

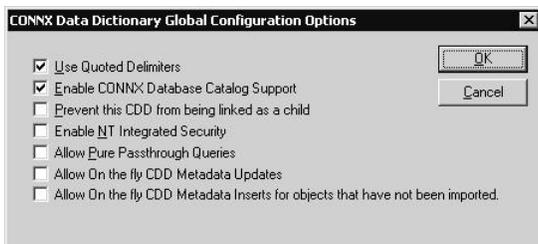


CONNX Quick Reference Card

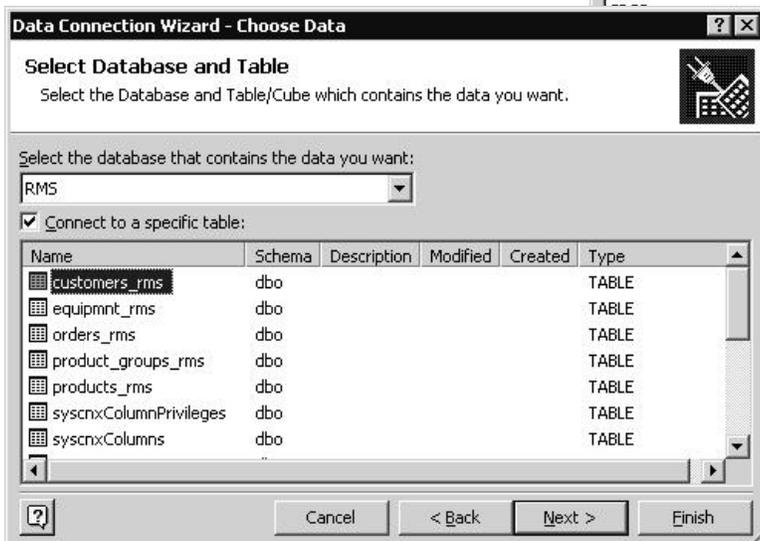
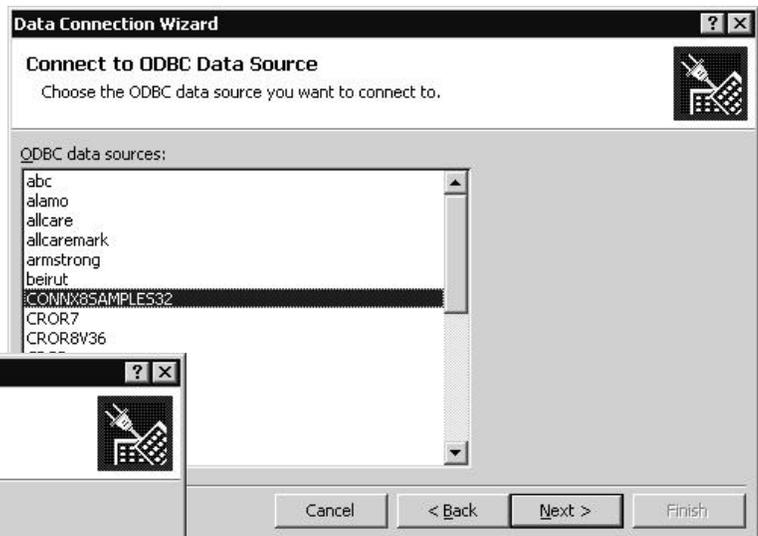
Using Mail Merge in Microsoft Word XP with CONNX data sources

If you've been wondering how to merge data from CONNX data sources using the Mail Merge function in Microsoft Word XP, here's how:

1. Open both Microsoft Word XP and CONNX. In CONNX, select the samples. cdd in the File/Open dialog box. Under Tools/Options, select the Quoted Delimiter and Enable CONNX Database Catalog Support check boxes. Click the OK button, and be sure to save the CDD you created.
2. In Microsoft Word XP, under Tools, select Letters and Mailings/Mail Merge Wizard. Click Next: Starting Document at the bottom of the Mail Merge pane on the right.
3. Next, you'll be choosing a source for the address block of a mass mailing from a CONNX RMS data source, but you can use any available data source. In the next pane, click Next: Select Recipients. When the pane changes, click the Browse button and then click New Source.
4. You can now locate an ODBC Data Source Name (DSN). In this case, we are using the CONNX8Samples32 CDD. Click ODBC DSN, and then click the Next button. Click CONNX8Samples 32, and click Next.



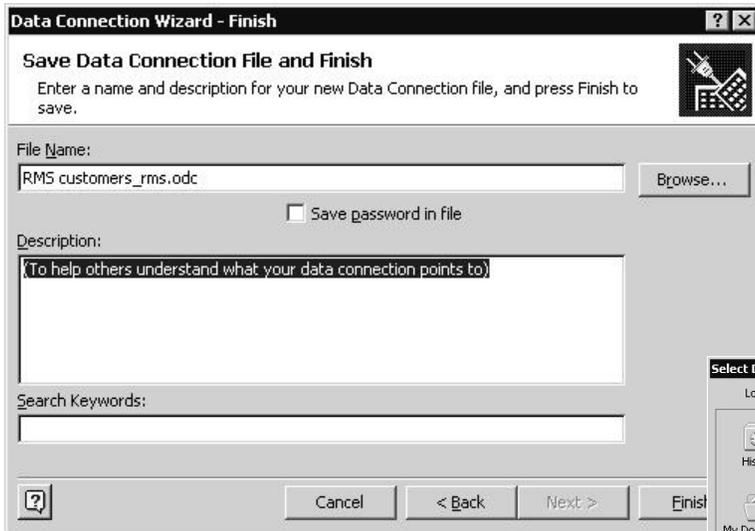
5. Log on using your integrated CONNX logon, select an ODBC DSN database type in the Application list box, and then click the OK button. Select the database that contains the data you intend to use, and then click the Next button.



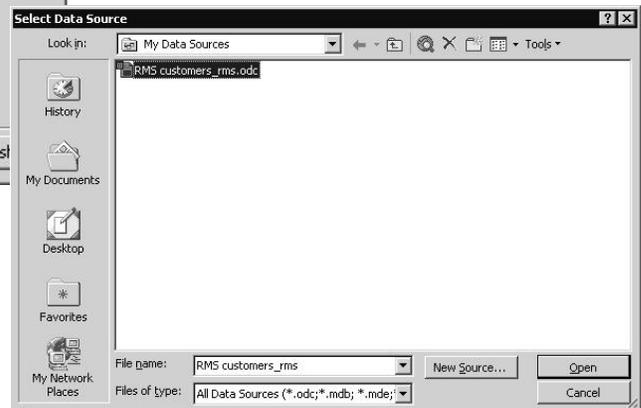
CONNX Solutions, Inc.,
 2039 152nd Avenue NE
 Redmond, WA 98052
 www.connx.com
 425/519-6600
 fax: 425/519-6601
 1-888-88CONNX

Using Mail Merge in Microsoft Word XP with CONNX data sources
Page Two

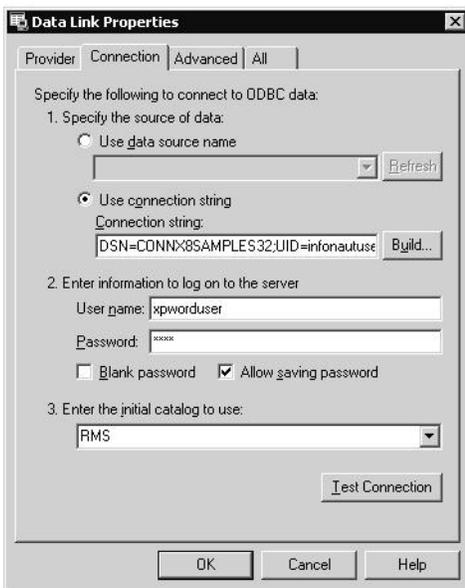
6. Select a database table, one at a time. At this point, you can rename the file or add a description. Click the Finish button.



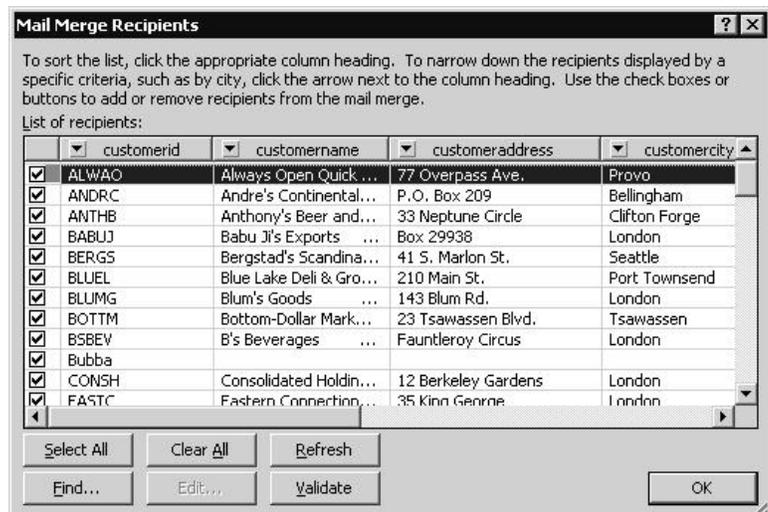
7. Choose the data source you created (it will have the extension .odc), and then click the Open button.



8. The Data Link Properties dialog box opens. On the Connection tab, enter your CONNX user name and password. Make sure the checkbox for Allow Saving Password is selected. Click the OK button.

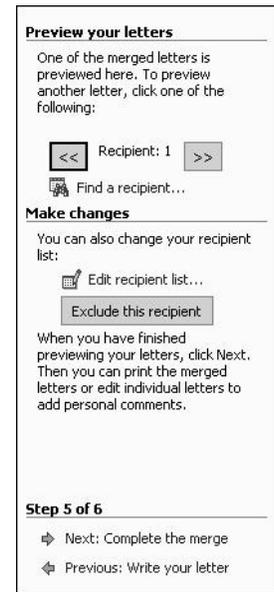
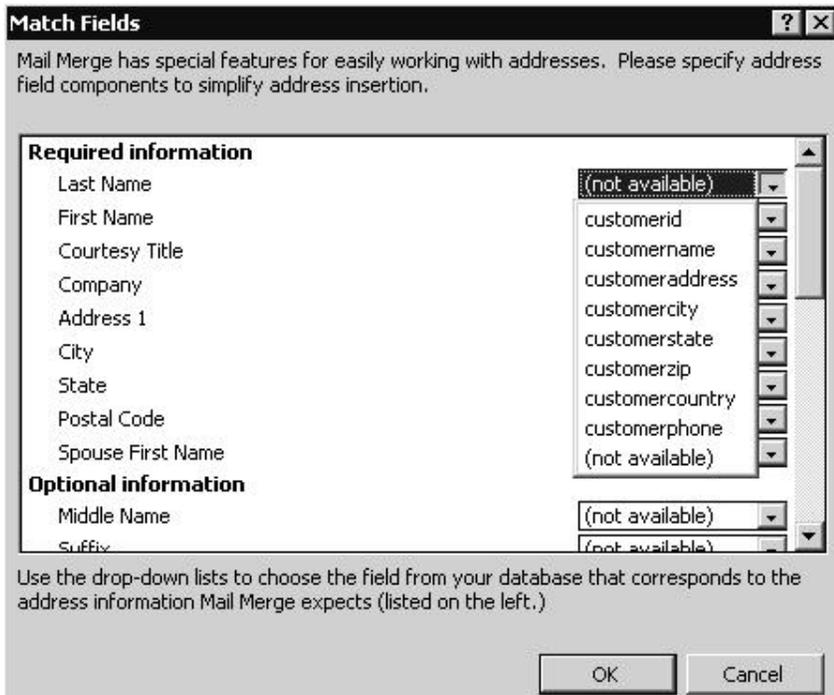


9. Back in Word XP, select Mail Merge Recipients. Click the Select All button or another selection of recipients of your letter. Click the OK button.

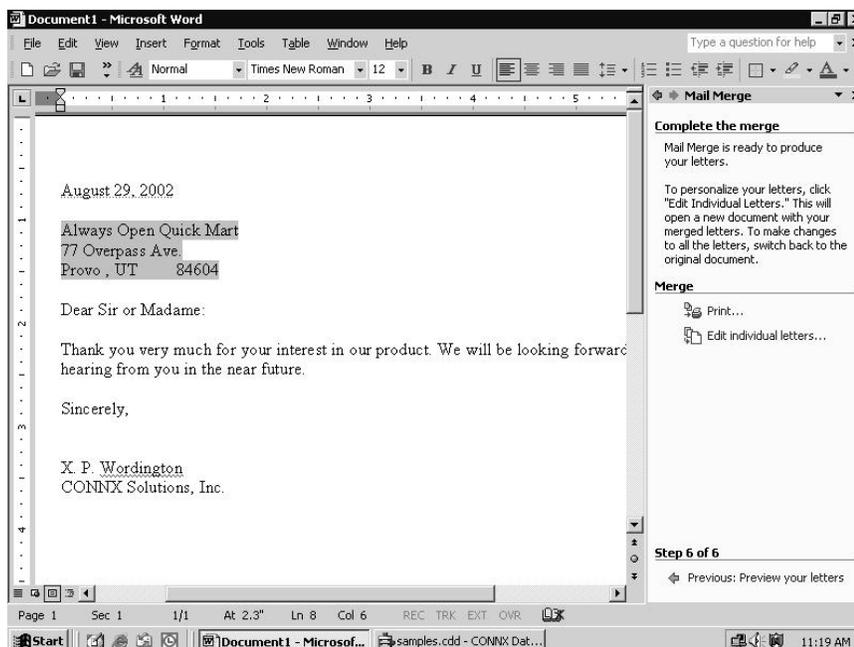


Page Three
Mail Merge in Windows XP

10. Click Next:Write Your Letter. Compose your letter and click File/Save.
11. Once your letter is complete, click Address Block in the Mail Merge pane and select the Match Fields button. Select the fields from the list boxes that you want to appear in the address block, and then click the OK button.



12. Click Complete the Merge and preview your letters under the Preview pane. Click Find a Recipient and move through the merged mail by using the arrow keys. You can edit the text of each address by selecting the label in each letter typing the corrections. Click File/Save once you've reviewed your labels.



13. Click Print to open the Word XP Print pane and select a printer. You can also choose Edit Individual Letters which opens a file containing the letter you select in the Merge in New Document dialog box. To return to the Mail Merge function, click Microsoft Word on the task bar.

