Tech Info Library

AppleWorks 2.0: New way to create Mail Merge documents

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Revised:        1/26/87
Security:       Everyone
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AppleWorks 2.0: New way to create Mail Merge documents

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AppleWorks 2.0 lets you merge database records with word processor documents
to create mail merge documents using a new print option which can be imbedded
in a word processor file.

   1. From the database, create a table style report.

   2. The records appear on the clipboard in the order of the last sort
      in the table style report. Open your word processor document.

   3. In your word processor document, place the cursor where the mail
      merge category should go. Select "MM" from the Open-Apple-O printer
      options. A list of Mail Merge catagories appears.

   4. Select a database category. Answer the question regarding whether a
      line should be deleted if the category is blank.

   5. Repeat steps 3 and 4 until all the categories you want are placed
      in the document.

      Mail Merge places the database category in the document with a
      provision for appending one space at the end of the merged entry.
      A caret also appears in front of the category name. AppleWorks
      marks this caret as a mail merge printing option; place the cursor
      on this caret and the prompt line reads "Mail Merge".

   6. Press Open-Apple-P to print the word processor document.

   7. If there is mail merge data in the document, AppleWorks will ask you if
      you want to print the document with the categories merged, or un-merged
      (as you see it on the screen.)

   8. If there isn't mail merge data on the clipboard, AppleWorks tells you.
      Be further aware that only during printing does AppleWorks report an
      error if the word processor document has a category name that AppleWorks
      cannot find on the clipboard.

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Tech Info Library Article Number:807