

## Re: Mail merge from Outlook in columns

**Source:**

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2004-12/0224.html>

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**From:** Graham Mayor ([gmayor\\_at\\_DELETECAPSmvps.org](mailto:gmayor_at_DELETECAPSmvps.org))

**Date:** 12/06/04

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A catalog (now called directory) merge is a type of merge intended for producing lists. Set the document type to directory from the merge toolbar and enter the fields pertinent to a single record. Everything you enter is repeated for each record each immediately following the one before.

– see [http://www.gmayor.com/mail\\_merge\\_labels\\_with\\_word\\_xp.htm](http://www.gmayor.com/mail_merge_labels_with_word_xp.htm) for information on merging generally

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Graham Mayor - Word MVP

My web site [www.gmayor.com](http://www.gmayor.com)

Word MVP web site <http://word.mvps.org>

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Mits wrote:

> Thanks for the advice, but what is a "Catalogue / Directory merge"?  
> Is that from Word? I had problems merging data in Word from Outlook.  
> The problems I was having were because the contacts all have email  
> and fax numbers, I always got duplicate records - one with the email  
> and one with the fax number. I gave up working on that system and  
> used the mail merge feature right in Outlook.

>

> "Graham Mayor" wrote:

>

>> Set this up as a catalog/directory merge and do not use the NEXT  
>> field. Merge to a new document and add any supplementary information  
>> you want to include to that document.

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>> Mits wrote:

>>> I have two questions.

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>>> I have created a mail merge from Outlook into Word and have setup  
>>> the fields properly. I can view one record set at a time. I can  
>>> scroll through them with the "Next Record" bottom but of course I  
>>> want to

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>>> view all the records together. (I am creating a Contact list
>>> booklet). I have added the "Next Record" insert feature at the
>>> bottom
>>> of the fields so that Word knows to show the next record set, to get
>>> multiple record sets to display at once I seem to have to copy the
>>> inserted fields over and over and over until I reach the end of the
>>> data set. Obviously this is a problem. How can I get Word to
>>> recognize that there is more data and keep displaying it until it
>>> reaches the end?
>>>
>>> Part two:
>>>
>>> With the data in columns I want Word to check to see if there is
>>> enough room left at the bottom of the page to insert the entire
>>> record set. If there is not enough room I want it to move to the
>>> next
>>> column. The reason for this is so that the complete address is all
>>> together, rather than having the beginning at the bottom of one
>>> column and the rest at the top of the next column.
>>>
>>> Any advice will be greatly appreciated!
>>>
>>> Thanks in advance.
>>>
>>> Mits
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