

Using Mail Merge with WBC Report Writer

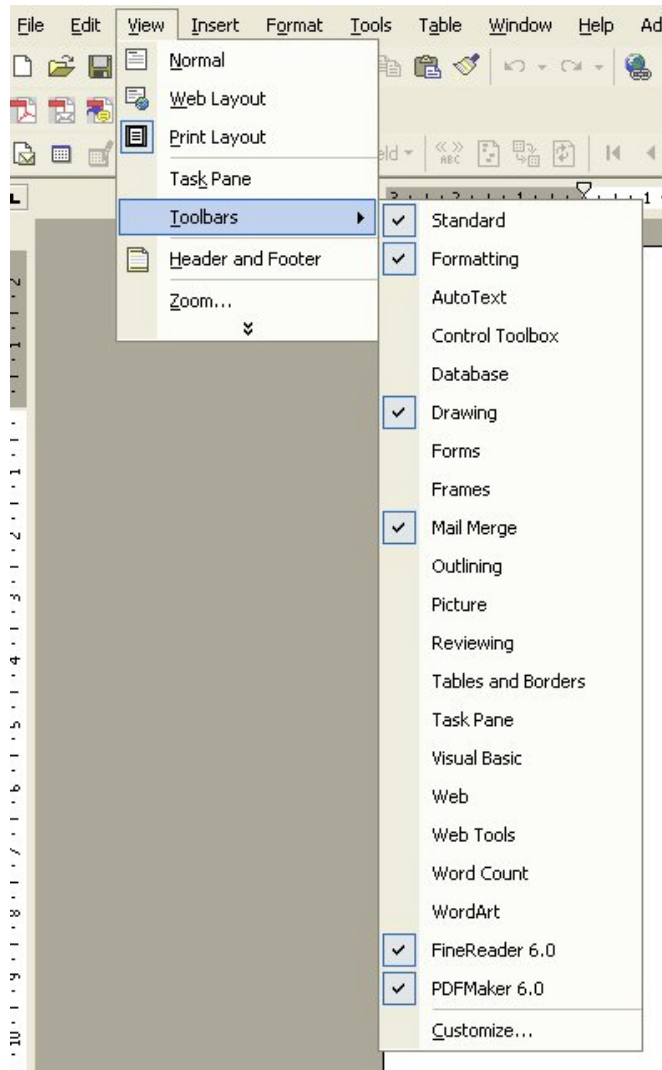
Please Note: These instructions are specific to Microsoft Word 2002 but the procedure should be fairly similar in any word processor, desktop publisher that supports Mail Merge.

Create a new template from an Existing Document

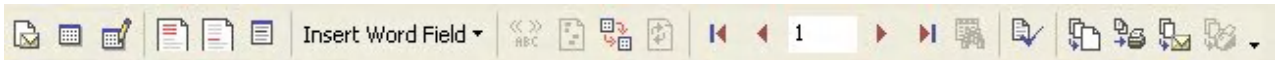
If you already have a report format (template) and you would prefer to use it please follow these instructions to link it with the WBC Report Writer database.

1. Open your Report Template.
2. If not already visible you will need to load the Mail Merge toolbar.

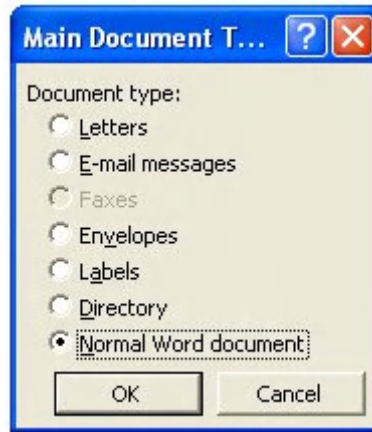
View – Toolbars – Mail Merge



3. Once the toolbar below is loaded



4. Select the first button on the Toolbar **Main Document Setup**.



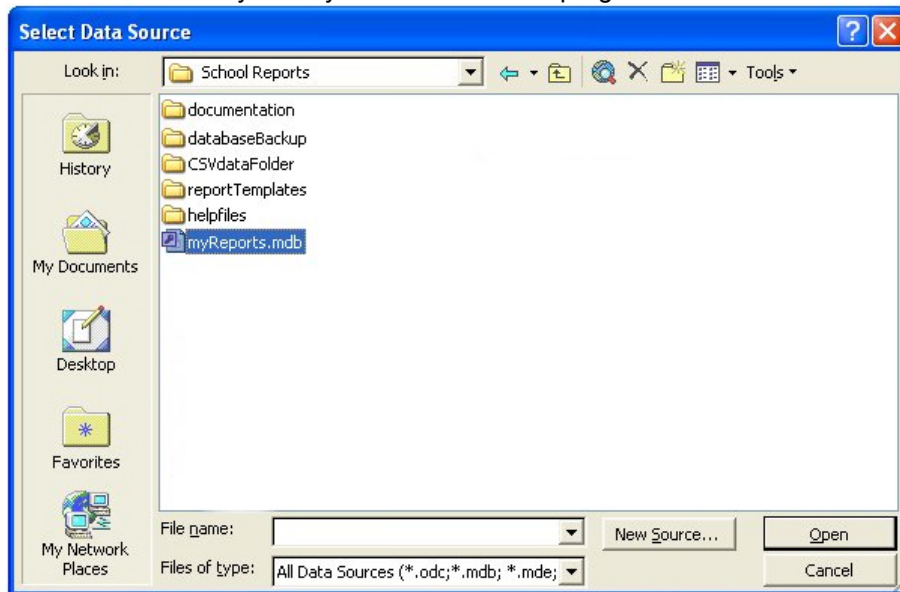
5. Select Normal Word Document or Letters.

Selecting the Report Database (the data source)

1. Select the **Open Data Source** button on the toolbar.
2. The Select Data Source window will open. You will need to browse to the location of **myReports.mdb** (the Reports Database). The default location of this file is

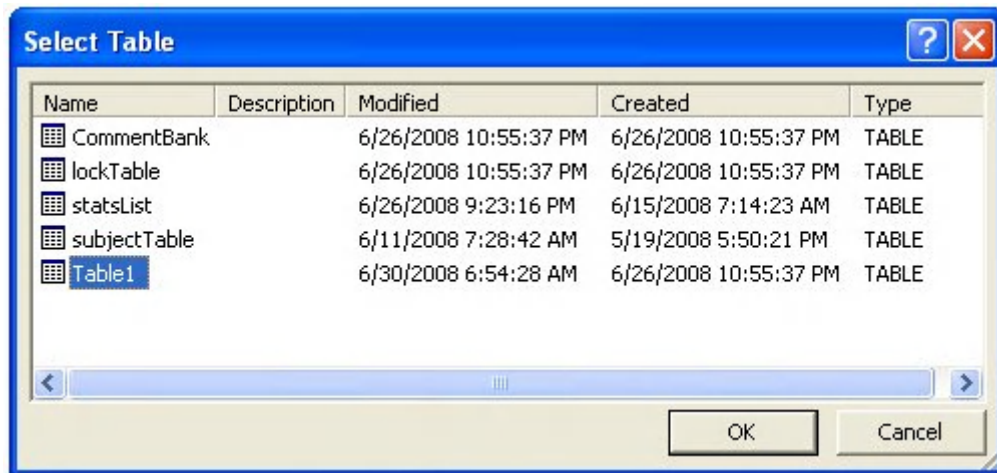
C:\Documents and Settings\User Name\My Documents\My Data Sources\myReports.mdb

However you may have installed the program to another location.




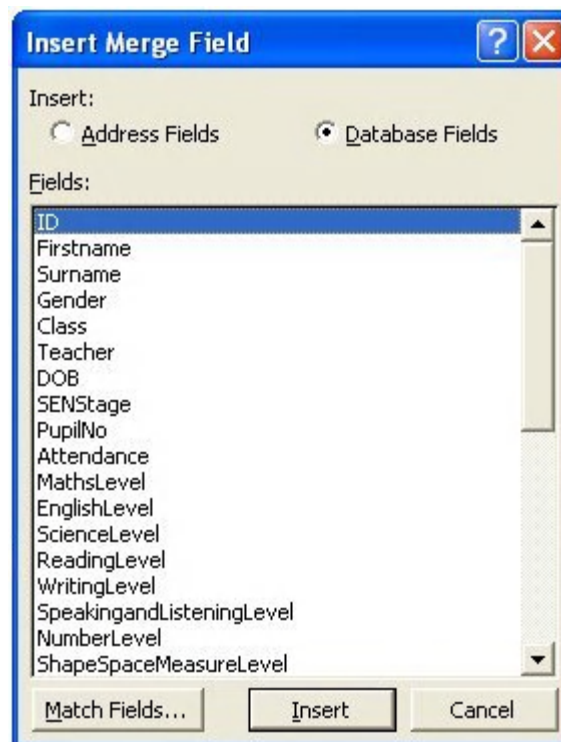
3. Select the file **myReports.mdb** and click **Open**.
4. The Select Table window opens


5. Select Table1 and click OK.



Add a Mail merge field to the template

1. Place the cursor in your template where you would like to enter your new field.
2. Click the Insert Merge Fields button 
3. A window will open listing all the Fields available. Select the field that contains the data you wish to enter into your reports and click Insert.



4. The field should appear. To alter the font, size, colour etc of your reports highlight the Merge Field in your template and edit it as you would any other text in your word processor.
5. To create your Reports click the **Merge To New Document** button 
- 6.



7. Save your reports.
8. They can then be edited for minor changes as you would any other Word processed document.