

RHP Computer Applications Class

8-1 Mail Merge: Catalog

Name _____



You can use Word to display a list from a data file. We will be using the data file (**data.doc**) that you should have saved from the last mail merge assignment.

In a new Word document, pull down *Tools* and choose *Mail Merge*. Choose *create*, and then *Catalog*. Use the active window to create your document.

Next, click on the *Get Data* button, and choose *Open Data Source*. Open **data.doc**. Next, choose the *Edit Data Source* (located on the mail merge toolbar, far left). Click on *Edit Main Document*. This will bring you back to the main document (your catalog).

Before merging the data, we need to add to our data file. Click on the *Edit Data Source* icon (located on the mail merge toolbar, far right).

Next, click on *Add New*. Add 20 more records to your data file. Pick any names you wish, but assign them real West team names (Atlantic, Coral, Indian, or Superior), whether they are a boy or not, and amounts. Use all the teams, not just one or two.

When you are done, the number at the bottom should read 30 or 31. Click on *OK*.

Now it's time to edit your document. Start by inserting a table with 1 row and 3 columns. Place the insertion point in the first column, and click the *Insert Merge Field* button and choose *Name*.

Go to the middle column and from the *Insert Merge Field* choose *Team*. Do the same with the last column but choose *amount*.

Merge the data to a new document and save it as **all.doc**. Close this document.

Next, you will create documents for each team (Atlantic, Coral, Indian and Superior). In your original catalog document, click on the mail merge helper icon on the Mail merge toolbar. Choose *Query Options*, Under *field*, choose *Team*; under *Comparison*, choose *Equal to*; under *Compare to*, type *Atlantic*. Click on *OK*.



On the Mail Merge helper menu, choose *Merge*. Under *Merge to:*, make sure *New Document* is selected. Hit the *Merge* button. This should create a new document listing only Atlantic members. Save this as **Atl.doc** in your system folder.

Now make a list for Coral, Indian and Superior, using the same method as above to make the Atlantic list (name the files **Cor.doc**, **Ind.doc** and **Sup.doc**).

When you are done you should have 5 files; email all 5 to me as attachments in 1 email to rhp@denovodental.com. The subject is **Compapp 8-1 lastname**.