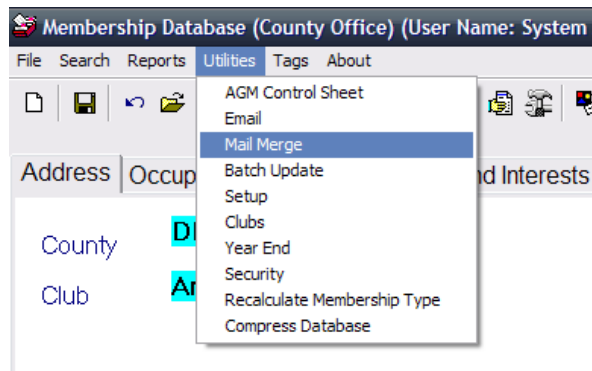


1. Open CMDS and search for all of the records you wish to use in a mail merge
2. Click Utilities → Mail Merge



3. The next step is to decide what you want to do:
 - a. Just link the data to an existing merge document. I'll do the rest myself!
 - i. Typically you will not need to use this option
 - b. Merge the data with an existing document and open the result for editing.
 - i. This is the option you will most commonly use. It simply links your selected records to a document you have already created (letters/lists/labels etc) – you can then preview your results and edit them before printing/e-mailing
 - c. Merge the data with an existing document and print the result.
 - i. This option does the same as option b, but does not let you edit or preview the results before printing
 - d. I want to create a new merge document linked to my data!
 - i. This option lets you create new documents and preview them before saving for future use
 - e. Just create the data file – don't open Word or merge anything!
 - i. This option simply creates the data file, and if you save it as 'mydatafile.csv' you can then open it in Excel, and see all the information contained on the database for you to manipulate in whatever way you want

