template-filler example

The template-filler utility takes a template (a Word file) and a template (an Excel file), and fills out the template with data from the data file.

MailMerge fields in the template are replaced by the corresponding column in the data file. The data file should be an excel sheet, where the first row contains the field names.

# MailMerge fields

If you have problems creating fields in Word, right click on a ribbon, select ‘Customize the Ribbon…’ and create new ribbon group using the ‘New Group’ button on the right hand side. Then select show all commands, add ‘Field…’ to the new group.

* Insert field, select MergeField and set field name to ‘=fieldname’.
* Avoid white space in field names.
* Template field names that are missing in the data file are simply removed in the output files. Here is a field name ‘notincluded’ that is missing from the data file: «=notincluded».
* You can copy and paste MailMerge fields in the document.

**Formatting is preserved: «=First».**

## Fields can also be included in headings: «=Second».

# Formulas

Formulas in the data file are evaluated before being replaced in the template. Here is an example where the sum is calculated:

|  |  |  |  |
| --- | --- | --- | --- |
| Apples | Pears | Bananas | Fruits |
| «=Apples» | «=Pears» | «=Bananas» | «=Sum» |

# File names

One of the columns can be selected to be included as part of the file name of the generated files, otherwise a zero-padded counter is used. Note that in order to avoid problems with the file system, some characters are replaced with ‘\_’.

## Caveats

* File names are not checked for uniqueness.
* Existing files are overwritten without warning.