

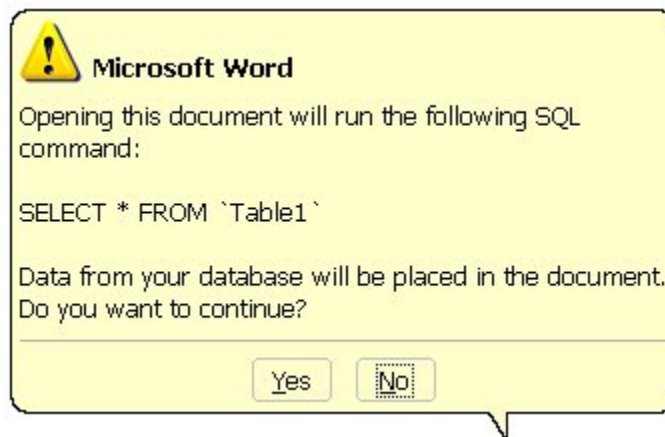
Using Mail Merge with WBC Report Writer

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

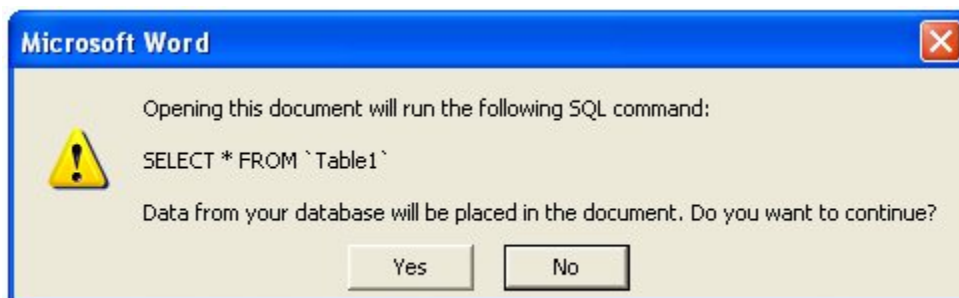
Using and Editing one of the supplied templates.

Load Existing Template from Report Writer

1. In WBC Report Writer, from the menu page choose **Select a Report Template**.
2. Select a template from the list and click **Load**.
3. If office Assistant is turned on you will get this message. – Select **Yes**.



4. If office Assistant is turned off you will get this message. – Select **Yes** .



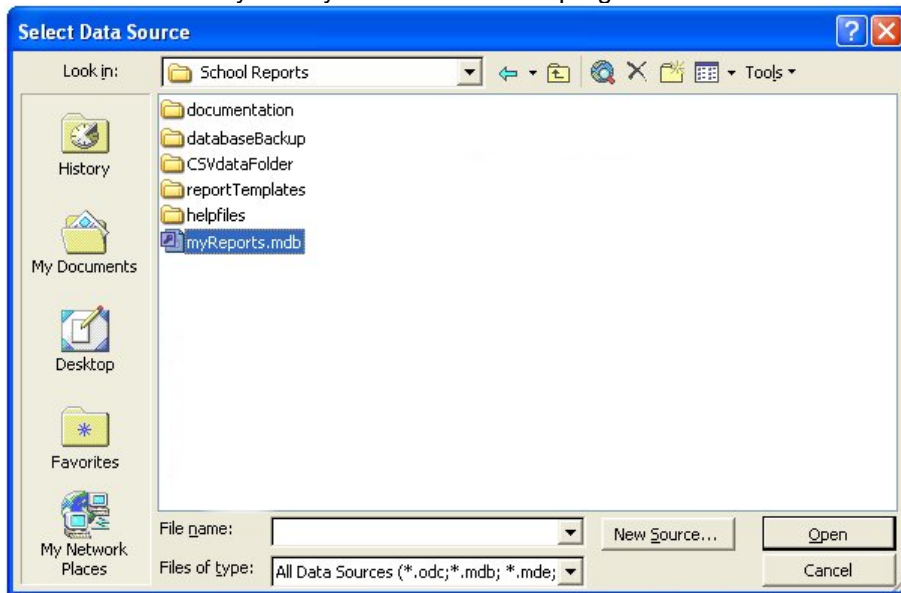
If you installed the program in the default location the selected template will open. Otherwise you will need to tell the template where to find the database.

Selecting the Report Database (the data source)

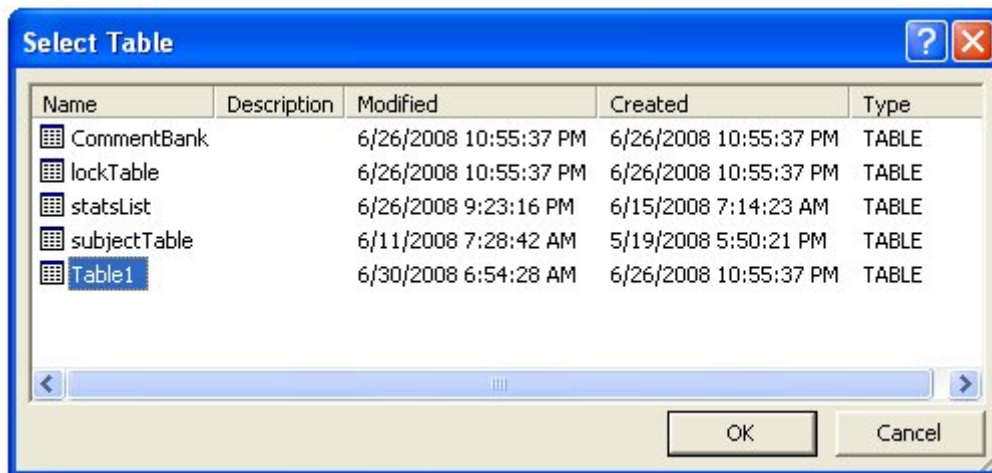
1. The Select Data Source window will open. You will need to browse to the location of **myReports.mdb** (the Reports Database). The default location of this file is

C:\Program Files\WhiteBoardCentral\WBC Report Writer\myReports.mdb

However you may have installed the program to another location.



2. Select the file myReports.mdb and click Open.
3. The Select Table window opens
4. Select Table1 and click OK.



Changing the supplied templates

To Enter a Mail Merge Field into your template

The templates are regular word processor documents and can be edited anyway you wish. The only difference being the mail merge fields.

These take the format <<My Mail Merge Field>>.

In the section of a template below you can see some examples. The Mail Merge Fields represent columns of data in the WBC Report Writer database.

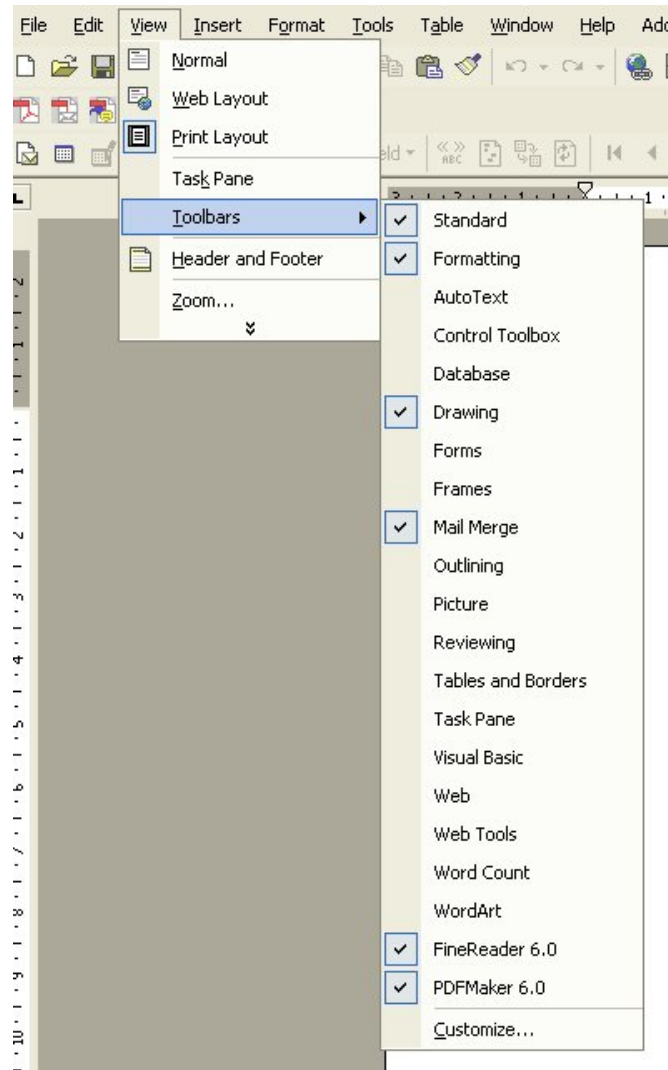
English Reading: «Reading» Writing: Speaking and listening: <table border="1"><tr><td>Reading Level</td><td>«R»</td><td>Writing Level</td><td>«W»</td><td>Speaking and Listening Level</td><td>«Sp»</td></tr></table>	Reading Level	«R»	Writing Level	«W»	Speaking and Listening Level	«Sp»
Reading Level	«R»	Writing Level	«W»	Speaking and Listening Level	«Sp»	
Maths Number: Shape, space and measure: Using and applying: <table border="1"><tr><td>Number Level</td><td>«N»</td><td>Shape, space and measure Level</td><td>«S»</td><td>Using and applying Level</td><td>«U»</td></tr></table>	Number Level	«N»	Shape, space and measure Level	«S»	Using and applying Level	«U»
Number Level	«N»	Shape, space and measure Level	«S»	Using and applying Level	«U»	
Science «Science»						

If you are using one of the supplied templates some fields are already loaded. You may wish to delete or add additional fields. For example: if you created a subject titled 'Speaking and Listening' within WBC Report Writer and wanted that data in your reports you would have to enter the 'Speaking and Listening' field into your template. How is that achieved?

Load the Mail Merge Toolbar

1. If not already visible you will need to **load the Mail Merge toolbar**.


View – Toolbars – Mail Merge

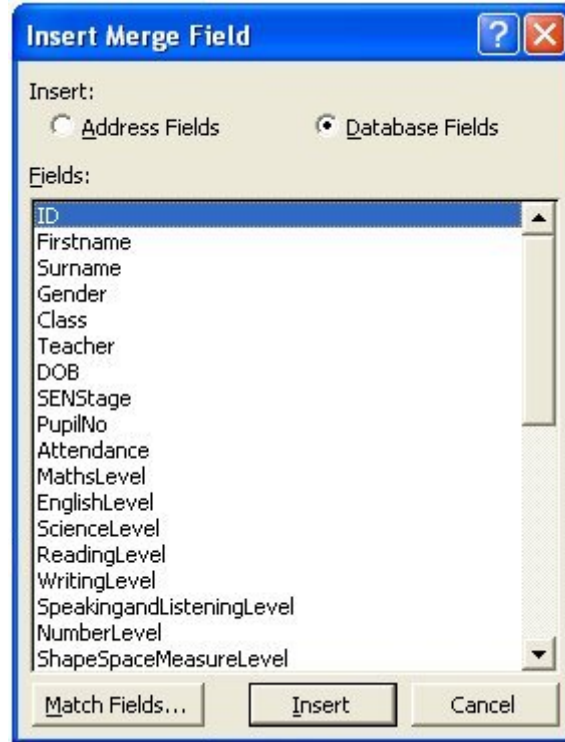


Once the toolbar below is loaded



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.