

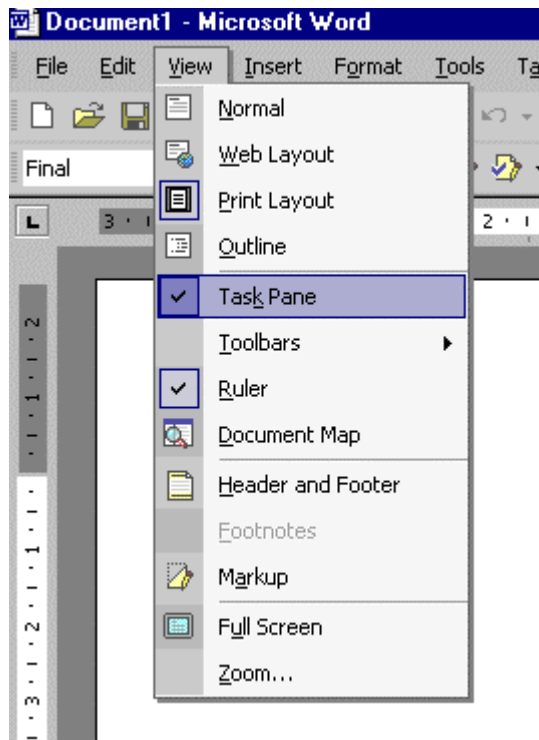


This document outlines step by step how to complete a Mail Merge in Word XP (Word 2002) using mailing labels exported from CDScope2000. This document assumes you have already successfully exported the file from CDScope2000, in either Excel or Rich Text Format.

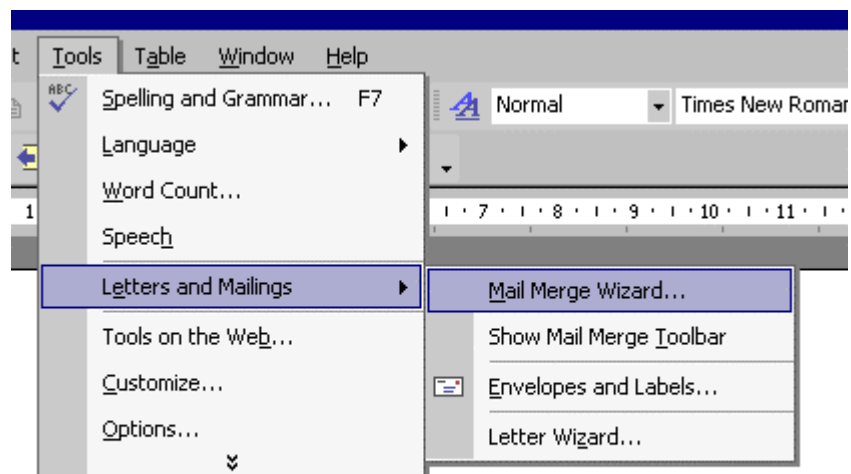
Open Microsoft Word. By default a blank unsaved document will display.

This tutorial assumes Word's "Task Pane" is visible. Select "View" from the main menu and make sure "Task Pane" has a tick next to it. If there is no tick, then you will need to select it before proceeding.

NOTE: You may need to click ">>" at the bottom of the "View" menu to make the "Task Pane" option visible.



Select "Tools";
"Letters and Mailings";
"Mail Merge Wizard".



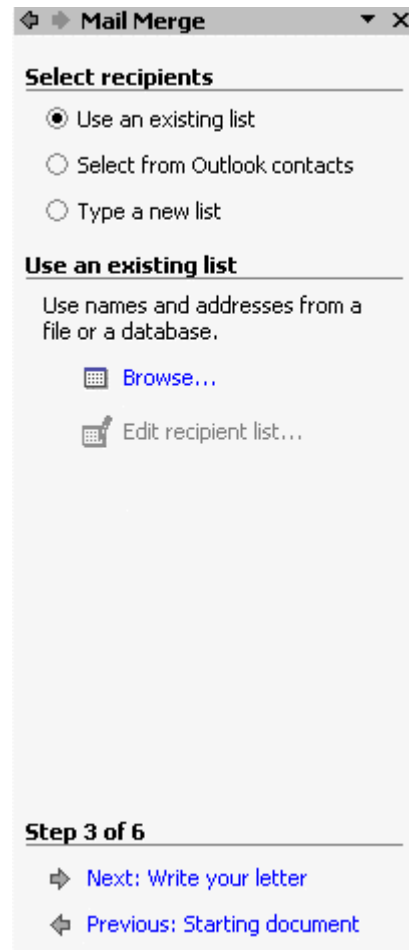
The "Mail Merge" helper will appear in the Task Pane. At the bottom of this pane, Word will indicate you are on "Step 1 of 6".

SETTING UP A LETTER

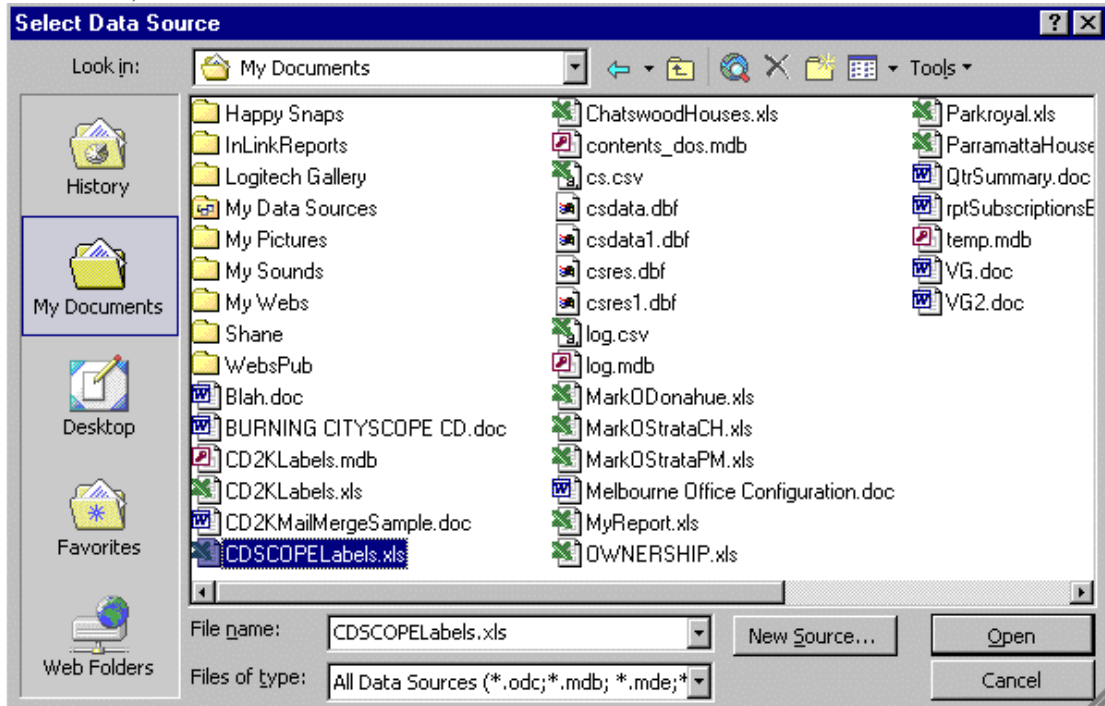
Step 1 prompts you to "Select document type". At this point select "Letters", then click "Next: Starting document".

Step 2 prompts you to "Select starting document". Select "Use the current document", then click "Next: Select recipients".

Step 3 prompts you to "Select recipients". Select "Use an existing list", then click the "Browse..." option under "Use an existing list".



The "Select Data Source" window will display. Use the "Look in" drop down to navigate to the file exported from CDScope2000. (In this example the file was CDScopeLabels.xls located at C:\My Documents.)



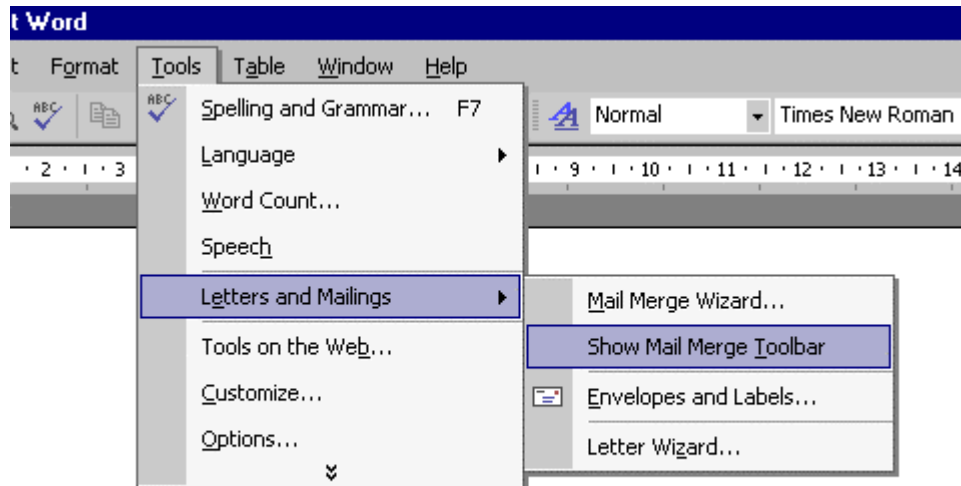
Click "Open". The "Select Table" window will display. Just click OK.

The "Mail Merge Recipients" window will display. Just click OK.

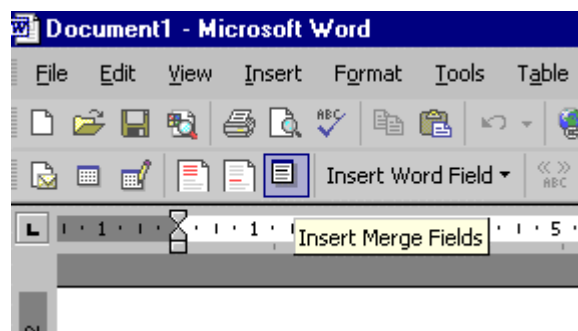
AT THIS POINT IT'S EASIER TO STOP USING THE "MAIL MERGE" HELPER.

From the main menu, select Tools; Letters and Mailings; Show Merge Toolbar. NOTE: If this menu item

already has a tick next to its name there is no need to select it. The Merge Toolbar gives you options specific to completing a mail merge.



Click the "Insert Merge Fields" icon to display the "Insert Merge Field" window.



Select "Database Fields" from the "Insert" option.

Select the following fields in sequence, clicking the "Insert" button after each one:

ContactTitle
 ContactFirstName
 ContactSurname
 ContactPosition
 Addressee
 Address
 Suburb
 State
 PostCode
 Country

NOTE: Word will automatically place these fields one after the other across your page. Once you have inserted all the fields, click "Cancel" to return to your document.

Spaces should be inserted between <<ContactTitle>>, <<ContactFirstName>> and <<ContactSurname>>.

<<ContactPosition>>, <<Addressee>>, <<Address>> and <<Suburb>> should each be moved to a new line.

Spaces should be inserted between <<Suburb>>, <<State>> and <<PostCode>>.

<<Country>> should be moved to a new line.

To insert a space between fields, position your cursor to the start of the field name (before the first "<") and press the space bar. If this causes the field to move to next line, don't worry, it's just because word wrap is turned on. When you insert the next space between the next two fields it will move back up to the correct position.

To move a field to the next line, position your cursor to the start of the field name (before the first "<") and press enter.

The result should look like this:

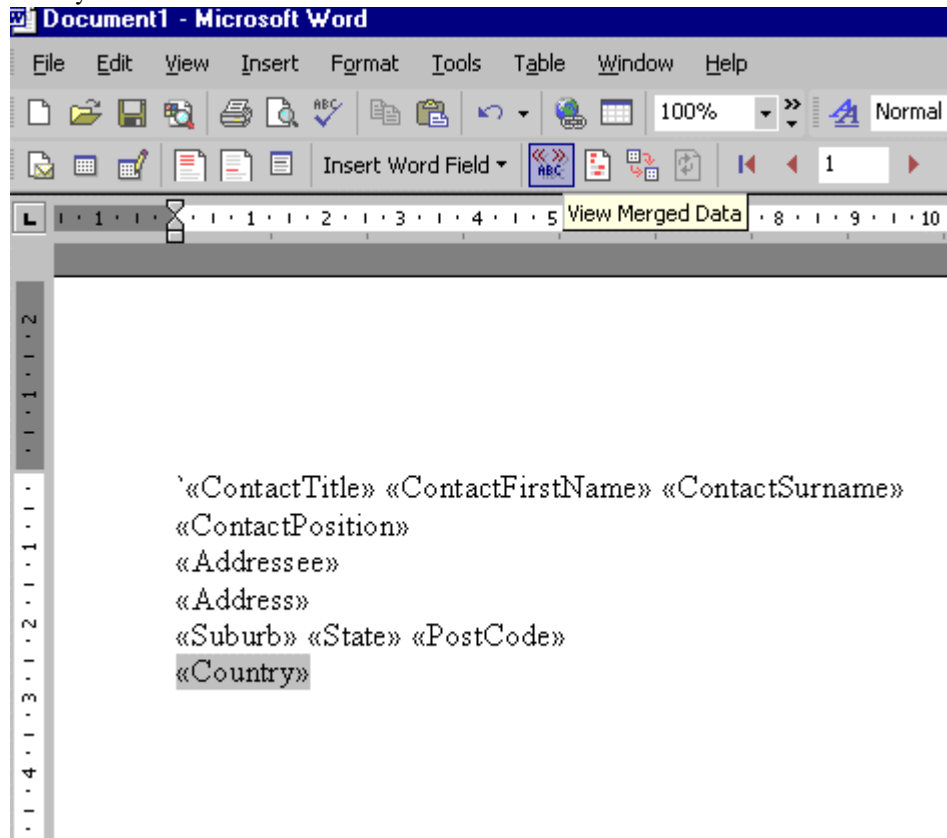
```
«ContactTitle» «ContactFirstName» «ContactSurname»
«ContactPosition»
«Addressee»
«Address»
«Suburb» «State» «PostCode»
«Country»
```

To Dear.....

Etc, etc, etc.

You are now ready to type the main body of your letter.

To preview the data as it will be merged, click the "View Merged Data" button. The record selectors allow you to move from one address label to the next.



Once you are ready to print, click the "Merge To Printer" button.

