

Re: Word 2000/2002 – Proper Mail Merge steps for ODBC?

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2004-09/0070.html>

From: Tony_VBACoder (*anonymous_at_discussions.microsoft.com*)

Date: 09/01/04

Date: Wed, 1 Sep 2004 10:37:37 -0700

Peter, thank you for all your insight...it will take me a little while to absorb it and test it out with both Word 2000 and 2002. I do have one question in regards to something you mentioned:

> *First, if you want to connect the same way in Word 2000 and Word 2002, you have to use ODBC (or the old DDE method)....But in addition, you may find that ODBC connections set up in Word 2000 are discarded when you open the .doc in Word 2002 and/or vice versa.*

Here, you first said that I should go the ODBC route if I want to get this to work in both Word 2000 and Word 2002, but then you go onto say that an "ODBC connection set up in Word 2000 are discarded when you open the .doc in Word 2002". I am a little confused here. Will this method (ODBC) work in both Word 2000 and Word 2002? I will be needing this work with both versions, where I will probably end of creating the final Word Mail Merge .doc using Word 2000 because about 90% of the users have Office 2000, whereas the rest of Office XP (Word 2002).

In regards to using ODBC, you mentioned "Unfortunately, the route you have taken in your example actually uses OLEDB, using the ODBC provider for OLEDB". If I wanted to use the ODBC method, what should I have done so that I can be certain that I am using the OLEDB method?

Thanks

>-----Original Message-----

>> *Question: Is this the proper way of getting a Word Document to connect to a Secured Access Database, by having to create a separate Connection File for each Mail*

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>> *Merge Letter I am wanting to create?*
>
>*IMO there is no "proper" way. At best, there may be a way that works for*
>*your application and minimises problems if you need to distribute your*
>*solution to mutiple systems.*
>
>*There are a number of issues here and unfortunately I don't think I can give*
>*you reliable suggestions in all cases, but here goes.*
>
>*First, if you want to connect the same way in Word 2000 and Word 2002, you*
>*have to use ODBC (or the old DDE method). OLEDB is only supported in Word*
>*2002 and later. Unfortunately, the route you have taken in your example*
>*actually uses OLEDB, using the ODBC provider for OLEDB. Any connection that*
>*uses a .odc (or .udl, as we will see) is actually using OLEDB. So those*
>*connections won't work with Word 2000. But in addition, you may find that*
>*ODBC connections set up in Word 2000 are discarded when you open the .doc in*
>*Word 2002 and/or vice versa.*
>
>> *This brings up the "Select Data Source" dialog box. Here,*
>> *the "My Data Sources" is selected in the "Look in:" combo*
>> *box and all my ODBC entries are showing EXCEPT my newly*
>> *created Access ODBC entry I created in my above steps*
(a-
>
>*The reason (probably) that some ODBC entries appear here and some do not is*
>*that there are three types of ODBC DSN, as follows:*
>
>*File DSNs: these are just text files in "INI" format that contain the*
>*connection information you provided in the ODBC administrator. Typically*
>*they have a .dsn extension. These are probably the ones you can see*
>
>*Machine DSNs: these DSNs are not stored in text files. They are stored in*
>*the Windows registry, so I do not think you will see them listed in "My Data*

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>Sources". There are two types of Machine DSN:

- > a. User DSNs. These are intended to be visible to a single user on a machine which may have several different users. They are stored in the per-user part of the registry.
- > b. System DSNs (the type you created). These are intended to be visible to all users on a particular machine.

>

>Neither Word 2000 nor Word 2002, as far as I know, lets you open a .dsn file directly (in the Open/Select Data Source dialog box). Word just tries to get the data directly from the .dsn file, not from the database it refers to. If you are trying to open a file data source such as a .mdb in Word 2000, you can select the .mdb in the Open Data Source dialog, check "Select method", and click Open. If the DSN is a Machine DSN you will probably see it in the list of connection methods. Otherwise, you have to use MS Query to select the DSN (of any type) and set up the connection. You can do the same in Word 2002, although MS Query is a little harder to find – it's on the Tools menu in the top right hand corner of the Select Data Source dialog. (You may also find you need to install MS Query to get what you want).

>

>In both Word 2000 and 2002, you should only need one DSN to allow you to use all the tables and queries in your database that are accessible via ODBC. But you will need to go through the MS Query route to choose the table/query or define your own.

>

>An alternative to all this is to write, or macro record, a short macro containing an OpenDataSource command that uses an ODBC connection string in the Connection parameter. Then you have to work out the correct SQL to get the data you want, and insert it in the SQLStatement parameter, then run the macro. You will find examples I've posted if you search this newsgroup, e.g. using Google. One of the problems here is that Word 2002

requires an

>additional parameter (Subtype) if you want to connect via ODBC.

>

>If you are /only/ concerned with Word 2002 and prefer to use OLEDB, there

>are a couple of ways you can proceed without creating an ODBC DSN.

> a. use a .udl file. If you create a Notepad (.txt) file and rename it to

>something.udl, then double-click on the file name, you should see the

>Datalink editor. This is like, if not identical to, the editor you used to

>select your DSN in your point 2. However,

> a. in the Provider tab, select the Jet provider rather than the ODBC

>provider

> b. in the Connection tab, you may need to check Blank password and Allow

>saving password

> c. in the All tab, you will need to edit the valueJet OLEDB:System databse

>to be the pathname of your workgroup file.

> d. When you click OK, you do not see the questions that come at the end of

>the dialog you used to set up your .odc

>

>If you select this file as your data source, you should be presented with a

>list of tables, so you only really need one .udl for all your documents. It

>may be possible to use it to connect to a specific table or query, but

>that's for you to discover if you want.

>

>Alternatively, you can set up a .odc using much the same process you used

>before in your point (2), but choose the Other/Advanced option instead of

>ODBC DSN. Then fill in the datalink dialog options in the same way as for

>the .udl file above. When you get to save the .odc, there is a checkbox that

>lets you specify whether your .odc should cause Word to display a list of

>tables/queries within your .mdb, or whether Word should connect to a

>prespecified table/query. Again, if you use the former, you should be able

>to use a single .odc for all your mailmerge documents.

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>Peter Jamieson

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>"Tony_VBACoder" <anonymous@discussions.microsoft.com>

wrote in message

>news:42db01c49037\$6c339f60\$a601280a@phx.gbl...

>> I am new at setting up a Word document as a Mail Merge

to

>> an Access Database. My situation involves a secured

>> Access 2000/2002 Database, with a Word 2000/2002 Mail

>> Merge Letter. My Access Databases are secured with a

MDW

>> Security File required to open my Database. I have

>> various queries within my Access database are specific

for

>> each Word Mail Merge document. In my Access DB

workgroup

>> security file, I have created a user called "WordUser"

>> whose sole purpose is to be able to run the Word Mail

>> Merge Letters. This user has no password and only

>> has "Read" permission on all the tables/queries required

>> for each letter and nothing else. I have had no luck

>> being able to get my Word 2002 letter to connect to my

>> secured Access database with the Mail Merge Wizard

within

>> Word (I have posted a few questions in the newsgroups,

but

>> have not gotten any responses). So instead, I have

tried

>> to go the ODBC route, where I would create a new DSN

entry

>> that points to my Access database, in hopes that I could

>> use this ODBC entry as my datasource for my Word Mail

>> Merge document. However, this method has also raised

some

>> questions that I hope someone can answer for me or help

in

>> the right direction.

>>

>> 1) To create a new ODBC entry, I do the following:

>> a) click on "System DSN" Tab in the ODBC Data Source

>> Administrator

>> b) click the "Add" button

>> c) select "Microsoft Access Driver (*.mdb)"

>> d) click the "Finish" button

>> e) In the "ODBC Microsoft Access Setup" Form I:

>> f) enter "MyDB" in the "Data Source Name:" text box

>> g) click the "Select..." button in the "Database"

Frame

>> to located my Access Database

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>> h) click the "Advanced..." button
>> i) enter my "WordUser" in the "Login name:" text box
in
>> the "Set Advanced Options" form and click the "OK"
button.
>> j) select the "Database:" radio button in the "System
>> Database" frame
>> k) click the "System Database..." button to select my
>> MDW file for my secured database
>> l) click the "OK" button on the ODBC Microsoft Access
>> Setup form to complete setting up my new ODBC entry
>>
>> 2) Now, once my ODBC entry has been created, I go to my
>> Word 2002/2000 letter and select Tools>Letters and
>> Mailings>Mail Merge Wizard. At the Wizard's Step #3, I
>> select "Browse" from the "Use an existing list" option.
>> This brings up the "Select Data Source" dialog box.
Here,
>> the "My Data Sources" is selected in the "Look in:"
combo
>> box and all my ODBC entries are showing EXCEPT my newly
>> created Access ODBC entry I created in my above steps
(a-
>> l). However, there are 2 entries that I am not familiar
>> with: "+Connect to New Data Source.odc" and "+New SQL
>> Server Connection.odc". I selected the "+Connect to New
>> Data Source.odc" option and it took me into a new "Data
>> Connection Wizard" where I did the following:
>> a) Select "ODBC DSN" from the "What kind of data
source
>> do you want to connect to?" list and clicked the "Next"
>> button
>> b) Now my newly created ODBC entry shows up in
>> the "ODBC data sources" list. I selected it and clicked
>> the "Next" button
>> c) At this point, all my tables and queries were
>> listed. From the list, I selected my query for the
letter
>> I am creating and clicked the "Next" button.
>> d) Now, the "Save Data Connection File and Finish"
>> dialog box is shown, prompting me to save this as a
>> connection file (*.odc). I entered a name and clicked
>> the "Finish" button.
>>
>> Question: Is this the proper way of getting a Word
>> Document to connect to a Secured Access Database, by
>> having to create a separate Connection File for each
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>> Merge Letter I am wanting to create?
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