

## Re: Data save/message question

---

*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2005-09/msg00037.html>

---

- *From:* "Doug Robbins" <[dkr@xxxxxxxxxxxxxxxx](mailto:dkr@xxxxxxxxxxxxxxxx)>
  - *Date:* Thu, 1 Sep 2005 22:10:17 +0200
- 

Hi Charles,

This was the relevant part of it:

All works fine for printing purposes but when I email the merged document the user receives a message upon opening such as 'Data from your database will be placed in the document, do you want to continue' yes/No. Choosing yes presents the user with options to select the data source etc, which is no good. Choosing no opens the document and looks ok but my question is... can I stop this message from appearing or save the document somehow so the message is not required.

--

Hope this helps.

Please reply to the newsgroup unless you wish to avail yourself of my services on a paid consulting basis.

Doug Robbins – Word MVP

"Charles Kenyon" <[msnewsgroup@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:msnewsgroup@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote in message [news:%23d\\$17uxrFHA.1168@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:news:%23d$17uxrFHA.1168@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)

>I don't have the original post for some reason. I never email Word >documents unless I want them edited and sent back. I produce pdf files and >send those. Just overcautious, I guess.

> --

> Charles Kenyon

>

> Word New User FAQ & Web Directory: <http://addbalance.com/word>

>

> Intermediate User's Guide to Microsoft Word (supplemented version of

> Microsoft's Legal Users' Guide) <http://addbalance.com/usersguide>

>

> See also the MVP FAQ: <http://www.mvps.org/word> which is awesome!

> -----

> This message is posted to a newsgroup. Please post replies

> and questions to the newsgroup so that others can learn

Re: Data save/message question

> from my ignorance and your wisdom.  
>  
> "Doug Robbins" <dkr@xxxxxxxxxxxxxxxx> wrote in message  
> news:%23xK%230hxrFHA.2880@xxxxxxxxxxxxxxxxxxxxxxxxxxxx  
>> That I well understand and starting with a template, the chance of saving  
>> the mailmerge maindocument after unlinking the fields and hence render it  
>> useless for further use is diminished. I am not sure that locking rather  
>> than unlinking the merge fields would eliminate the OP's problem when the  
>> documents are emailed.  
>>  
>> --  
>> Hope this helps.  
>>  
>> Please reply to the newsgroup unless you wish to avail yourself of my  
>> services on a paid consulting basis.  
>>  
>> Doug Robbins – Word MVP  
>> "Charles Kenyon" <msnewsgroup@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in  
>> message news:Ojr9DrwrFHA.1168@xxxxxxxxxxxxxxxxxxxxxxxxxxxx  
>>> Actually, mail merge does work well for production of a single document,  
>>> but the user has to understand the process. I generally create the merge  
>>> (using a new merge document based on a template) and find the single  
>>> record in the database that I want. Then I print the document. If I want  
>>> a disk copy, I have a macro that locks merge fields. An alternative  
>>> would be to do a query that would only result in the single record.  
>>>  
>>> I do this for form documents (often drafts that have to be edited) where  
>>> I produce the same form for multiple clients, but not at the same time.  
>>> --  
>>> Charles Kenyon  
>>>  
>>> Word New User FAQ & Web Directory: <http://addbalance.com/word>  
>>>  
>>> Intermediate User's Guide to Microsoft Word (supplemented version of  
>>> Microsoft's Legal Users' Guide) <http://addbalance.com/usersguide>  
>>>  
>>> See also the MVP FAQ: <http://www.mvps.org/word> which is awesome!  
>>> -----  
>>> This message is posted to a newsgroup. Please post replies  
>>> and questions to the newsgroup so that others can learn  
>>> from my ignorance and your wisdom.  
>>>  
>>> "Doug Robbins" <dkr@xxxxxxxxxxxxxxxx> wrote in message  
>>> news:%231f85ZvrFHA.528@xxxxxxxxxxxxxxxxxxxxxxxxxxxx  
>>>> That confirms that you are not actually executing the merge which is  
>>>> what I had suspected. While it may not make sense to you, mail merge  
>>>> is not really designed for the creation of single letters. Rather it  
>>>> is designed for the creation of multiple copies of a base document with  
>>>> variations for each record in the data source.  
>>>>  
>>>> --

Re: Data save/message question

>>>> Hope this helps.  
>>>>  
>>>> Please reply to the newsgroup unless you wish to avail yourself of my  
>>>> services on a paid consulting basis.  
>>>>  
>>>> Doug Robbins – Word MVP  
>>>> "sam" <sam@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message  
>>>> [news:FFA5B4B1-5211-431E-AD00-2D5E2CEC2BF7@xxxxxxxxxxxxxxxxxxxx](mailto:news:FFA5B4B1-5211-431E-AD00-2D5E2CEC2BF7@xxxxxxxxxxxxxxxxxxxx)  
>>>>> After looking some more I've found that choosing 'main document setup'  
>>>>> on the  
>>>>> mail merge toolbar and then 'ok' for 'normal document'(which is  
>>>>> already  
>>>>> selected upon opening) and saving as this will eliminate the problem.  
>>>>> This is  
>>>>> ok to have to do but doesn't make a lot of sense to have to follow  
>>>>> that  
>>>>> process either. It will help but surely it can just be saved directly  
>>>>> as a  
>>>>> normal document?  
>>>>> --  
>>>>> Thanks  
>>>>>  
>>>>>  
>>>>> "Doug Robbins" wrote:  
>>>>>  
>>>>>> It sounds like the document is not actually being merged and that all  
>>>>>> you  
>>>>>> are sending is a document containing a preview of the merge results.  
>>>>>> You  
>>>>>> need to execute the merge to a new document which will then contain  
>>>>>> the  
>>>>>> actual data converted to text, rather than it being displayed as a  
>>>>>> preview  
>>>>>> of the result of the mergefield.  
>>>>>>  
>>>>>> --  
>>>>>> Hope this helps.  
>>>>>>  
>>>>>>> Please reply to the newsgroup unless you wish to avail yourself of my  
>>>>>>> services on a paid consulting basis.  
>>>>>>>  
>>>>>>> Doug Robbins – Word MVP  
>>>>>>> "sam" <sam@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message  
>>>>>>> [news:4D2A1948-5C15-4EFD-B78C-72FF02E496B1@xxxxxxxxxxxxxxxxxxxx](mailto:news:4D2A1948-5C15-4EFD-B78C-72FF02E496B1@xxxxxxxxxxxxxxxxxxxx)  
>>>>>>> >I think this is a word question rather than an access question.... I  
>>>>>>> >have  
>>>>>>> >an  
>>>>>>> > access database which includes contact data. After a record is  
>>>>>>> > selected  
>>>>>>> > the  
>>>>>>> > user can select a particular letter which in turn opens word and

Re: Data save/message question

>>>>>> > merges  
>>>>>> > the  
>>>>>> > contact data into the letter. It is then saved (using 'save as' and  
>>>>>> > saved  
>>>>>> > as  
>>>>>> > a .doc) to another folder to be printed or emailed. All works fine  
>>>>>> > for  
>>>>>> > printing purposes but when I email the merged document the user  
>>>>>> > receives a  
>>>>>> > message upon opening such as 'Data from your database will be  
>>>>>> > placed in  
>>>>>> > the  
>>>>>> > document, do you want to continue" yes/No. Choosing yes presents  
>>>>>> > the user  
>>>>>> > with options to select the data source etc, which is no good.  
>>>>>> > Choosing no  
>>>>>> > opens the document and looks ok but my question is... can I stop  
>>>>>> > this  
>>>>>> > message  
>>>>>> > from appearing or save the document somehow so the message is not  
>>>>>> > required.  
>>>>>> > Any help greatly appreciated  
>>>>>> > --  
>>>>>> > Thanks  
>>>>>>  
>>>>>>  
>>>>>>  
>>>>  
>>>>  
>>>  
>>>  
>>>  
>>  
>>  
>  
>

---

• **References:**

- ◆ **Data save/message question**  
    ◇ From: sam
- ◆ **Re: Data save/message question**  
    ◇ From: Doug Robbins
- ◆ **Re: Data save/message question**  
    ◇ From: sam
- ◆ **Re: Data save/message question**  
    ◇ From: Doug Robbins
- ◆ **Re: Data save/message question**

Re: Data save/message question

◇ *From:* Charles Kenyon

◆ ***Re: Data save/message question***

◇ *From:* Doug Robbins

◆ ***Re: Data save/message question***

◇ *From:* Charles Kenyon

- Prev by Date: ***Re: Data save/message question***
- Next by Date: ***Re: mail merged data, booklet mode***
- Previous by thread: ***Re: Data save/message question***
- Next by thread: ***Re: Data save/message question***
- Index(es):
  - ◆ ***Date***
  - ◆ ***Thread***