Generate All Letters:

In Find-O-Matic, search: REMAIL – Holiday

Select Holiday Fenway General

Run Query

Export to Split-O-Matic source folder

Split into Batches:

Save as CSV

Open Split-O-Matic

Set source and destination files

Run Split-O-Matic @ 500 lines per file

Run Acks (repeat for each split file):

Open split file, copy Gift IDs

Find-O-Matic: REMAIL – Holiday

Select Holiday Post-Split

Remove Gift ID One Of: field.

Add Gift ID one of: field

Copy Gift IDs from split file, paste in here (click first row, click down arrow by scroll bar, ctrl+v)

Save query

Run FY16 = Fenway =HOLIDAY General Acknowledgments

First do merge, save query, do not ack.

Save file in: C:\Shared\Acknowledgements\Merges\Gen Ack

Name: FY16 = Fenway = HOLIDAY General Acknowlegements <sequence #>.DOCX

Save query in: Acknowledgement Letters

Name: FY16 - HOLIDAY General Acknowlegements <date> <sequence #>

Then run export, save query, mark acked

Save file in: C:\Shared\Acknowledgements\Merges\Gen Ack

Name: Gen Acks EXPORT\_HOLIDAY <date> <sequence #>

Mark as acknowledged

Post process as normal.