

MS Word Mail Merge Layout Protection

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Hi,

I am having problems using the 'Mail Merge' feature in Microsoft Word . I am able to link the required fields to the database, but every time the fields are updated, the layout of the document tends to change altogether, such as disorientated line spacing, columns or rows, which affects the structure of the whole document as the extra space created follows throughout the pages.

I then have to reformat the word document so that there are no unnecessary spaces, etc. This defeats the purpose of using the Mail Merge feature, as the process is of reformatting is long and repetitive.

How can I protect/lock the structure of the document so that the fields do not disorientate the page layout?

I am using 'Microsoft Word 2003' running on 'Windows XP'.

Thank you so much for your help.

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