

Using the Many to One Facility

The Many to One Mail Merge Facility produces a single document that contains the data from multiple records in a data source that have a common or key field such as the Purchaser field in the data shown below.

	A	B	C	D
1	Item No	Description	Purchaser	Winning Bid
2	1	2 Strand Bamboo Coral Bib Necklace	Aaker David	\$75
3	2	30 Turquoise Nuggets 20 Inch Necklace	Aaker David	\$75
4	25	Day & Night Accessories	Abe Jane	\$65
5	56	Memories of Institute	Abe Jane	\$45
6	29	Flip Flop & Moonshine Gift Basket	Adkins Ashleigh	\$100
7	18	Coke Beach Basket	Anderson Tina	\$50
8	93	Three Book Set - Scarborough, Hannity, Carville - Signed	Arthur Jeremy	\$75
9	94	Three Bush Book Set - Signed by Author	Arthur Jeremy	\$75
10	98	Two Book Set - Bush & Barnes - Signed	Arthur Jeremy	\$50
11				

The facility is designed for use with a "Letter Type" mail merge main document that is attached to an Excel workbook data source.

The field names in your data source must contain only alphanumeric characters (No @, #, \$, %, &, (,), etc) and the field names must not start with a numeric character (0-9). Also make sure that there is not a space before the first letter of the field name.

The mail merge main document must have a table one row of which contains the "child" mail merge fields

Southeast Institute Silent Auction Winning Bidder Pickup Sheet

Winning Bidder –«Purchaser»

Payment Received by _____

Items Won

Item #	Description	Winning Bid
#«Item_No»	«Description»	«Winning_Bid»
	Total Due	\$0.00

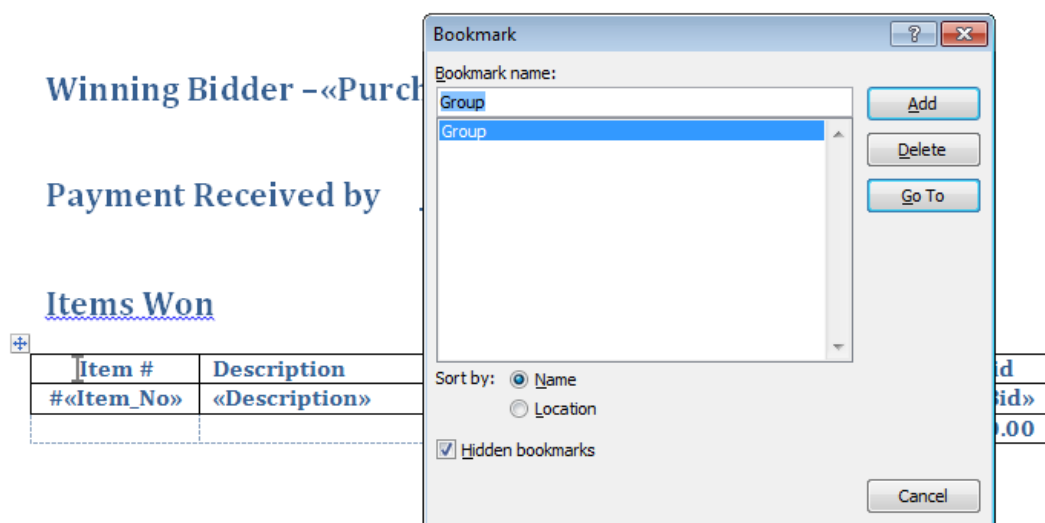
|

In addition to the row containing the "child" mail merge fields, the table can have a header row and a row to display totals of numeric or currency data in the child fields.

The facility is setup to have header and total rows by default, but if they are not required there is an option to use the facility without them.

To enable the facility to identify the table into which the child data is to be inserted, that table must have a bookmark named "group" inserted into it. Insert the bookmark into the first cell of the first row of the table.

Southeast Institute Silent Auction Winning Bidder Pickup Sheet



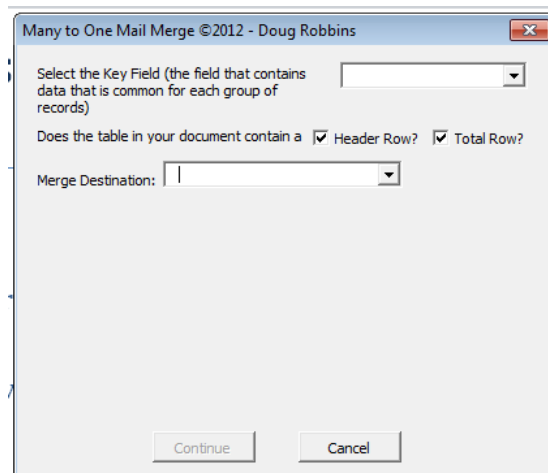
If you want to have a total row, in the cell(s) where the total(s) are to appear, you must insert { = Sum(Above) \# "\$,0.00" } formula(e) Use CTRL+F9 to insert the field delimiters { }

See the following website for more information on formatting merge fields with switches:

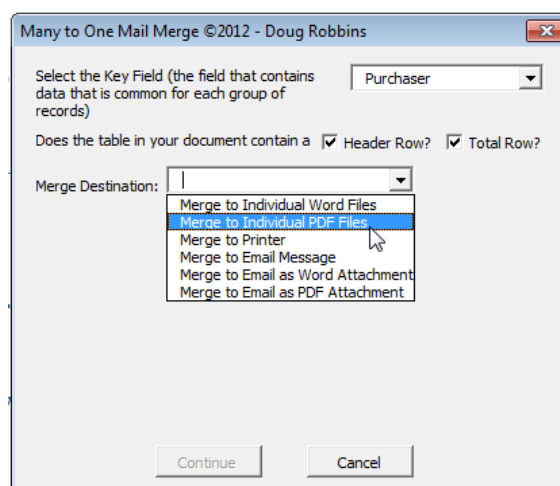
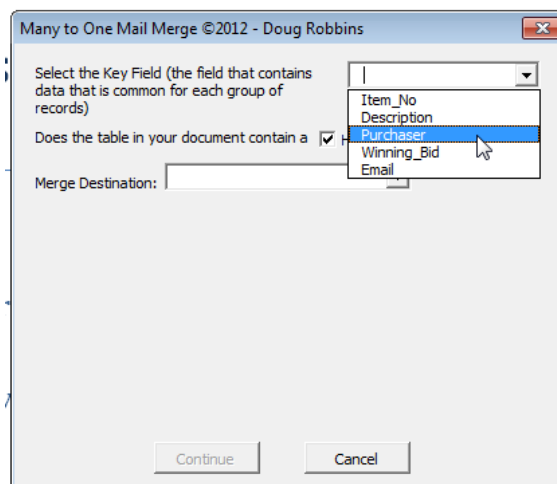
http://www.gmayor.com/formatting_word_fields.htm

With the mail merge main document, set up in this way, it must be saved and then to execute the merge, the Many To One button on the Merge Tools tab of the ribbon must be used.

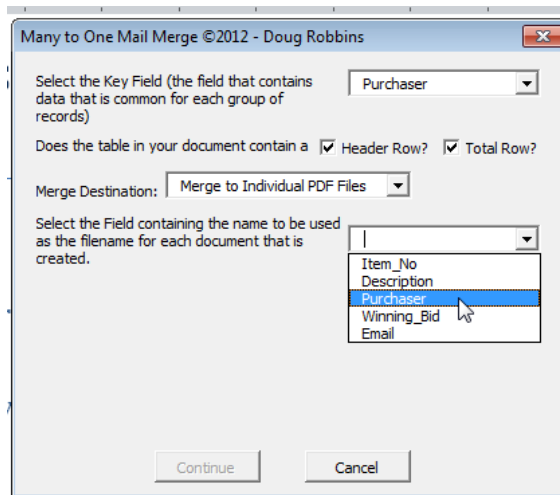
When the mouse is clicked on that button, the following dialog will appear:



Using the controls on this dialog, the Key field can be selected and the Merge Destination set

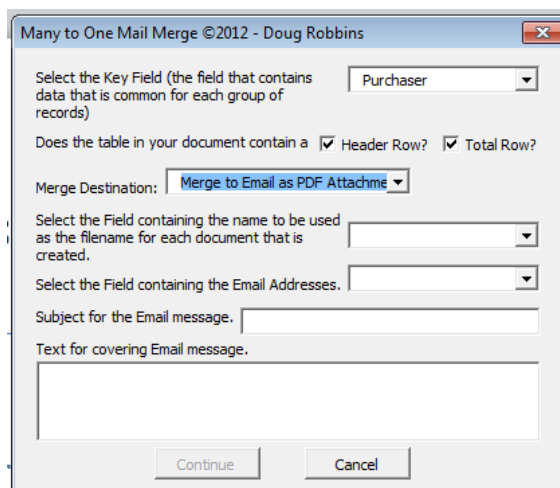


Then the merge field that contains the field name to be used for saving the documents must be selected.

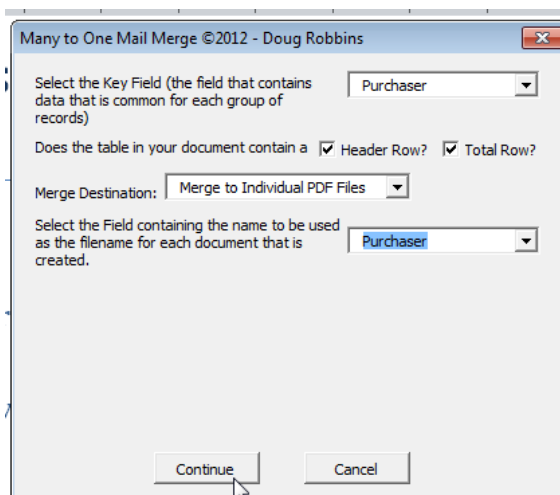


If either a Header Row or Total Row is not used in the child data table in the mail merge main document, the corresponding checkbox must be unchecked in this dialog.

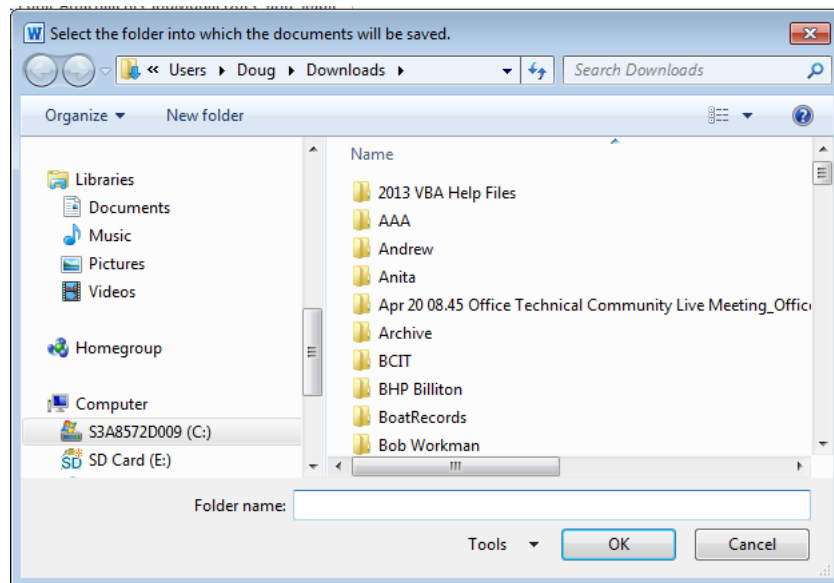
If the destination that is selected involves e-mailing the results, additional controls will be display for the purpose of selecting the field that contains the e-mail addresses and for entering the subject and text of the e-mail message.



Then when the Continue button is used,



a dialog will open to allow selection of the folder into which the documents will be saved



and after that has been done, the process will run to create documents such as that shown below:

Southeast Institute Silent Auction Winning Bidder Pickup Sheet

Winning Bidder -Arthur Jeremy

Payment Received by _____

Items Won

Item #	Description	Winning Bid
#93	Three Book Set - Scarborough, Hannity, Carville - Signed	\$75.00
#94	Three Bush Book Set - Signed by Author	\$75.00
#98	Two Book Set - Bush & Barnes - Signed	\$50.00
Total Due		\$200.00