

Re: Merge Multiple Records Individual Documents

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2004-09/0581.html>

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If you run the following macro over the document produced by executing the merge to a new document, it will split that document into separate documents for each record, saving them with a sequential number:

' Macro created by Doug Robbins to save each letter created by a mailmerge as a separate file.

```
Dim i As Long, Source as Document, Target as Document, Letter as Range
Set Source = ActiveDocument
For i = 1 to Source.Sections.Count
    Set Letter = Source.Sections(i).Range
    Letter.End=Letter.End-1
    Set Target = Documents.Add
    Target.Range=Letter
    Target.SaveAs FileName:="Letter" & i
    Target.Close
Next i
```

If you want to save them with a filename obtained from a field in the data source, here's a method that I have used that involves creating a separate catalog type mailmerge maindocument which creates a word document containing a table in each row of which would be your data from the database that you want to use as the filename.

You first execute that mailmerge, then save that file and close it. Then execute the mailmerge that you want to create the separate files from and with the result of that on the screen, run a macro containing the following code and when the File open dialog appears, select the file containing the table created by the first mailmerge

' Throw Away Macro created by Doug Robbins
,

```
Dim Source As Document, oblist As Document, DocName As Range, DocumentName As String
Dim i As Long, doctext As Range, target As Document
```

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```
Set Source = ActiveDocument
With Dialogs(wdDialogFileOpen)
    .Show
End With
Set oblist = ActiveDocument
Counter = 1
For i = 1 To oblist.Tables(1).Rows.Count
    Set DocName = oblist.Tables(1).Cell(i, 1).Range
    DocName.End = DocName.End - 1
```

'Change the path in the following command to suit where you want to save the documents.

```
DocumentName = "I:\WorkArea\Documentum\" & DocName.Text
Set doctext = Source.Sections(i).Range
doctext.End = doctext.End - 1
Set target = Documents.Add
target.Range.FormattedText = doctext
target.SaveAs FileName:=DocumentName
target.Close
Next i
```

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Please respond to the Newsgroup for the benefit of others who may be interested. Questions sent directly to me will only be answered on a paid consulting basis.

Hope this helps,

Doug Robbins - Word MVP

"Kelly" <anonymous@discussions.microsoft.com> wrote in message news:324701c49baf\$80de7060\$a501280a@phx.gbl...

> Good Afternoon

>

> Is it possible to merge records into individual documents?

> For example, I am merging contact details into form

> letters and I would like to save each letter into its own

> file. Other than manually cutting each letter and pasting

> it into its own document, is it possible to do this in

> word?

>

> Thanks in advance.