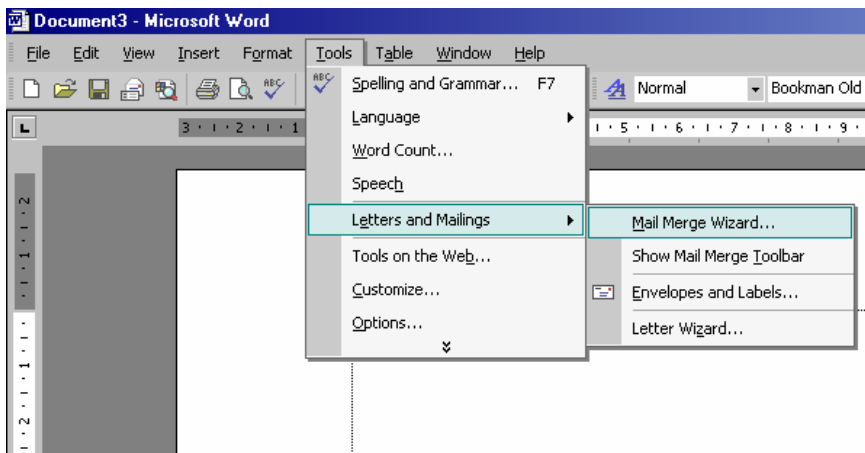
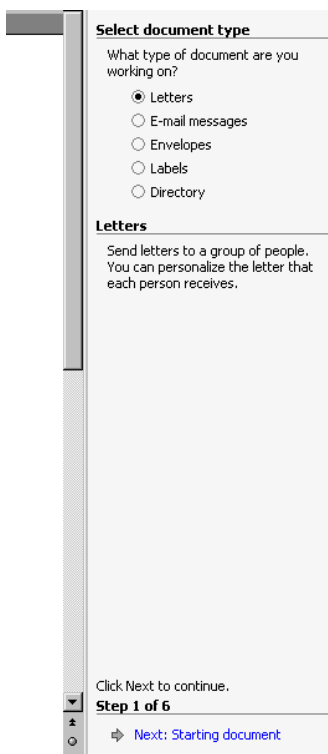


Mail Merge using Microsoft Word XP

In Microsoft Word, go to the top tool bar and select Tools, Letters and Mailings, Mail Merge Wizard...

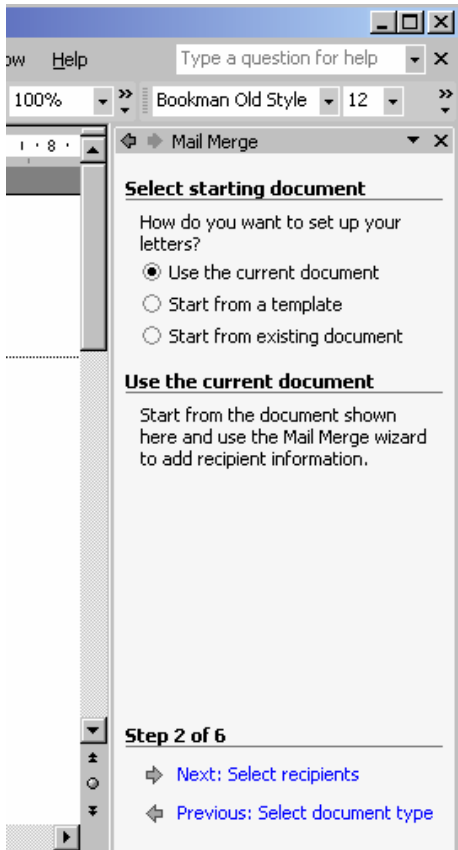


You will then see a column at the left-hand side of your screen which allows you to select your mail merge options in Word.

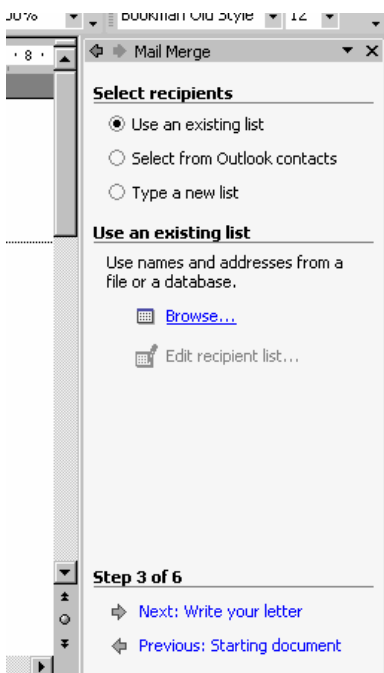


If you are creating a mail merge letter then select document type, letter from the first list of choices. Then click on 'Next' at the bottom of the page.

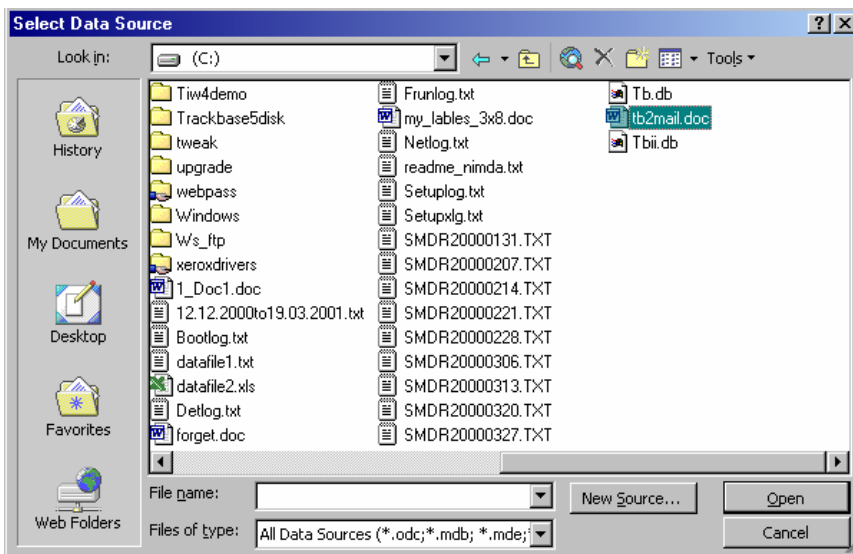
On the next page of options, select "Use the current document", then click on 'Next' at the bottom of the page.



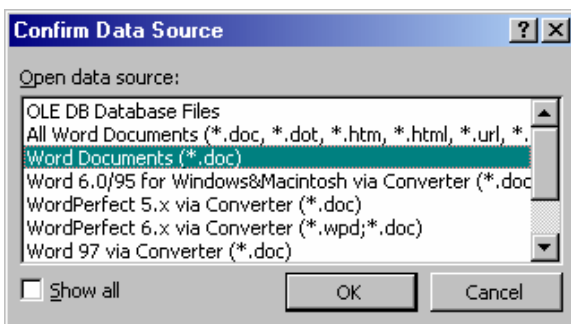
On the third page of options select to use an existing list and click on 'Browse' to select your data file.



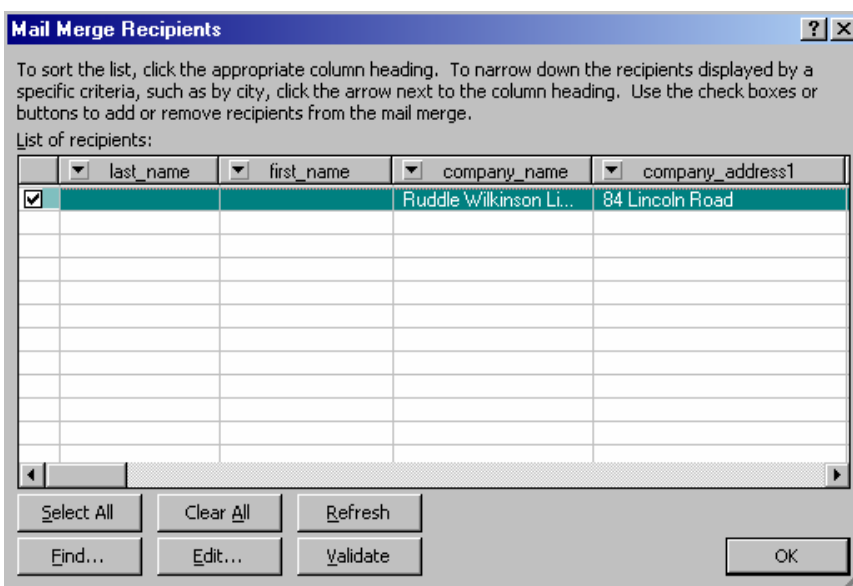
This will open a Select Data Source window as shown below. Here you should choose to 'Look In' your C:\ drive and locate the file tb2mail.doc. Open this file.



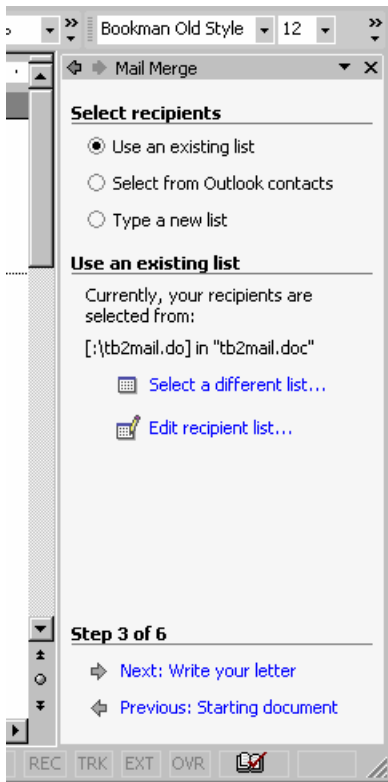
You will then need to confirm the data Source file type, select Word Documents (*.doc) and then click on 'OK', as shown below.



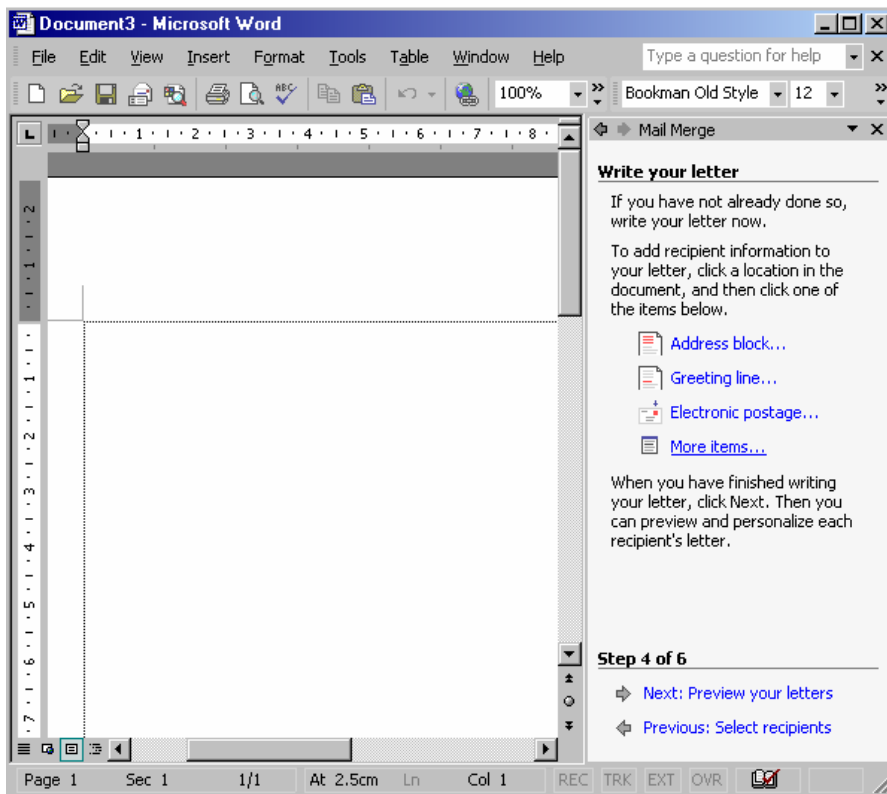
In the Mail Merge Recipients window you should click on the 'OK' button as we do not need to rearrange the data for a Trackbase Lite Mail Merge.



In the screen shot below you can now see that your data source has been selected as tb2mail.doc (this is the data file you created in Trackbase Lite). You can now click on the 'Next' button to go to step 4.

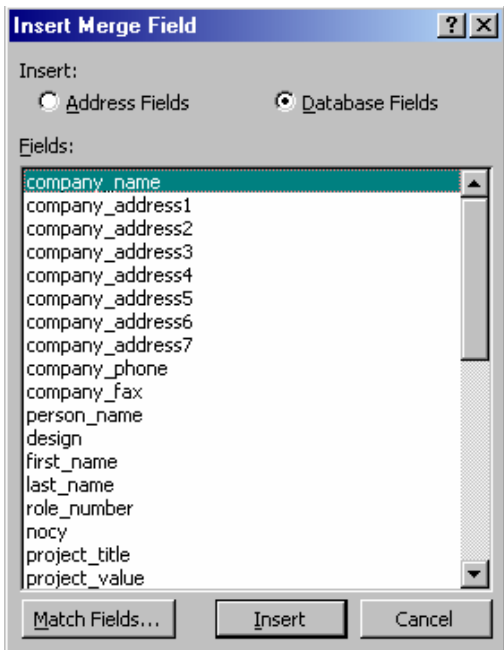


To write your letter you will need to include merge fields. To add these, click on 'More Items...'

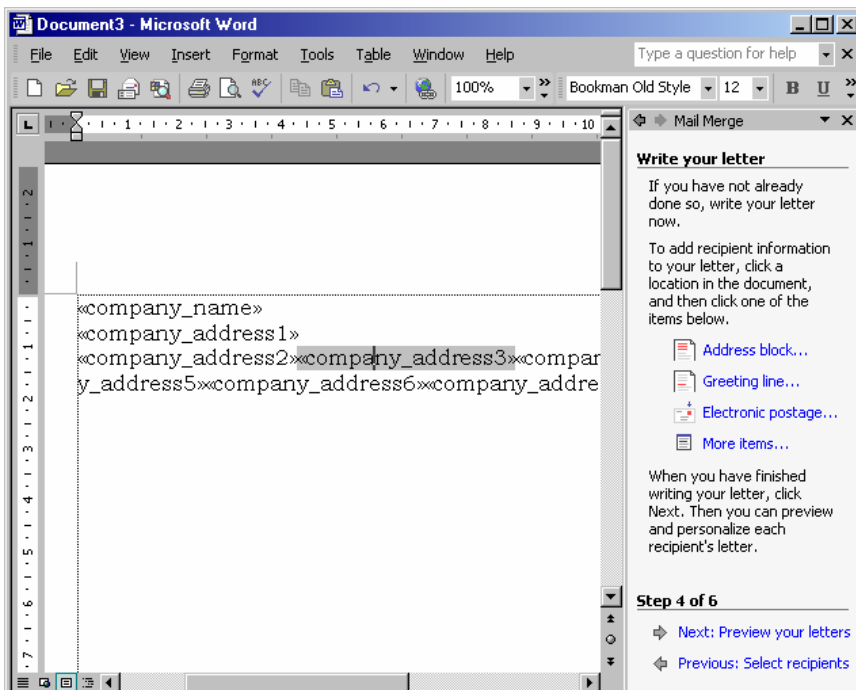


This will bring up the window shown below where you can select your merge fields. You will need to select your fields from the database fields list (do this by highlighting the Database Fields option as shown below).

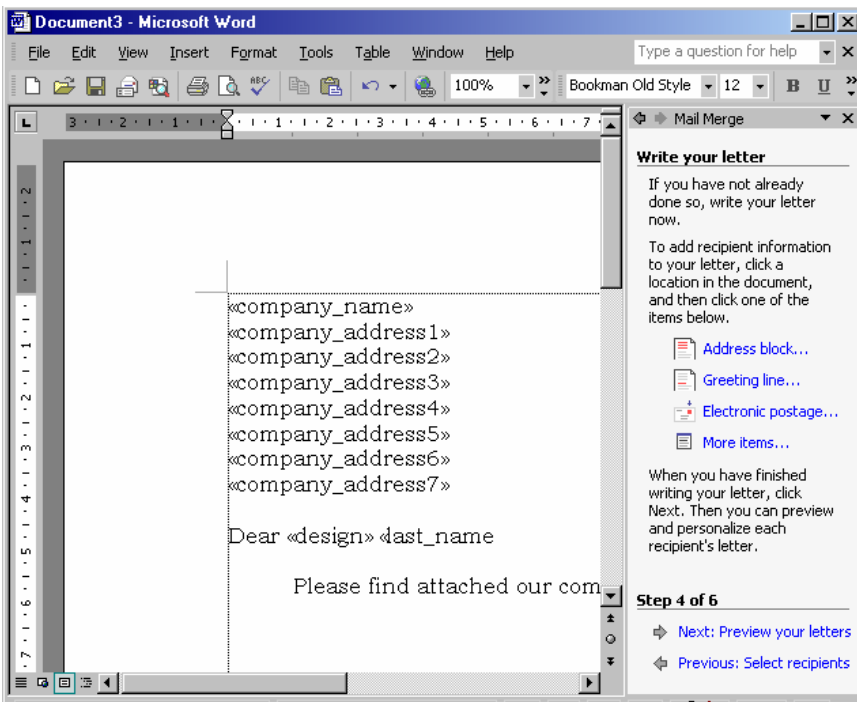
To insert fields from the list, highlight the field you wish to include and then click on 'Insert'. Repeat this until you have added all your merge fields. Click 'Cancel' to return to the letter.



Once you have added all of your merge fields you will need to arrange the fields into a letter format. You can do this by adding spaces and returns between the merge fields as shown below.

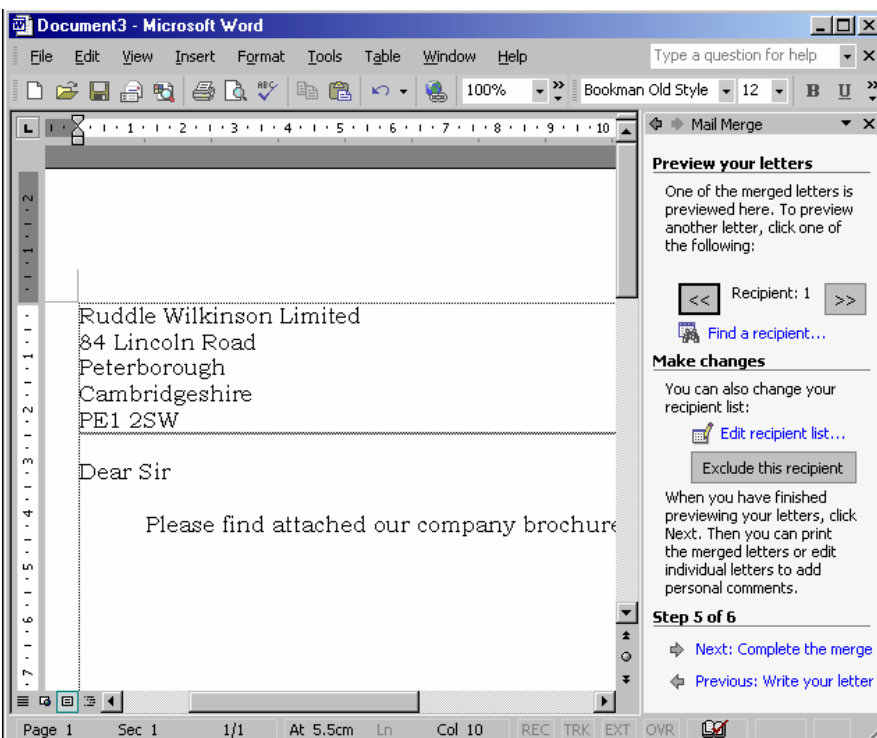


Once you have inserted your mail fields you can then write your letter text and then click on 'Next' to go to step 5 and preview your letters.



You can use the arrow buttons in the Mail Merge helper column to scroll between the letters you have created, and also in the 'Make changes' options you can choose which letters you want to discard or keep.

Once you are happy with your letters you can click on 'Next' at the bottom of the page to complete your mail merge.



The final screen of the Mail Merge helper allows you to print all letters or edit individual letters.

You can then save your document to retain your template for future mail merges by going to File, Save as.

