

## Re: Mail merge from access Database

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2008-06/msg00291.html>

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- *From:* "Peter Jamieson" <[pjj@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:pjj@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Wed, 25 Jun 2008 19:16:49 +0100
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By default, Word 2003 (which is what you are using) uses a thing called OLE DB to connect to the Access database. In that case, as you say, it displays a dialog box titled Select Table. however, both Access tables and Access Queries are listed in that dialog box, although Queries are described as Views.

So you /may/ be able to select your query in there.

However, OLE DB does not "see" all types of table and query. For example, it does not "see" queries that have parameters, or queries that use user-defined Access VBA functions.

To get the most complete list of queries (and indeed, to see a clear separation between "Tables" and "Queries", you have to change the way that Word connects to Access.

To do that,

- a. check Word->Tools->Options->general->Confirm conversions at open,
- b. go through the process of connecting to your database again.
- c. After you have selected the database in "Select Data Source" and clicked Open, you should see an additional dialog box. Select the "MS Access Databases via DDE" option and proceed.

This requires that you have Access on your system (OLE DB does not) and suffers from some limitations, but is probably what you need. NB, if you are using a Parameter Query as a data source, the dialog box that prompts for the parameters will probably pop up behind your Word window, in which case it can look as if Word is not connecting. Use e.g. Alt-Tab to go and look for it.

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"TD" <[TD@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:TD@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote in message  
[news:0C64106D-D154-4227-82D0-B1E2CDD41A12@xxxxxxxxxxxxxxxxxxxx](mailto:news:0C64106D-D154-4227-82D0-B1E2CDD41A12@xxxxxxxxxxxxxxxxxxxx)

Hi everybdy,

I'm trying to create a mailmerge from data in an MS Access Database. I've come across this problem before but someone else solved it :-).

When I've browsed and the dialogue box has come up, I'm expecting it to ask me which query I want to select before moving on to select recipients. It doesn't it goes straight to Select Table.

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At my last job, a couple of years ago, a colleague had the correct set up and our computer support team were able to sort me out using that information. It was something to do with the versions of Word and Access but probably much more complicated than that!

I'm using Word Version 11.5604.5606  
Access Version 11.5614.5606

Those version numbers look spookily similar so I'm guessing nothing to do with versions. Maybe setup???

As you can see – I need help!

Most grateful if anyone could

Cheers

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TD