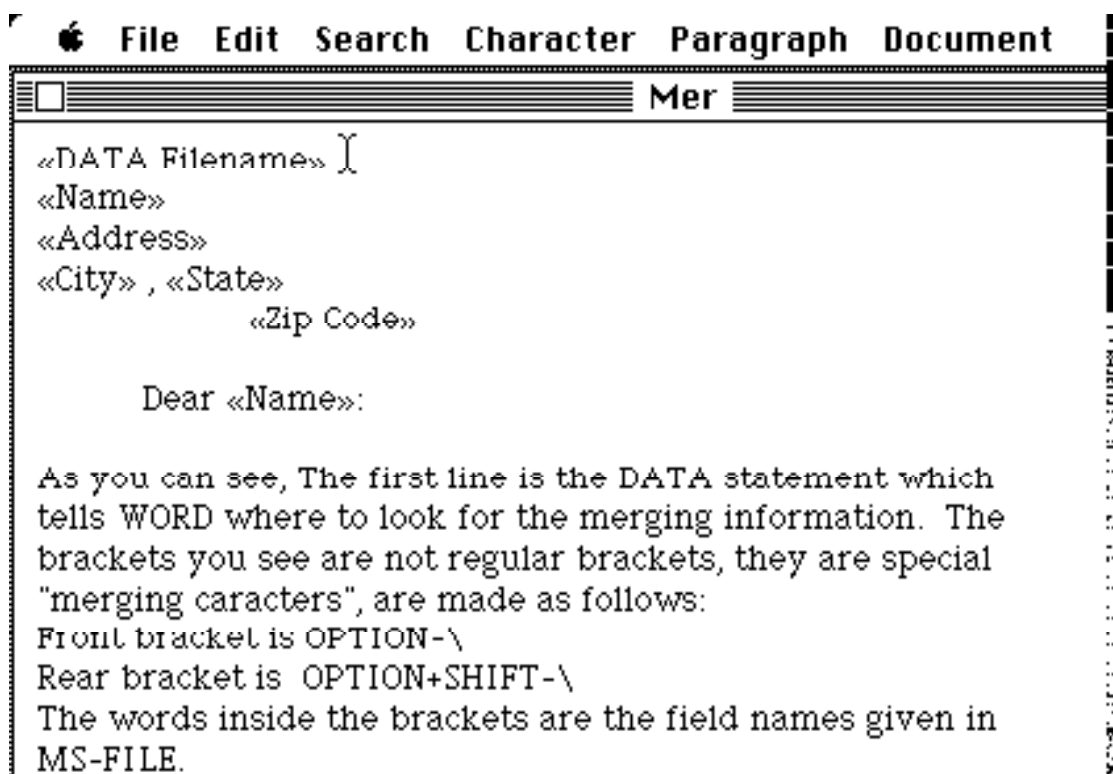
The brackets in front are :
OPTION + \ = «

The brackets at the rear are :
OPTION + SHIFT + \ = »

These brackets should go in front and at the rear of ALL the lines that represent Fields to be merged.

If you want to see how it look , look the following picture.

PICTURE #6

4) After you do all this that was said before, you have to "Print Your Merge".

 To do this you should select the Print Merge(PICTURE #7) menu and answer the dialog boxes as if nothing strange was happening. **MS-WORD** will start merging in a ratio of one copy for each name you have in your datafile unless you specify otherwise in the # Copies prompt. To cancel , just do how you would do if you weren't merging.

PICTURE #7