

## CREATING A MERGED DOCUMENT IN MICROSOFT WORD 2000:

1. Set up the Main Document:
  - (a) Open the document you want to use as the main document – open an existing letter or a new letter.
  - (b) From the Tools menu, choose Mail Merge
  - (c) Under the Main Document choose the Create button and then choose Form Letters or Mailing Labels
  - (d) Choose Active Window button. Under the Create button, Word displays the type of merge it will perform and the name of the main document.
2. Set up the Data Source (open an existing data source – WPIMPORT.TXT)
  - (a) In the Mail Merge Helper dialog box choose the Get Data button under Data Source
  - (b) Choose Header Options and click on the Open button. Under Look In select the drive and path where the file VW2000HEADER.DOC can be found. (C:\VISION)
  - (c) Choose the Get Data button again – this time choose Open Data Source.
  - (d) In the Open Data Source window, under Look In, select the drive and path where the data source can be found. (C:\VISION). Under Files of Type, select Text Files. Select the data source you want to use (WPIMPORT.TXT) by highlighting it and make sure the Select Method field is check marked. Click the OPEN button. Word will display a Confirm Data Source window – choose Text files (\*.txt) and click OK.
  - (e) The File Conversion window then displays. Accept defaults here. Click OK.
  - (f) Choose Setup Main Document button.
  - (g) The Label Option window displays. Choose type of printer you are using choose the type of labels you are using under Label Products. Choose the Product Number as well. Then click OK.

### INSERT THE MERGE FIELDS:

- (h) Each place you want to insert information from the data source, click the Insert Merge Field button on the Create Labels window and then choose the merge field you want to insert. (You cannot type a merge field directly into a document). Once finished, click OK.
3. MERGE DATA SOURCE WITH MAIN DOCUMENT.
    - (a) Click the Merge button.
    - (b) The Merge window then displays. Accept all defaults and click on the Merge button.
    - (c) Print your letters or mailing labels.