

Re: Mail Merge query results with Office 2002

Source:

<http://www.tech-archive.net/Archive/Access/microsoft.public.access.queries/2006-03/msg00255.html>

- *From:* Vincent Johns <vjohns@xxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Fri, 03 Mar 2006 04:10:50 GMT
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I'm not sure what you mean by "not available". If you open MS Word with a blank document, turn on Mail Merge, and use the Create button to create (e.g.) a new form-letter document, your next step is click on the Get Data button in the "Data Source" section of the form, and then choose "Open Data Source". It's not totally automatic; you have to specifically select the file containing the data. In your case, I imagine it'd be an Access database file, but the default file type is a Word document. Change it (in the "Files of Type" list box) to "MS Access Databases". Then choose your database file.

Your next choice is to select the (one) Table or Query containing the records you want. You also need to insert into your document the MS Word fields that invoke whatever fields from your Query you want to include (via, for example, the "Insert Merge Field" button).

You need to limit yourself to just one Query, so if what you want to include exists in more than one, I suggest writing a new Query in Access to combine them, and to filter and sort the results as you'd like. Access gives you plenty of freedom to specify filtering & sorting options.

— Vincent Johns <vjohns@xxxxxxxxxxxxxxxxxxxxxx>
Please feel free to quote anything I say here.

Jerry M. Gartner wrote:

Greetings:

When using Office 2003, from access, after executing a query, I can got to Tools> Office Links> Mail Merge Word Document (SIC) and the query data is available for merging. When doing the same thing with Office 2002 (Office XP ?), this method just opens a word document with the mail merge dialog open. The query data is not available and I don't see adequate filtering abilities to get the information that I want for the mail merge. Please advise as to how one may make query data available for mail merge with Office 2002 (Office XP).
Thanks in advance.