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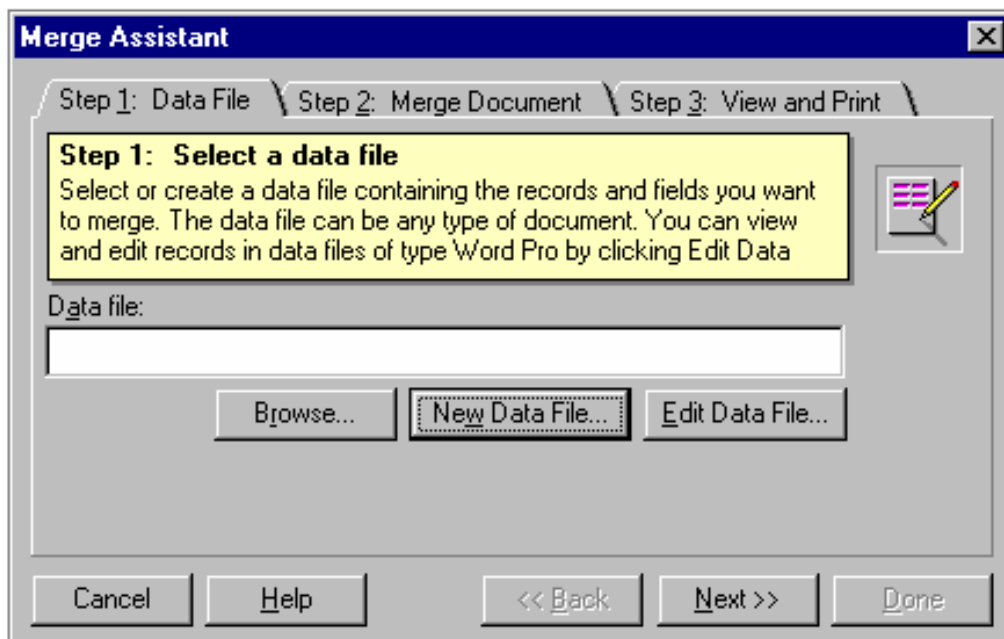
# Mail Merge using Lotus WordPro

Open Lotus WordPro.

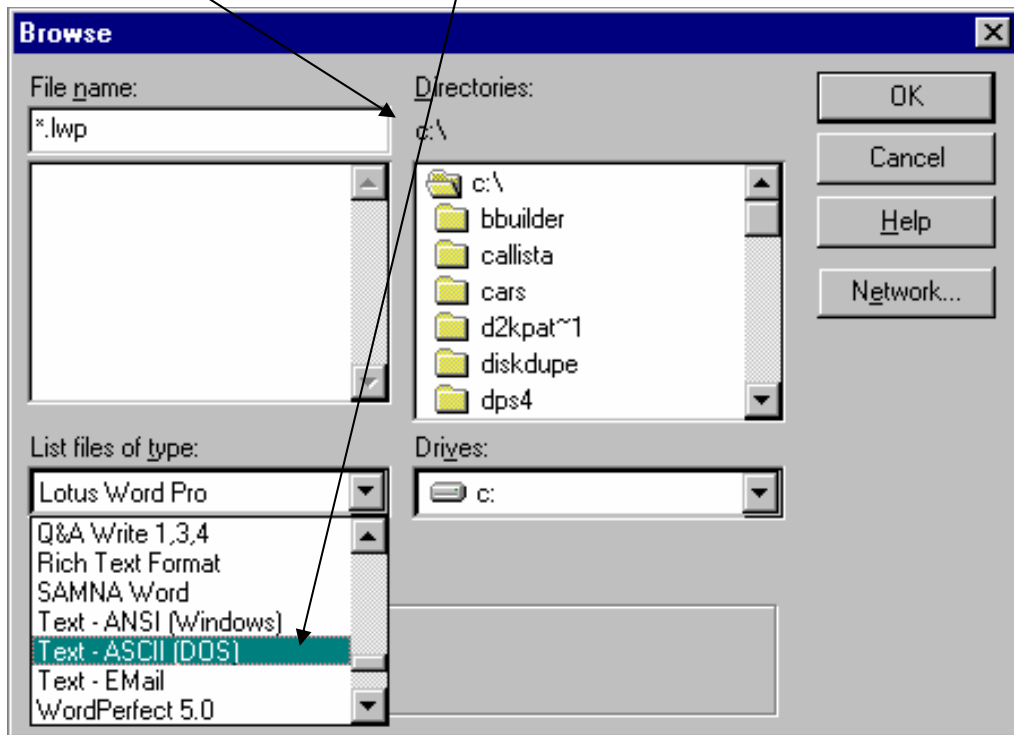
To use the mail merge facility, you need to open a plain document.

Go to the tool bar at the top of the page and select the text menu. This will give you various options, and near the bottom of the list is the 'merge..' option.

Select this and a window will appear on the screen as shown below:

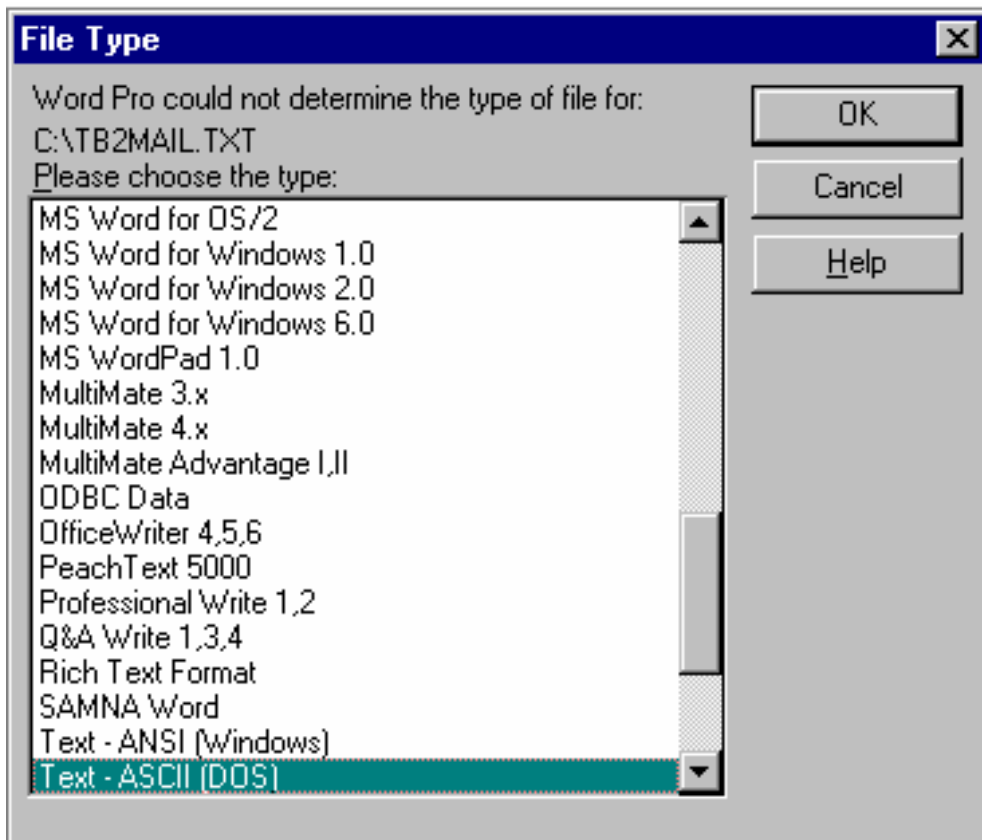


Select to browse for your data file. It will be stored in the folder marked 'C:\'. You will need to change the file type to 'Text – ASCII (DOS)' as shown in the box below. Please note that the open folder is C:\

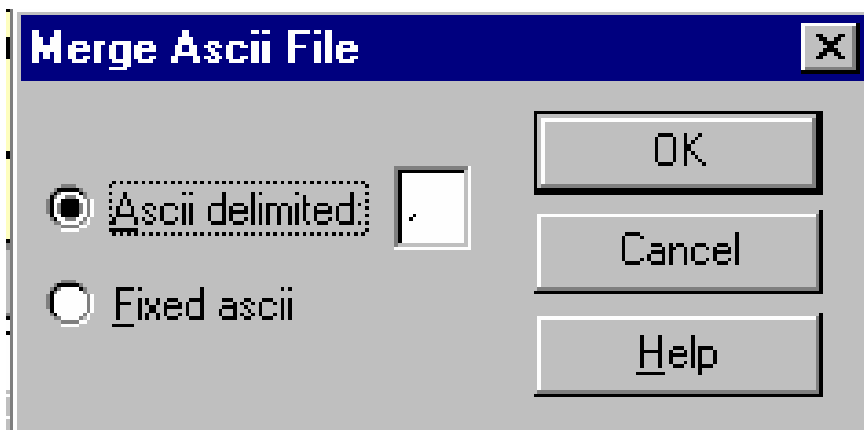


Select the file 'tb2mail.txt' that we created in Trackbase Lite earlier, and click on 'OK'.

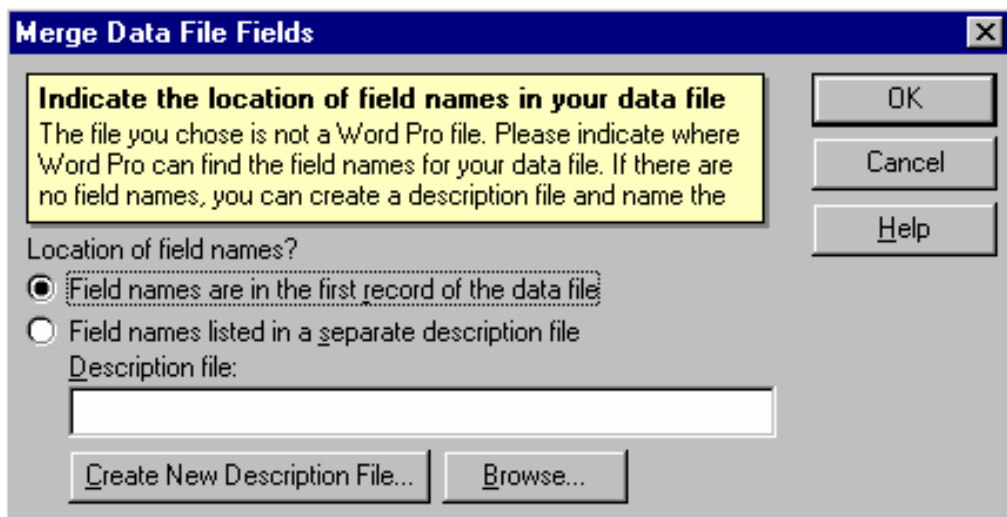
Click on the 'next' button and this will bring up the window below. You need to check that the file type is 'Text – ASCII (DOS)' and then click 'OK'.



In the next window that opens select 'ASCII Delimited' and click 'OK'.



This opens another window, where you need to specify the location of the field names. When merging from Trackbase Lite, the first option is correct, that is 'Field names are in the first record of the data file.'

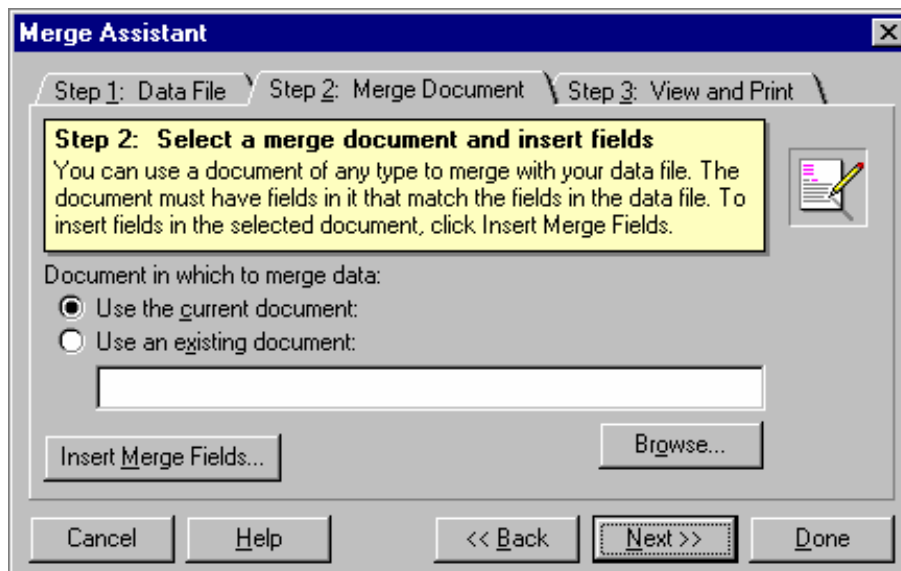


This then returns you to the mail merge assistant as shown below:

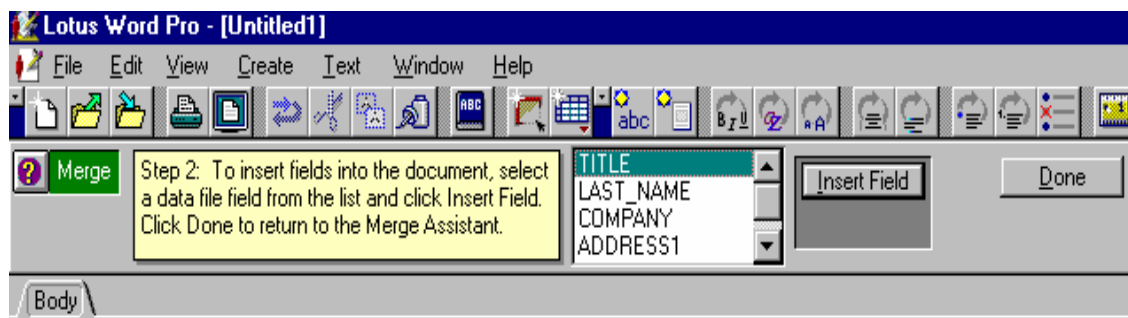
Here you must select the letter you wish to merge your data file into. This can either be a letter you have already written or a blank document where you plan to compose a relevant letter.

If you wished to use a letter you have already written then you need to select that here by clicking on 'Use an existing document' and then using the 'browse' button to find this letter on your computer.

Otherwise select 'Use the current document' to write a new letter to accompany the mail merge.



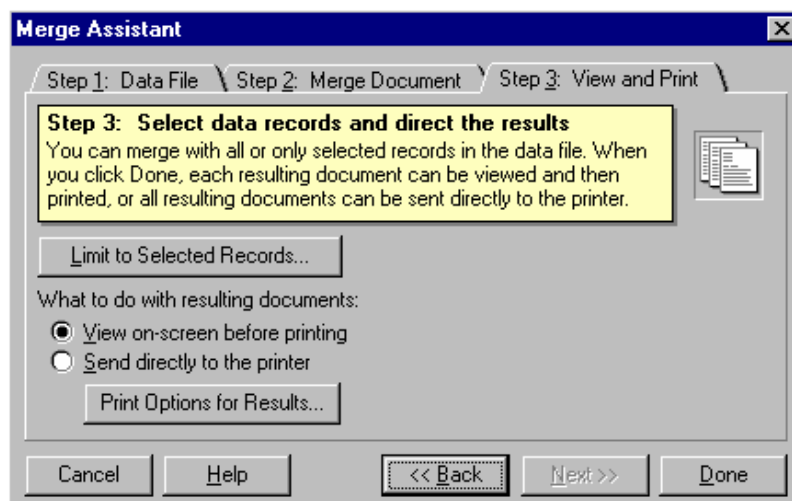
You now need to create the template letter that you will be merging your data file into. To do this you need to click the 'Insert Merge Fields...' button.



You will now see the plain document you opened at the start of Word Pro with an extra control panel as shown above.

This panel allows you to put your data file fields into a template ready for merging. To insert the merge fields you need to use, highlight the desired field and click on the 'Insert Field' button. This will place the field title onto the document, use spaces and returns to arrange the fields as required on the document.

When you have inserted your merge fields and typed your letter click on the 'Done' button. This will return you to step two in the Merge Assistant window. Click the 'Next>>' button. The window below will appear. You can now choose whether to view the mail merge on screen or send it straight to the printer. When you are ready press the 'Done' button to merge your letters.



The screen below will appear if you choose to view before printing. This allows you to check your work prior to printing. The extra panel on the control bar allows you to view and print each document separately. You have now completed a Lotus Word Pro Mail Merge.

