

Windows ASCII is compatible with most commercial software packages.

Mail Merging allows you to create documents and labels with your downloaded data.

Name your file a meaningful name (e.g. MyFile.TXT)

Remember the location where you save your file(s) (e.g. C:\MyDocuments\MyFiles.TXT)

1. Open Word, Select Tools, Mail Merge.
2. You will be shown a series of 3 buttons to step through.
3. Start at Number 1. Main Document, Click the Create button.
4. Choose "Form Letters" for letters, "Mailing Labels" for labels etc.
5. You will be asked if you wish to create a new document, or use the active window, choose "Active Window".
6. Select Number 2. Data Source, Get Data, then choose Open Data Source.
7. You will be shown a standard file browser, locate the file you exported the data from DSA DataWizard to (e.g. C:\ sample)
 - a. Note: If you had chosen an ASCII export, you will have to change the default "File Type" from "Word Documents (*.doc)" to "Text Files (*.TXT)" to enable you to see the file you exported through DSA DataWizard.
8. Select OK
9. You may be asked to confirm data type, select the appropriate type, e.g. Word Document or Text Document
10. Word will now prompt you saying that it cannot find any merge fields in the current document, choose the "Edit Main Document" button to begin creating the master document.
11. You now have a new toolbar added to the top of the screen. There are several new buttons, click the button titled "Insert Merge Field".
12. You will now be shown the fields from the export. This menu is derived from the header record you specified to export during the export from DSA DataWizard.
13. If you select, e.g. Address it will appear as << Address >> in your document.
14. Layout the merge fields as you desire, e.g.

<< First Name >> << Last Name >>
<< Address >>
<< Suburb >> << State >> << Postcode >>

15. Type the rest of your letter including any text and graphics that will remain the same on each letter.
16. Once you have arranged your master document to your satisfaction, select File, Print to print out your new mail merged document.