

Data Master Mail Merge

The mail merge file from the Data Master program can be used in Microsoft Word's mail merge to create mailing labels, letters, or name badges. This gives a great deal of flexibility in creating correspondence and items for meetings and conferences. First, create the mail merge file in the Data Master program. Then use it in Word's mail merge feature as a source file to create labels.

Data Master Mail Merge Files

1. Open the Data Master program.
2. Click **Goto > Select List Form > Select Data List**.
3. Highlight the **data list**.
4. Click **SQL** on the *menu toolbar*.
5. Click **Request > Mail Merge**. The *Select Fields to Compare* screen displays.
6. Use an asterisk * as a wildcard to select all records.
7. Click the **Record Key** box.
8. Click the (=) **Equal to** radio button in the *Operator* section.
9. Enter an asterisk * in the *Target* field. Press the **Enter** key.
10. Click the **Process** radio button in the *Connector* section. The *Select Fields to Print* screen displays.
11. Click the check boxes for the **items to include** in the mail merge file. Notice that a number displays in front of each checked item to denote the order. Click the **Continue (select sort order)** button.
12. Click the check box(es) on the **item(s) to sort on**. The first box selected is the primary sort. Secondary sorts are added by selecting other fields. Click the **Process My Request!** button.
13. An information message displays showing the location of the mail merge file. Be sure to note a note of this path. It is **C:\CKV\dm\WY\Files\DMMail.dat**.
14. Click **OK**.
15. Exit the program.

Create Mailing Labels

1. Open the Microsoft Word program.
2. Open a new document.
3. Click **Tools > Letters and Mailings > Mail Merge Wizard**. The *Mail Merge* wizard displays in the Task Pane located on the right-hand side of the screen.
4. Click **Labels** under *What type of document are you working on?*
5. Click the **Next: Starting document** link.
6. Click **Label options** under *Change document layout*.
7. Highlight the desired **mailing label**.
8. Click **OK**.
9. Click the **Next: Select recipients** link.
10. Under *Select recipients*, click the button for **Use an existing list**.
11. Click the **Browse** link under *Use an existing list*.

12. Navigate to C:\CKV\dm\WY\Files\DMMail.dat.
13. Click the down arrow for **Files of type** and highlight **All Files (*.*)**.
The *DMMail.dat* file displays.
14. Highlight it and click the **Open** button.
15. The *Mail Merge Recipients* window displays. Note that the *Street* field is listed after the *Zip code* field. Word expects Address rather than Street.
This is dealt with when the labels are arranged. Click **OK**.
16. Click the **Next: Arrange your labels** link.
17. Click the **Address block** link. The *Insert Address Block* window displays.
18. Match *Street* to *Address* so it is included in the address block. Click the **Match Fields** button. The *Match Fields* window displays.
19. Note that *Address 1* shows that it is not available. Click the down arrow for **Address 1**, and highlight **Street**. Address 1 and Street now correlate so it is included in the address block.
20. Click **OK**.
21. Uncheck the **Insert company name** box when company names are not included in the list.
22. Select the **address block format**.
23. Click **OK**. Note that <<<<AddressBlock>>>> displays in the first label.
24. Click the **Update all labels** button in the *Replicate labels* section. The **down arrow at the bottom of** the Task Pane may need to be clicked to display this section. The address block is added to the remaining labels.
25. Click the **Next: Preview your labels** link.
26. Review the labels. Make changes by clicking the **Edit recipient list** link.
27. Click the **Next: Complete the merge** link.
28. Print or edit individual labels.
29. Close the document after the labels print.