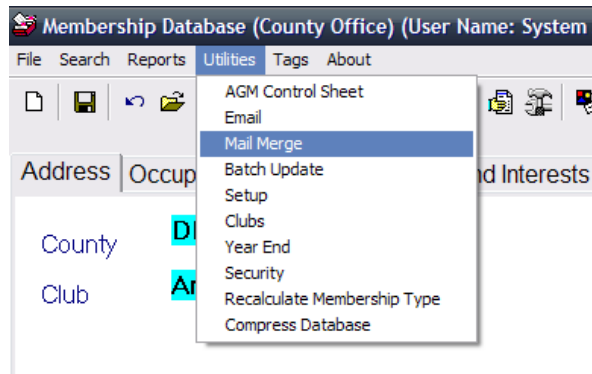
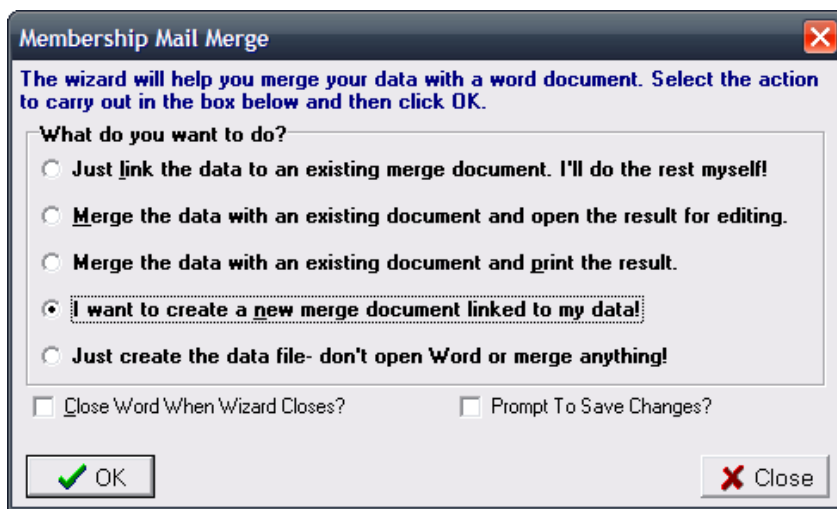


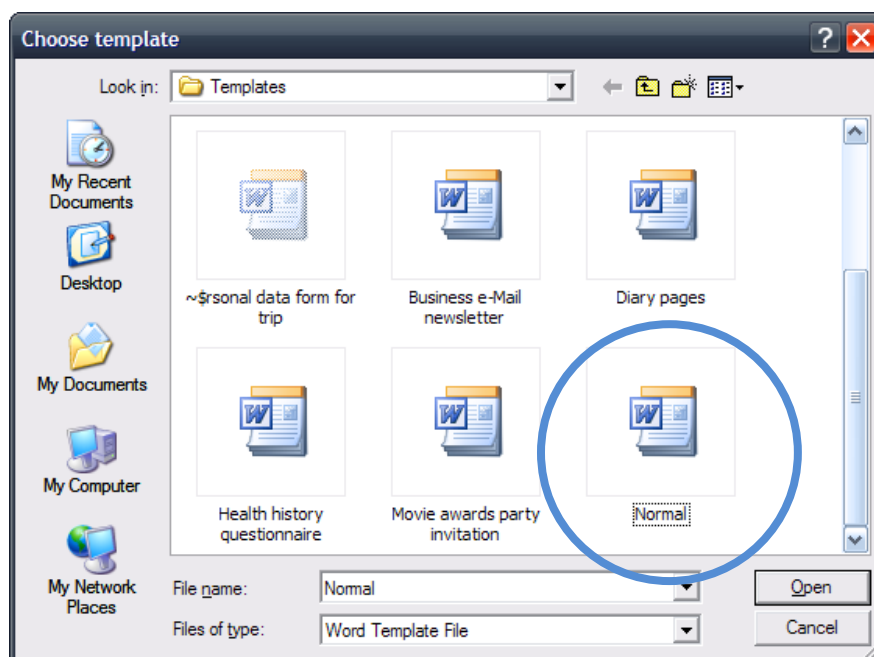
1. Open CMDS and click Utilities → Mail merge



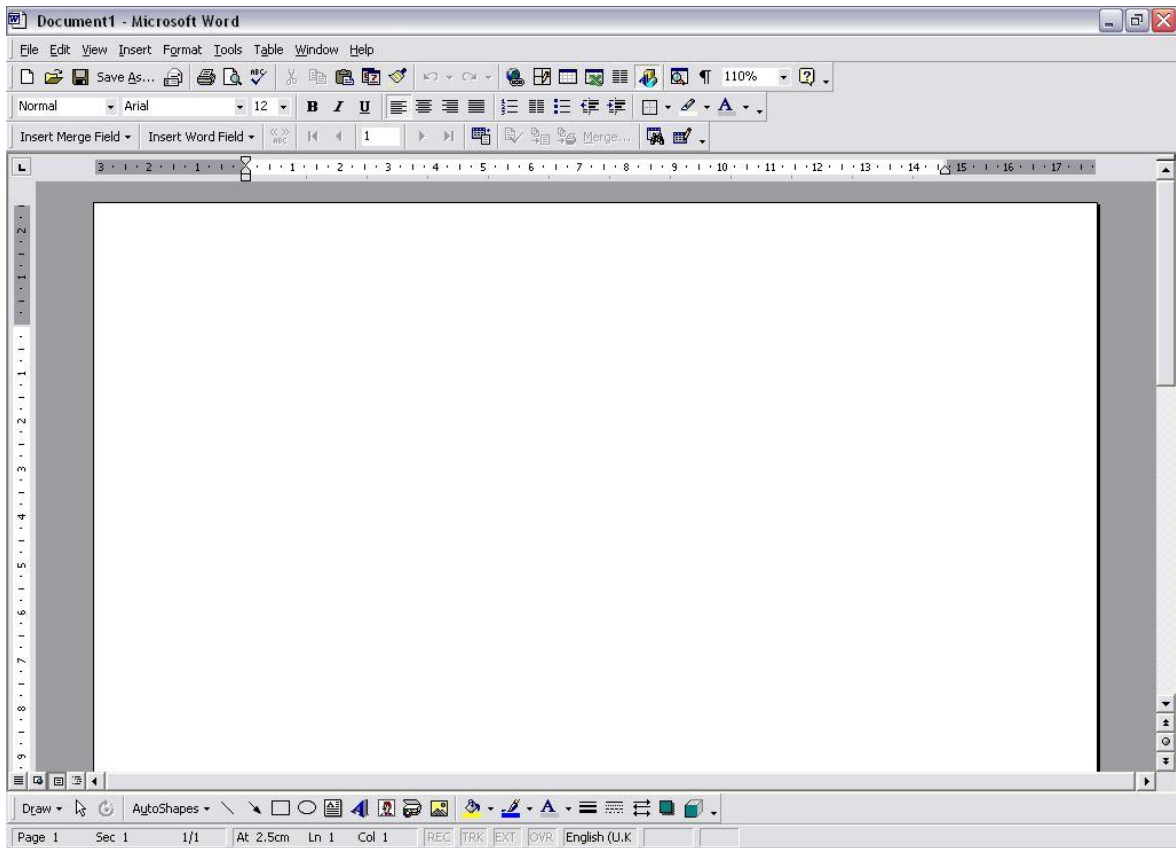
2. Now select 'I want to create a new merge document linked to my data!'



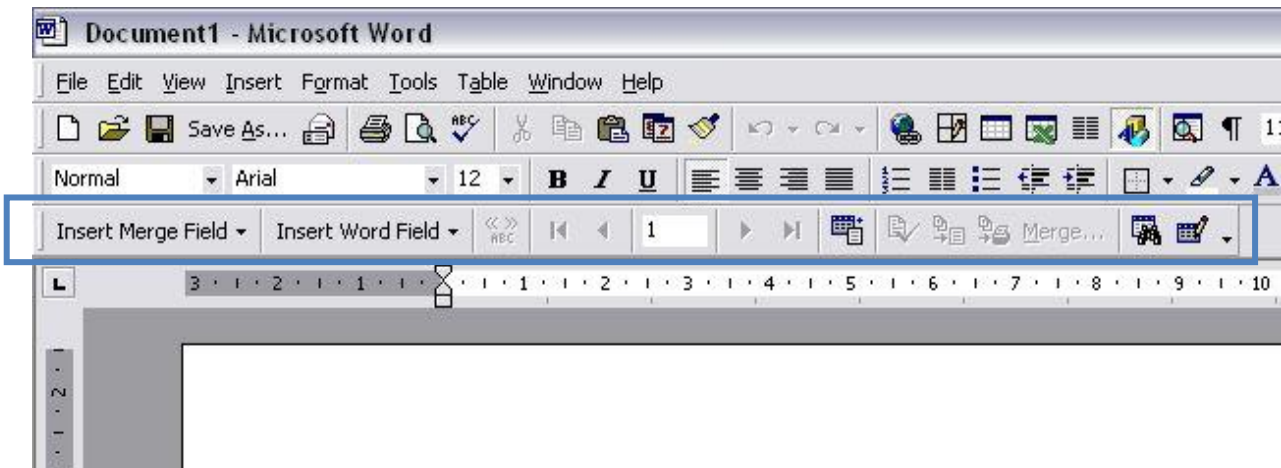
3. Next, select the file 'normal' (this is a blank file which Word opens when you create a new document)



- 4. Next you will see your blank document, ready for you to customise:



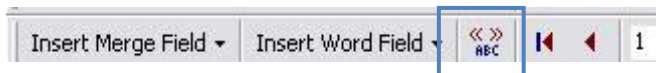
- 5. To start, you can try simple experiments using the 'mail merge toolbar'



When you click on 'Insert Merge Field' you will see a list of all the fields that are located in CMDS:

Try inserting some fields such as 'First name' and 'Surname'

6. <<FIRST_NAME>> <<SURNAME>> will appear in your document. Now make sure that you have a space in between these fields, like you would when writing a first name and surname.
7. To take a look at what your results will look like, click the preview button:



So then <<FIRST_NAME>> <<SURNAME>> becomes John Smith

8. You can use these fields anywhere in your document, for instance at the start of a letter:

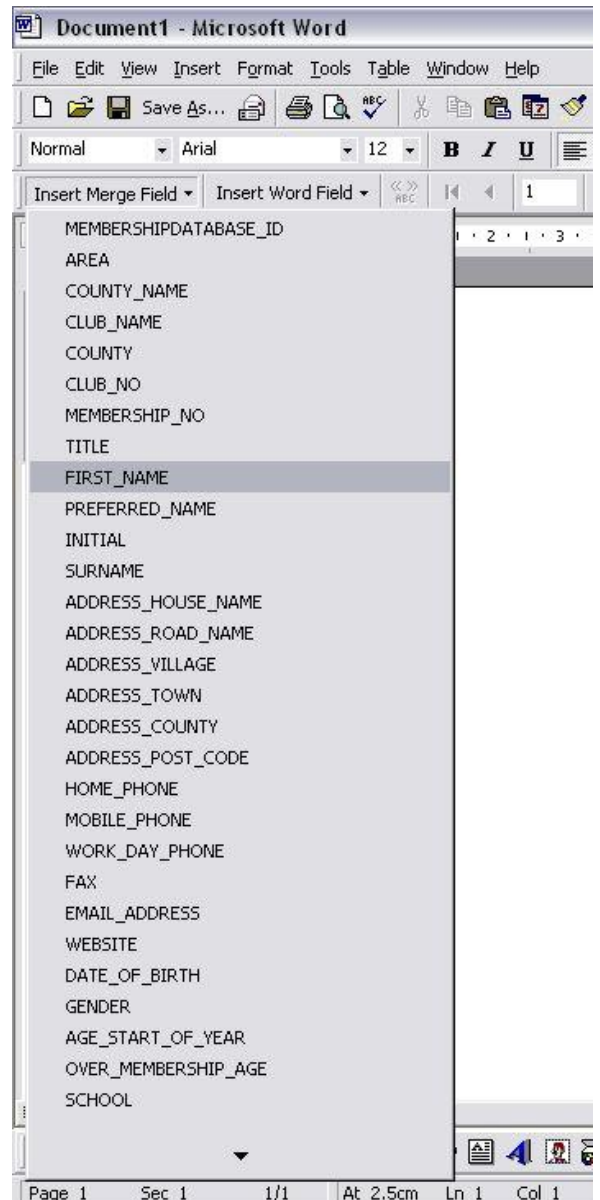
<<ADDRESS_HOUSE_NAME>>
 <<ADDRESS_ROAD_NAME>>
 <<ADDRESS_VILLAGE>>
 <<ADDRESS_TOWN>>
 <<ADDRESS_POSTCODE>>

Dear, <<FIRST_NAME>> <<SURNAME>>

So now, when you want to write a letter to several recipients, you only have to type the letter once, insert today's date and merge the document.

9. If you want to create a document that is more like a list (for instance a list of all members from a certain club, with phone numbers) the common way of doing it is to create an empty table, and put your details into each line of the table:

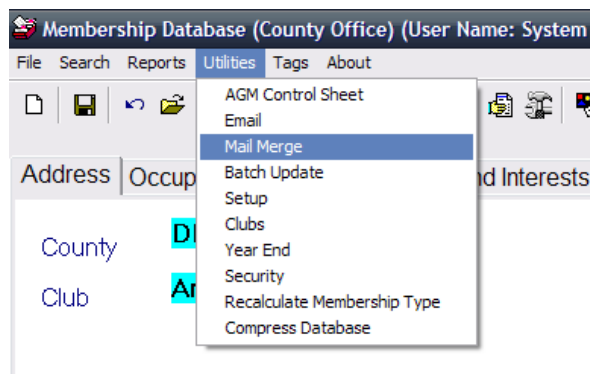
<<FIRST_NAME>> <<SURNAME>>	<<ADDRESS_HOUSE_NAME>> <<ADDRESS_ROAD_NAME>> <<ADDRESS_VILLAGE>> <<ADDRESS_TOWN>> <<ADDRESS_COUNTY>> <<ADDRESS_POST_CODE>>	<<MEMBERSHIP_NO>> <<CLUB_NAME>>
-------------------------------	---	------------------------------------



Once you have all your fields inserted like the example above, you need to tell the mail merge, that you want this to be repeated for each record on CMDS; to do this you need to add the 'Next Record field' at the start of your next record

«FIRST_NAME» «SURNAME»	«ADDRESS_HOUSE_NAME» «ADDRESS_ROAD_NAME» «ADDRESS_VILLAGE» «ADDRESS_TOWN» «ADDRESS_COUNTY» «ADDRESS_POST_CODE»	«MEMBERSHIP_NO» «CLUB_NAME»
«Next Record»«FIRST_NAME» «SURNAME»	«ADDRESS_HOUSE_NAME» «ADDRESS_ROAD_NAME» «ADDRESS_VILLAGE» «ADDRESS_TOWN» «ADDRESS_COUNTY» «ADDRESS_POST_CODE»	«MEMBERSHIP_NO» «CLUB_NAME»

10. Now when you preview your page, you will see all of the above results as they will appear, but it will not show you any results which follow. This is perfectly normal and you will see them once the mail merge is complete.
11. You can create many different types of mail merge using these methods, such as letters, lists and forms.
12. Once you are happy with your document layout, you should save it in your C:\Countydb folder by clicking file and save (this saves your document for future use, but does not mail merge it right away)
13. Now if you go into CMDS, and select all the records you wish to mail merge, and select Open CMDS and click Utilities → Mail merge → Merge the data with an existing document and open the results for editing



14. Then locate to your saved document (C:\Countydb) and double click on the document
15. You will have to give word a little time to process the data (the more records selected, the longer it needs) – and once that is complete, you will see your chosen data, formatted to your new mail merge documents requirements.