

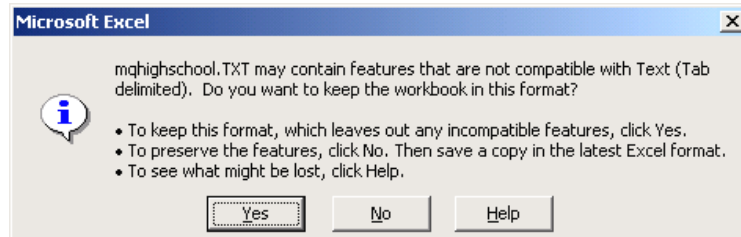
Use an ASCII file to Create a Word Mail Merge Document:

This process has less to do with Blue Ribbon than with Word, in truth. If you have not yet created an ASCII file to use in the mail merge, you can use the instructions in the Help Sheet entitled “Creating an ASCII file”. The directions and screen prints below are the ones that you would use if you are using Microsoft Office 2000. Other versions may look slightly different, but the process is basically the same.

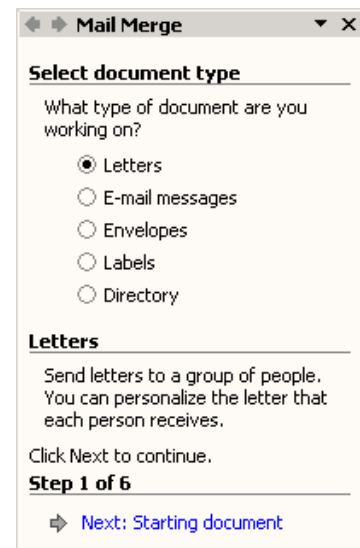
- ◆ First, it’s important to change your ASCII file so that it has headers. You can do that in either WordPad or Excel, but I find Excel to be the easiest. In Excel, File|Open your ASCII file. Be sure to choose Delimited and COMMA as you work through the wizard.

	A	B	C	D	E	F
1	FirstName	LastName	Address	City	State	Zip
2	Lisa	Brown	1009 Mad	Webster	IA	50595
3	Ann	Walker	609 Walnu	Webster	IA	50595
4	Young	Lee	2525 Kant	Webster	IA	50595-7398
5	Amy	Olson	1609 Whit	Woolstock	IA	50599
6	Kari	Entriiken	2640 Tunn	Webster	IA	50595

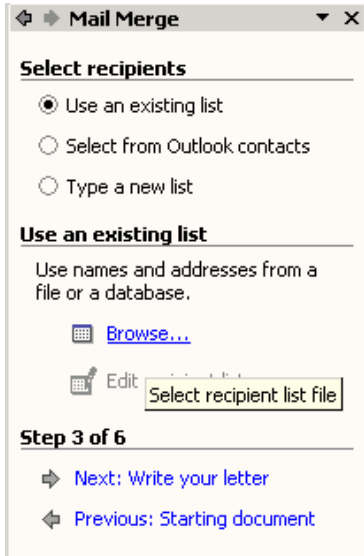
- ◆ Highlight Row 1, then Insert|Rows. In the new (blank) Row 1, type in column headers as shown. (If you don’t do this step, the first record in your file will not merge.)
- ◆ Save. You will get a warning screen, because Excel WANTS to convert your “.TXT” file to “.XLS”. Don’t let it do that—choose Yes on the warning screen. You may have to do that twice... once when you save, and once when you close. Exit Excel when done.



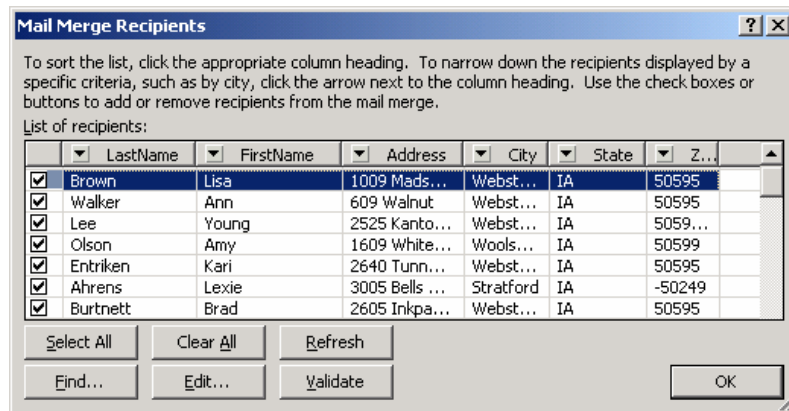
- ◆ Open a new Microsoft Word document. Choose Tools|Letters & Mailings|Mail Merge Wizard. Your screen will “split” into two panes—your document on the left and the wizard steps on the right.
- ◆ On the Step 1 screen, choose “Letters” as shown at right. (Unless you wish to create another type of document.) Then click on the bottom link “Next: Starting document.”



- ◆ The Step 2 option allows you to decide whether you are going to use the new document that you are creating, a template, or an existing document for the mail merge. Unless you have a document or template already created for this, choose the top option, then “Next: Select recipients”.



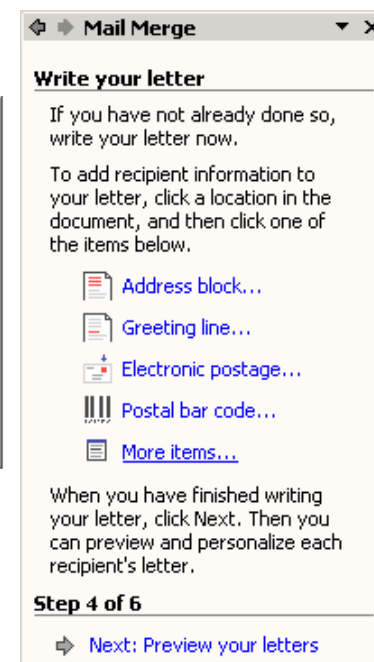
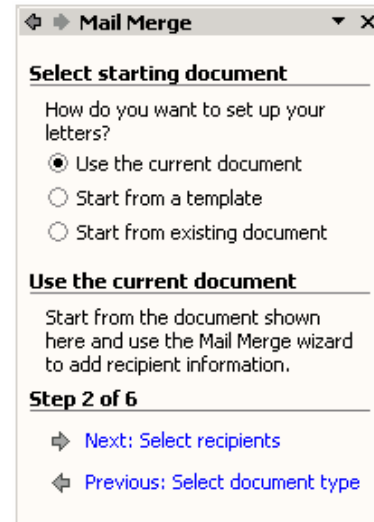
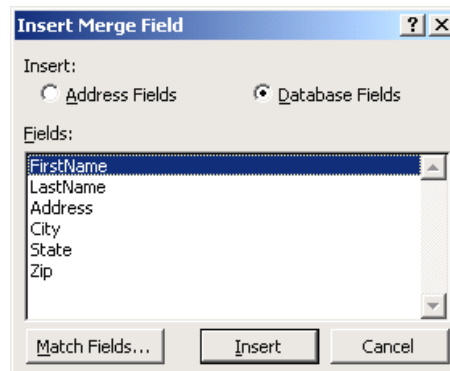
- ◆ On Step 3, you will choose the document that contains the data. Select “Use an existing list” and then click on the Browse... link to locate the ASCII file that you created and saved earlier. When you locate and open it, you’ll see it displayed as below.



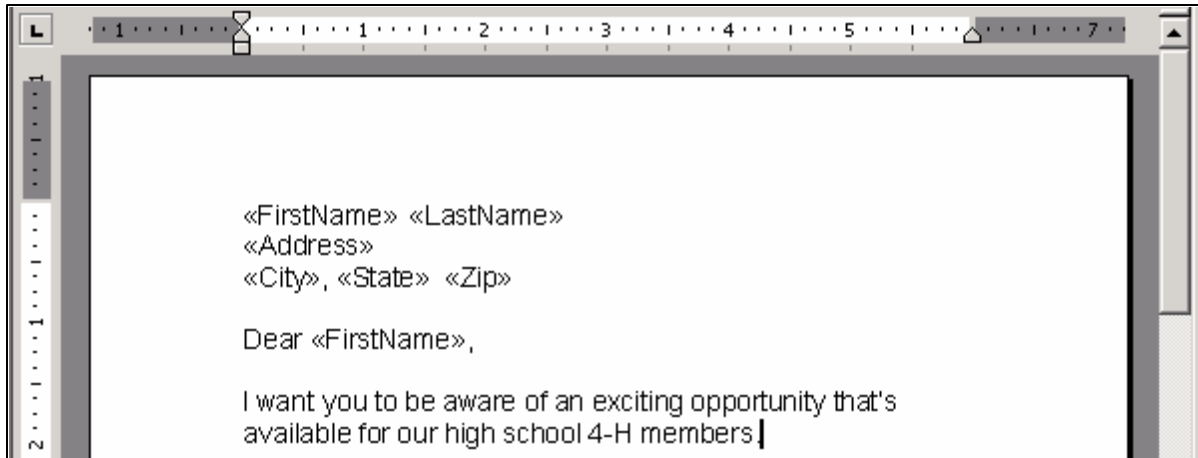
- ◆ You can omit records by removing the check mark in the left column. When the correct records are marked, click OK.

- ◆ Step 4 allows you to use pre-formatted field forms in your document. Click the “More items...” link.

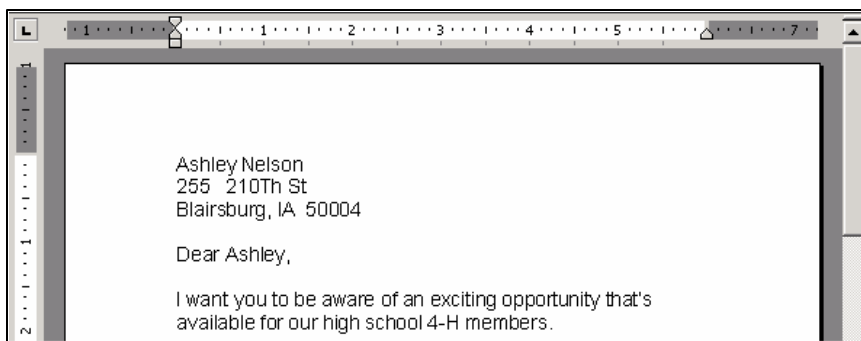
- ◆ Highlight the fields from your ASCII file (one at a time), and press Insert for each one that you want to use. Close the box when finished.



- ◆ Now you will see the beginning of your mail merge document. The text enclosed in <<TheseSymbols>> represent the fields that will be merged from your file. You need to insert spaces, line returns, punctuation, etc. Then complete the letter or document as you wish it to read.



- ◆ When you've completed typing your letter, click on the "Preview your letters" link as shown on the wizard screen on the previous page.
- ◆ Now the letter appears with a name in place of the field names. You can use the forward and back buttons (<< and >>) or the "Find a recipient" link to view specific letters. If you wish to make changes to the text of the letter, use the "Previous" link. When you're finished, use the "Next: Complete the merge" link.



Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

Recipient: 1

[Find a recipient...](#)

Make changes

You can also change your recipient list:

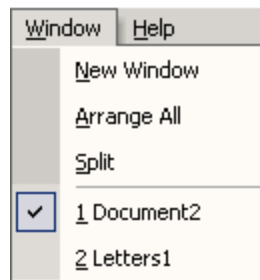
[Edit recipient list...](#)

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

- ◆ From the final Mail Merge wizard screen, you can choose to print your letters. One document will be printed for each name in your ASCII file.
- ◆ Another option is “Edit individual letters”. If you wish to change the wording on one recipient’s letter, but not all of them, you can choose that option. If you wish to change the wording on ALL letters, you would use the “Previous” link to take you back to the original merge document.
- ◆ When you have completed the merge, there are actually two documents that have been created. If you have not named them something else previously, they are now named “Document2” and “Letters1” (or something very similar).

- ◆ “Document2” is the original merge document—if you were to re-open it, it would automatically open with the Mail Merge wizard. You can open this file to edit the text of ALL letters, or to merge the same letter to another ASCII file.



- ◆ “Letters1” is the final product—a multiple-page document, one letter per recipient. Opening this file will allow you to edit individual letters, but changes to one page will not be reflected on other pages.
- ◆ Each time you open the original merge document, then go through the wizard to “Complete the merge”, a new final document will be created. You should probably name these something very descriptive if you are going to save the files and try to re-use them.

