

## Vogel, Joe

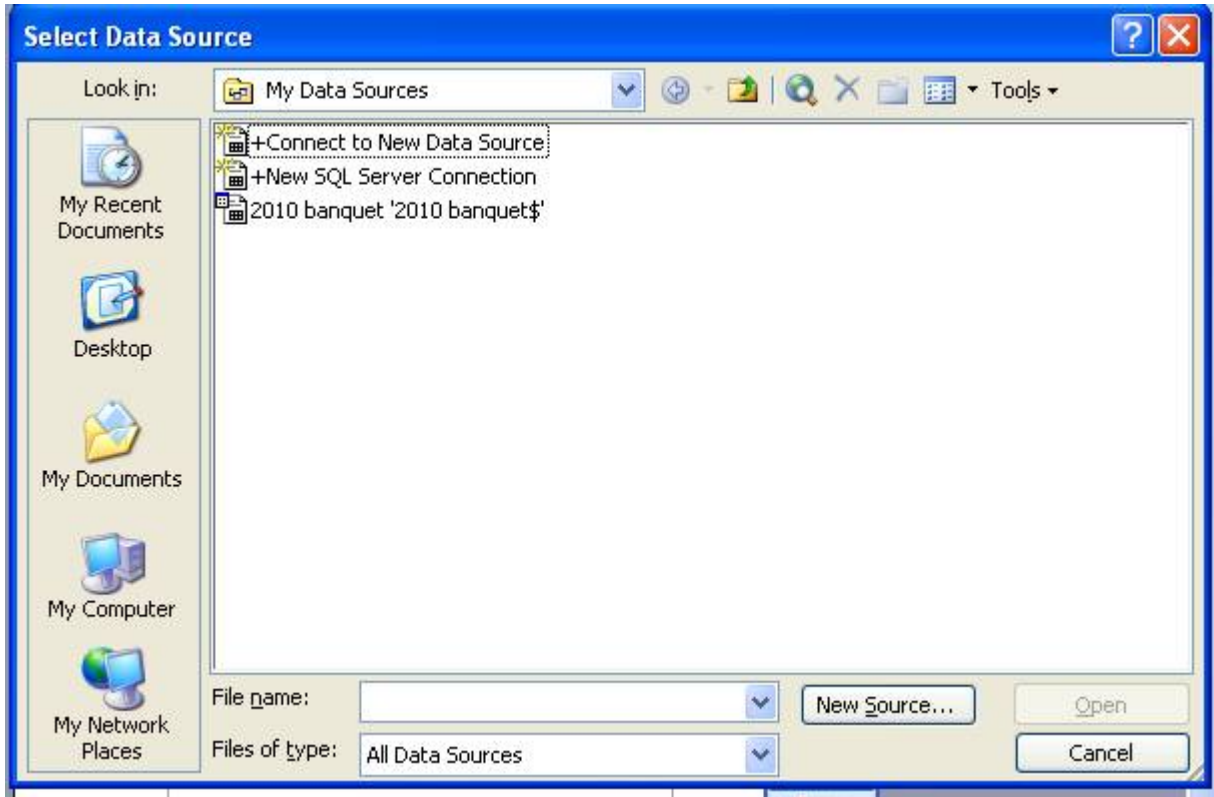
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**From:** Katie Vogel [qadie1@yahoo.com]  
**Sent:** Saturday, September 04, 2010 3:28 PM  
**To:** 'VogelJoe'  
**Subject:** How to save the mail merge as a template

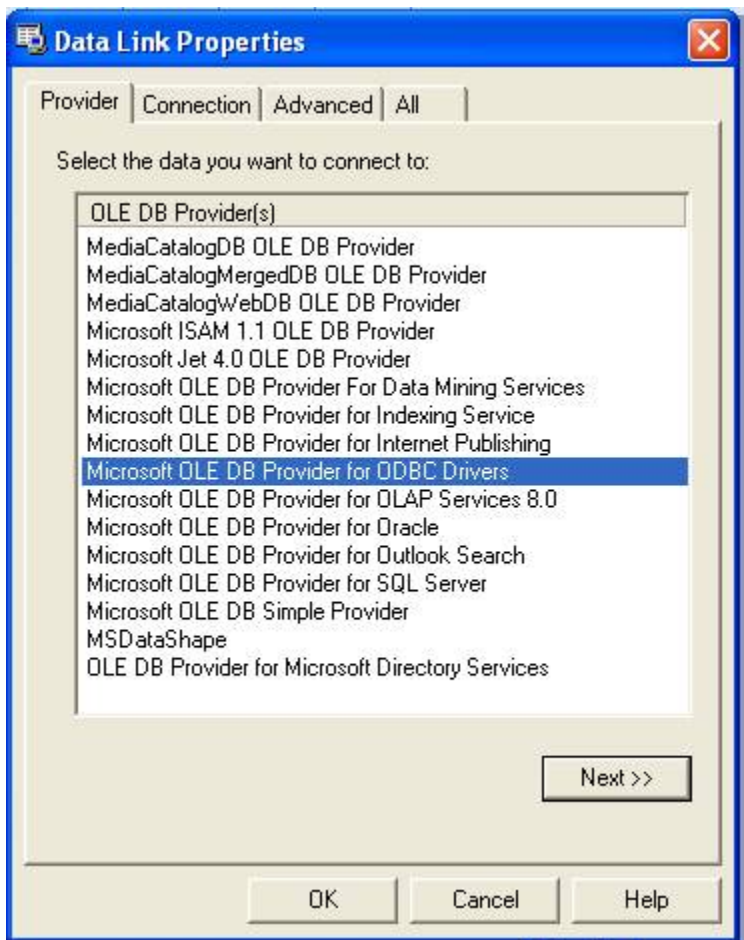
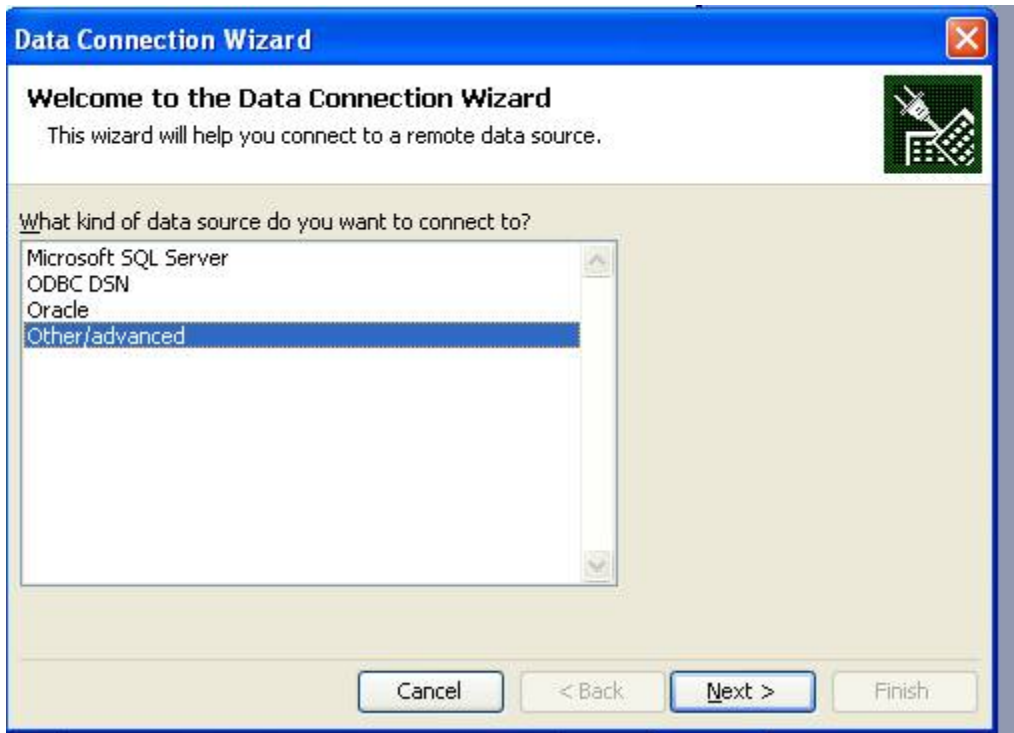
I think I have figured out how to save the mail merge in Word as a template to be used over and over again, with only changing the Excel file data.....

I'm going to tell you how to do it, but if you can wait until the 15<sup>th</sup>, I'll do as many of the mailouts as I can....

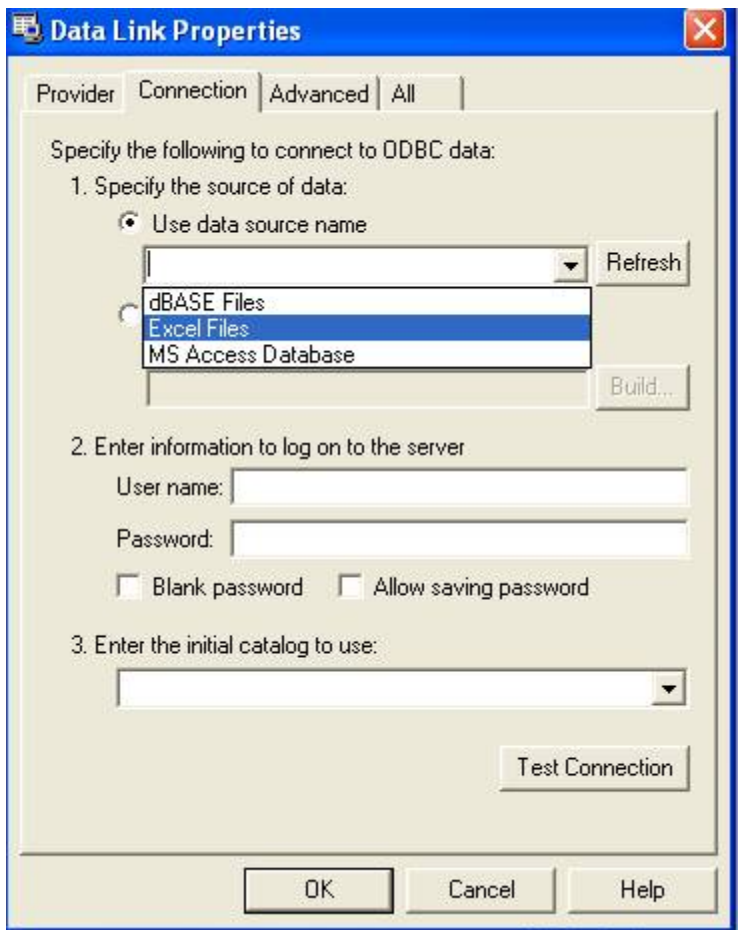
When we are in Word, and we were browsing to G: Ag/...../ the excel file that had our data..... we should have chosen Connect to New Data Source.....



Then picked, "Other/advanced"



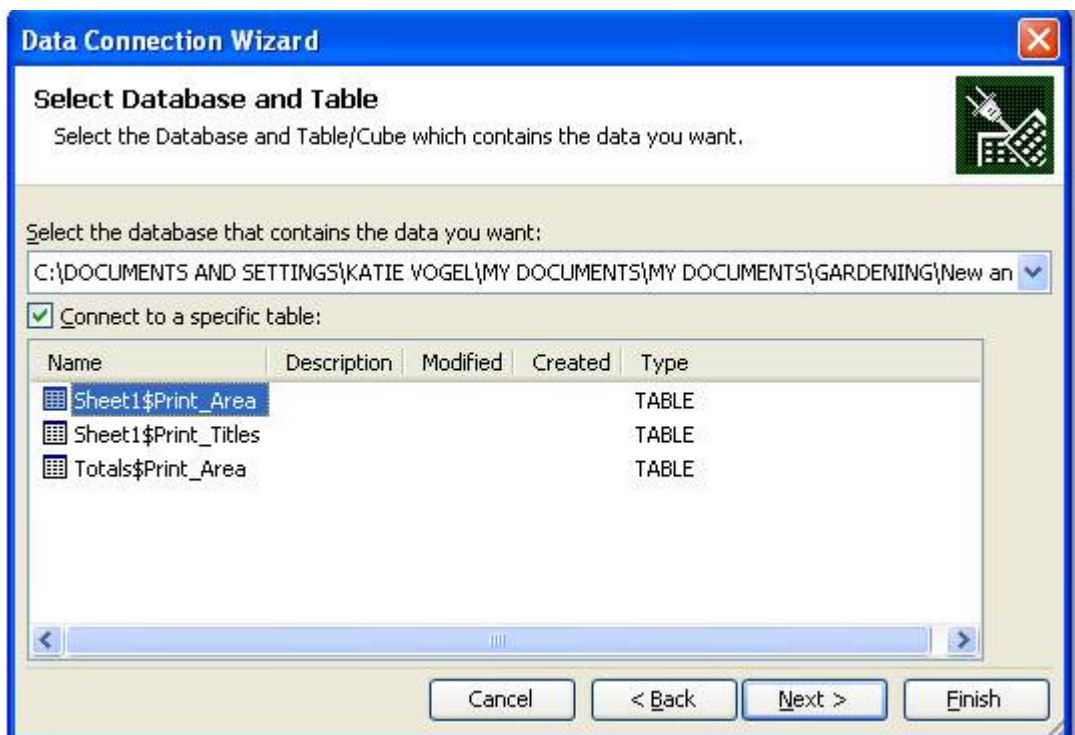
Now select Excel Files



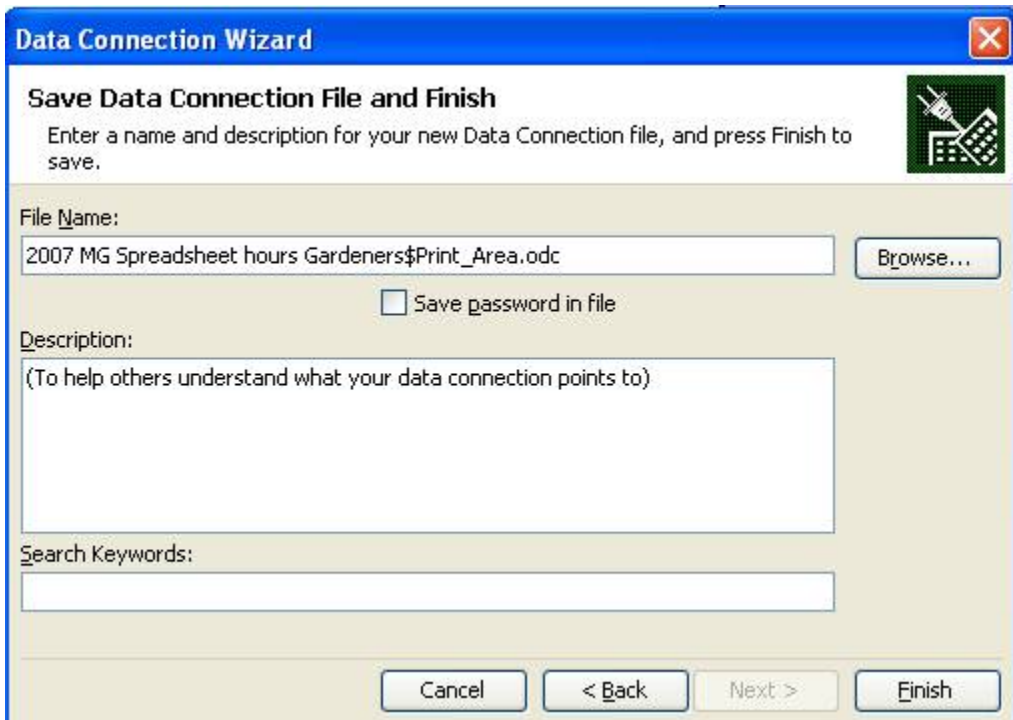
Then click OK (don't click Test Connection).

In the next box, browse to G: Ag/...../ commercial clippings master database (or whatever the Excel file is that has all the names and addresses) and click OK.

Then select the sheet (usually the only one), and click Next.



Then click Finish



The screenshot shows a Windows-style dialog box titled "Data Connection Wizard" with a close button (X) in the top right corner. The main heading is "Save Data Connection File and Finish". Below the heading is a small icon of a printer and a spreadsheet. The text reads: "Enter a name and description for your new Data Connection file, and press Finish to save." The dialog contains three input fields: "File Name:" with the text "2007 MG Spreadsheet hours Gardeners\$Print\_Area.odc" and a "Browse..." button to its right; "Description:" with a checkbox "Save password in file" and a text area containing "(To help others understand what your data connection points to)"; and "Search Keywords:" with an empty text box. At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Whew! Then you'll be back where you can select recipients (usually all) and continue with the same process.

When you get to the Final Step, where it asks you to Print or Edit Individual Labels, save your current doc (the one with the label wizard) as a file name with "template" in it.

Like "Word template to merge Excel Cattlemen Master Database into mailing labels."

Katie