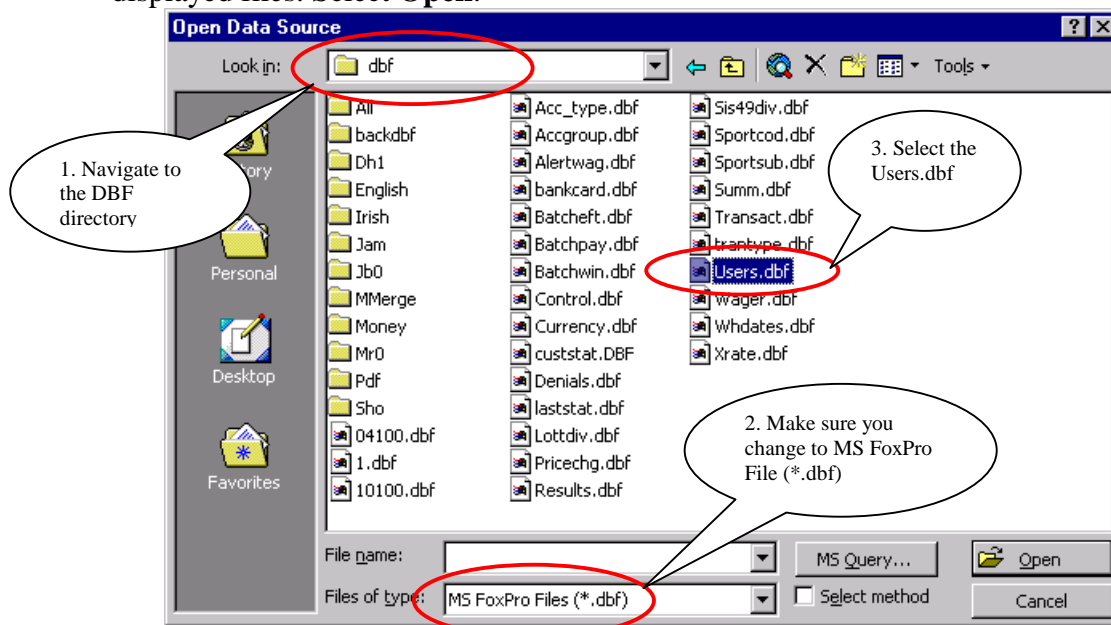# Procedure to Mail Merge labels from Betty using Microsoft Word.

1. Ensure that Version 2.5 of Microsoft Data Access pack (MDAC) has been installed on the system. This is available from http://www.microsoft.com/downloads/release.asp?ReleaseID=18822.
2. Run the Registry fix for Microsoft Word (wsvfpdsn.exe – supplied).
3. Open Microsoft Word.
4. Select **Tools** > **Mail Merge** from the menu bar.
5. Under Heading 1, select **Create** > **Mailing Labels**…and then select **New Main Document**.
6. Under Heading 2, select **Get Data** > **Open Data Source**. Navigate to the DBF directory. This is normally located on either the server or managers terminal. Change the **Files of Type** option to **MS FoxPro Files (*.dbf).** If you have Credit Reports Version 2.36 or greater you will have a sub-directory called *Mmerge*. This directory will contain files generated by the Credit Report program for the purpose of mail merging.

   Mail Merge tables available under the Mmerge directory are:-
   - Active Client List – merge11.dbf
   - Client Balances – merge9.dbf
   - Client Details Listing – merge8.dbf
   - Aged Debtors – merge21.dbf
   - Cheque List – merge26.dbf
   - Client Registration – merge67.dbf
   - Clients over Credit Listing – merge6.dbf

   If you have Credit Reports prior to Version 2.36 select **USERS.DBF** from the displayed files. Select **Open**.

   Open Data Source

   Look in: dbf

   All | Acc_type.dbf | Sis49div.dbf
   backdbf | Accgroup.dbf | Sportcod.dbf
   Dh1 | Alertwag.dbf | Sportsub.dbf
   English | bankcard.dbf | Summ.dbf
   Irish | Batcheft.dbf | Transact.dbf
   Jam | Batchpay.dbf | traptype.dbf
   Jb0 | Batchwin.dbf | Users.dbf
   MMerge | Control.dbf | wager.dbf
   Money | Currency.dbf | Whdates.dbf
   Mr0 | custstat.DBF | Xrate.dbf
   Pdf | Denials.dbf
   Sho | laststat.dbf
   04100.dbf | Lottdiv.dbf
   1.dbf | Pricechg.dbf
   10100.dbf | Results.dbf

   1. Navigate to the DBF directory
   3. Select the Users.dbf
   2. Make sure you change to MS FoxPro File (.dbf)*

   File name: ___ MS Query... Open
   Files of type: MS FoxPro Files (*.dbf)   Select method   Cancel

7. Confirm **Data Source** as **FoxPro File – Word via ODBC (*.dbf)** when prompted.
8. At this point you will be prompted to '**Set Up Main Document**'. Select the type of label that you intend using. This example assumes that Avery Laser L7159 labels are being used. Click **OK**
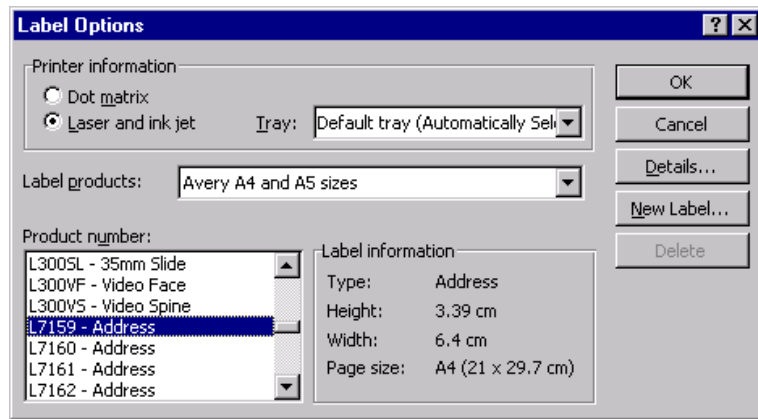
9. You will now see a box titled '**Create Labels**' with a button captioned '**Insert Merge Field**'. This is where the information for the labels is obtained.
   a. Press '**Insert Merge Field**'.
   b. A pick list is now displayed. Click on *salutation* and press the spacebar
   c. You will need to press 'Insert Merge Field' for each field
   d. Select *firstnames* and press the spacebar
   e. Select *surname* and press the enter key on your keyboard
   f. Select *address_1* and press enter (ensure you do not select addr_key1)
   g. Select *address_2* and press enter
   h. Select *address_3* and press enter
   i. Select *address_4* and press enter
   j. Select *postcode* and press enter
   k. Select *country* (if you have overseas clients).
10. Your 'Create Labels' box should now look similar to :-
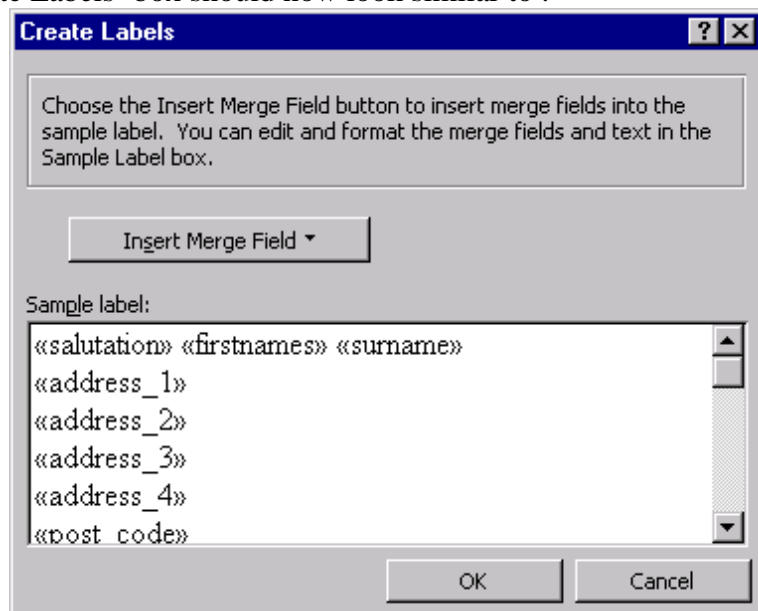
11. Click on **OK** if you are happy with selected fields.
12. You are now ready to merge your documents. Under Heading 3 press the '**Merge**' button. Leave all default options as displayed and press the '**Merge**' button.
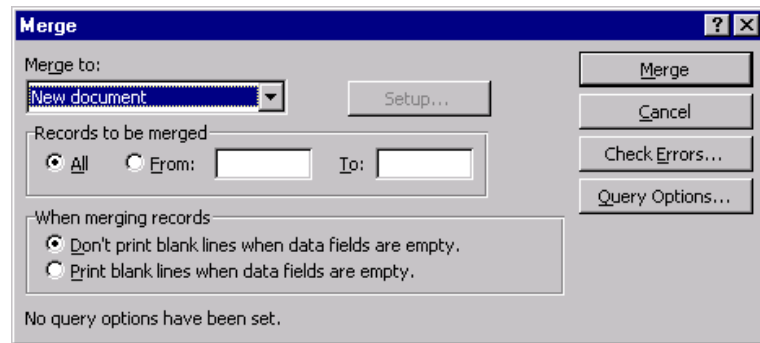
13. Your sheet of labels has now been created as a new document.

14. It is recommended that the document with the 'Merge Fields' is saved as a template. On the menu bar select **File** > **Save As**, change the **Save As Type** to **Document Template (*.dot)**, enter a file name that can easily be recognised and click on **Save**.

15. This template should now be available to use again. Select **File** > **New** and select your saved template from the '**General**' tab. Click on **OK**.

16. To create a new list, just go to **Tools** > **Mail Merge** and click on **Merge** under Heading 3.