

# Re: mail merge with a word database

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2008-05/msg00097.html>

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- *From:* Kim K <[KimK@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:KimK@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Wed, 7 May 2008 17:46:01 -0700
- 

Lets hope I get this right:

Name of business¶  
Address¶  
City, ST Zip¶  
\*Name, Position¶  
\*Name, Position¶  
Name, Director¶

The first three lines will be merged onto the top of the letter  
The Name/Positions will be merged into a numbered field in the letter  
The Name,Director will be merged into the end of the letter

The indented positions are numerous, some business have 20-25 whole others have 3-4, and are set at 1 in margins.

Thank you!

—  
Thanks,,  
Kim

"Doug Robbins – Word MVP" wrote:

You would need to post into a message exactly how the information is arranged, using an ¶ (Alt+0182 on the numeric keypad) where each of those symbols is displayed when you toggle the Show Hide button in Word (that's the button with the ¶ on it. You would also need to show where any tab spaces are include in the data – do that by including [tab] wherever one occurs.

—  
Hope this helps.

Re: mail merge with a word database

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

Doug Robbins – Word MVP

"Kim K" <KimK@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message [news:DA406440-A8F0-42F1-B163-642008A9A6BC@xxxxxxxxxxxxxxxxxxxx](mailto:news:DA406440-A8F0-42F1-B163-642008A9A6BC@xxxxxxxxxxxxxxxxxxxx)

Thank for your help, unfortunately I am not even getting paid for this!

To answer your question, the database form is consistant, it starts with the name and address of the business, followed by name and title followed by a bulleted list of employees. This is all on one page per business (all 97 of them) – what type of macro would I need to do this?

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Thanks,,  
Kim

"Doug Robbins – Word MVP" wrote:

It is not so much an issue of how you set up the necessary fields as one of the manipulation that will be required of the data to get it into a format that is suitable for use as a mail merge data source.

If there is consistency in the way the data is arranged on each page, it should be possible to create a macro that will manipulate that data into an acceptable format, but we would need to know exactly how it is arranged to be able to make suggestions for the code for such a macro.

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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

Re: mail merge with a word database

"Kim K" <KimK@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message  
news:E751C6E9-F200-4B72-9DB2-A7C26C1B1E61@xxxxxxxxxxxxxxxxxxxx

I have 2 word docs given to me to merge.  
One is a form letter, the other the "database". The form letter needs to have 3 fields. Field one needs to pull the info from the database of name of business, address, city, state, zip – Field 2 needs to pull the name and title of the program director, field three needs to have a list of the employees and their title. All this info is on separate pages in the word database.

How do I set up the necessary fields to populate the correct info into the proper places? I have only done this with excel but never word, so input is appreciated.

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Thanks,,  
Kim