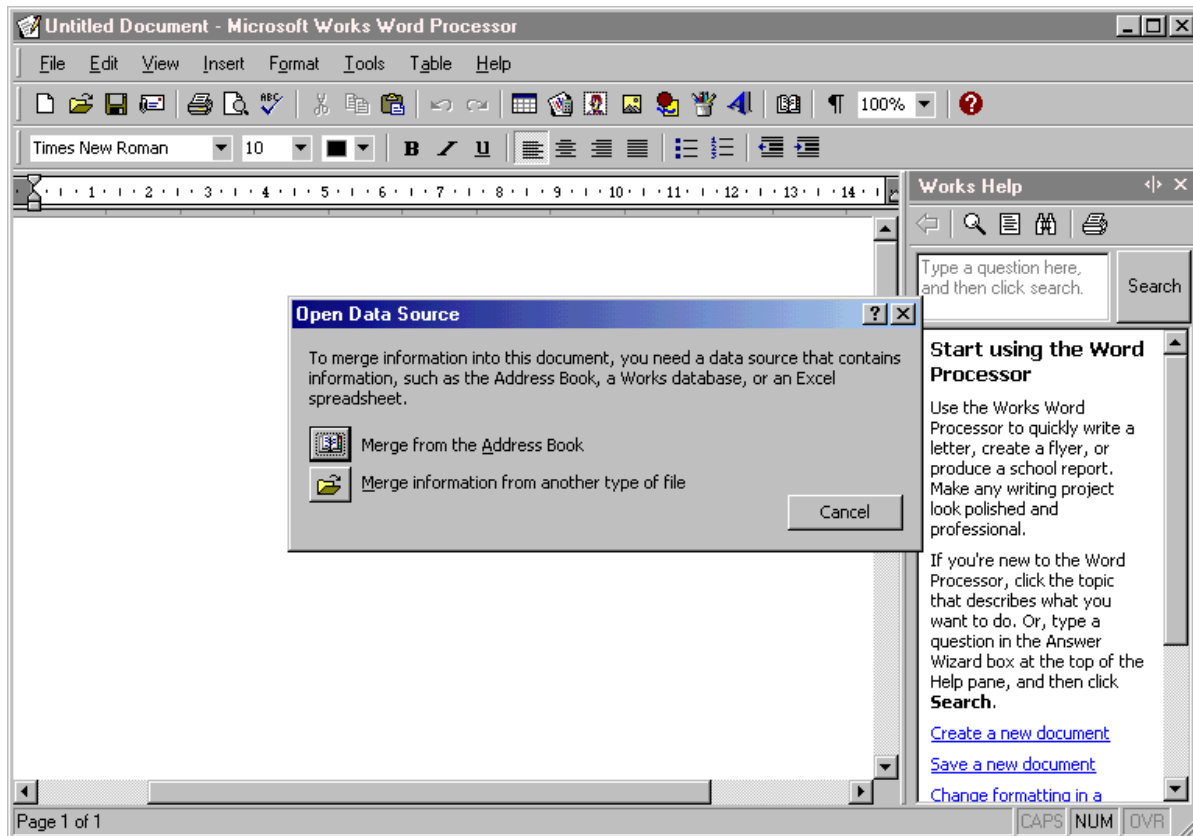


Mail Merge using Microsoft Works

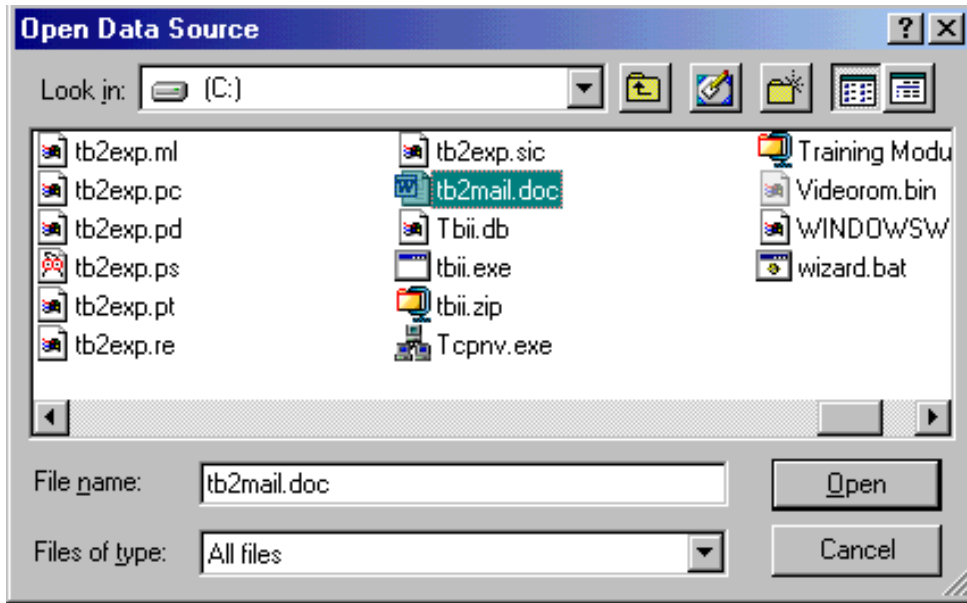
Open Microsoft Works and select the option **Letters & Labels**, and then click on the **Mail-Merge Documents** option. An explanation of the choice will appear with a Start button.

Click on the **Start** button and another window will open, with an **Open Data Source** dialogue box as shown below. The box is asking you to select where the data for the Mail Merge is coming from. The first option is an address book and the second option is to merge data from another type of file. Select the second option by clicking on the button with the icon of a folder.

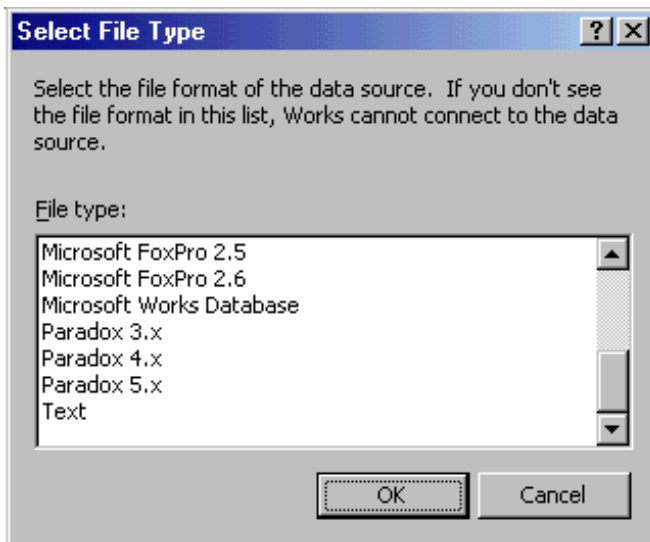


A new dialogue box will open asking you to select the data source. In the 'Look in' box use the drop-down menu to select the C:\ as this is where Trackbase Lite saves the mail merge data file by default. At the bottom of the Open Data Source window there is an option to select 'Files of Type', this needs to be set to 'All Files'.

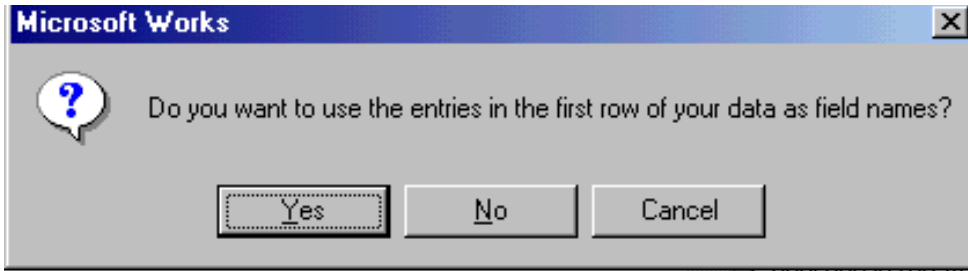
Then you can scroll through the files on show in the main window until you find the file called 'tb2mail.doc' which you can double click on to open. Below is an image of the settings needed to locate the mail merge datafile.



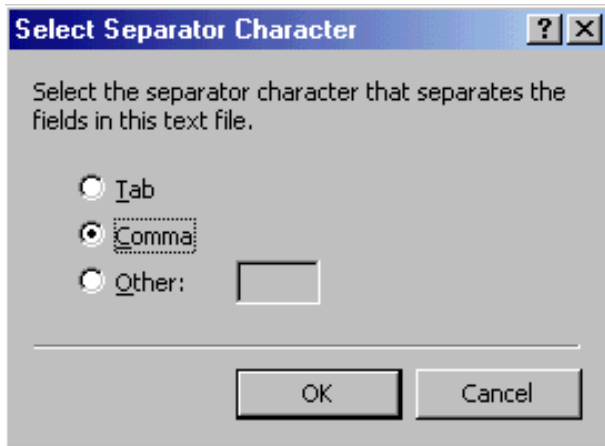
Once you have double-clicked on the tb2mail.doc file another dialogue box will appear asking you to select the type of file you are trying to open. Scroll down the list until you see the option for 'Text'. Highlight this option and select 'OK'.



The following dialogue box will open:

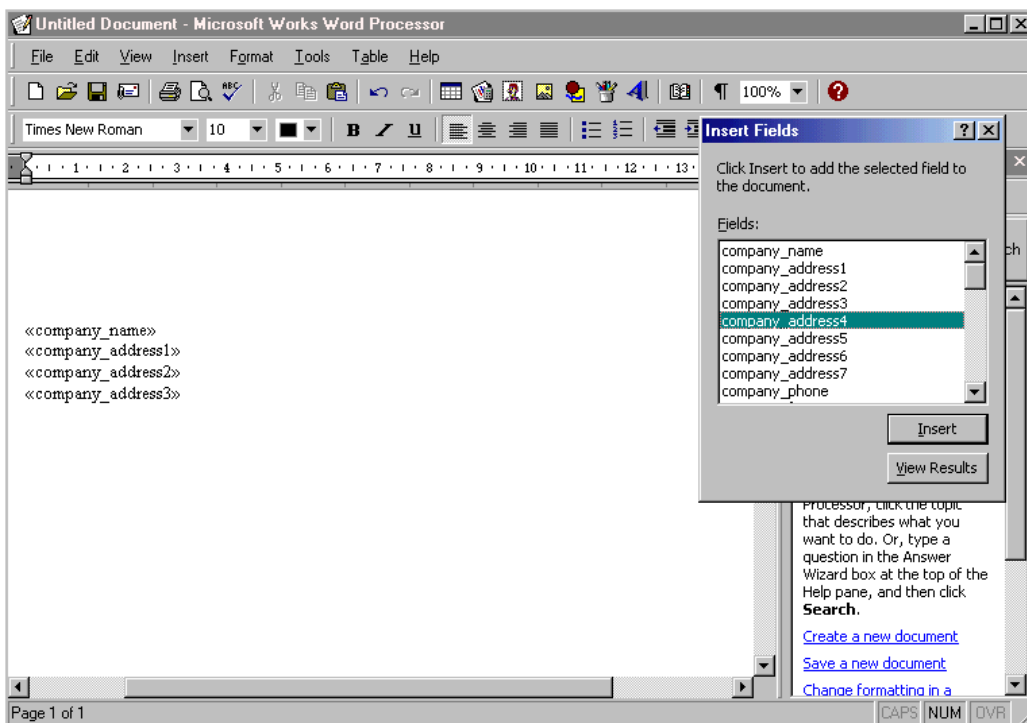


Select 'Yes'.

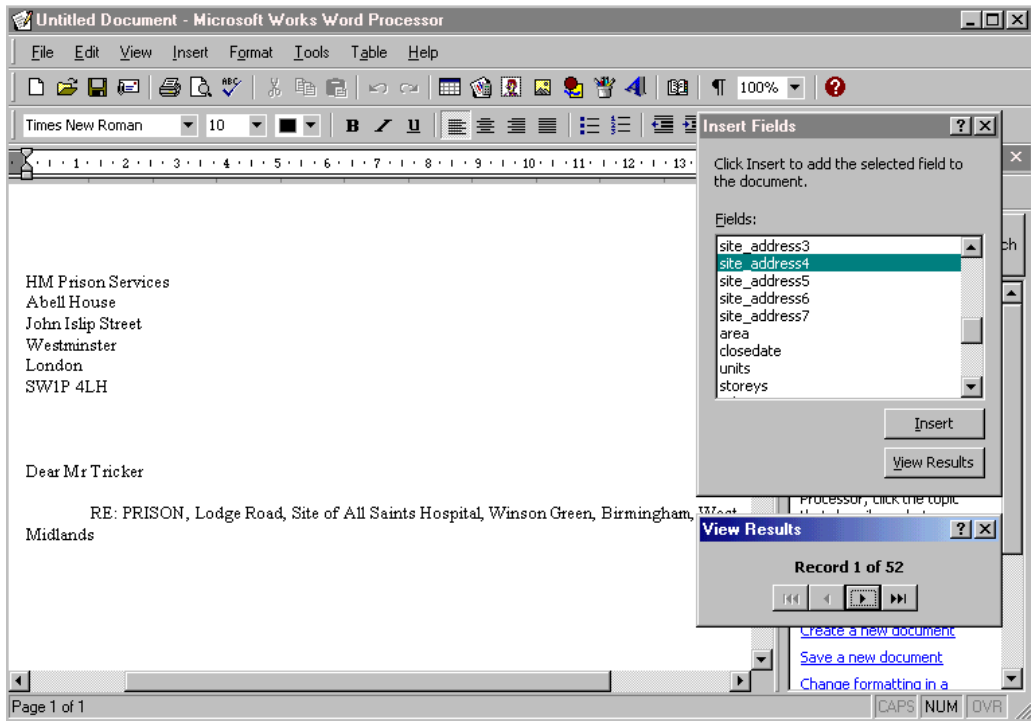


In the Select Separator Character window shown to the left select the comma option and then click 'OK'.

You can now start to enter the details you wish to merge in your letter. The box labelled 'Insert Fields' has a list of all the tags you can put into your template. To enter, just highlight them and click on the insert button. Use the return key and spacebar to adjust the layout of the fields as you add them.



You can then write your letter in this template document as usual, inserting mail merge fields where appropriate. When you are satisfied with your letter click on the **'View Results'** button to place the data into the template.



You can use the **'View Results'** bar to scroll through the results and check all the letters are suitable. Use the **'Print'** button in the main window to print out your completed letters, or to save them for use later.