

USING WORDPERFECT'S MERGE TO CREATE MAILING LABELS FROM A QUATTRO PRO SPREADSHEET FILE

Click on a Step to move to the next Step

STEP 1: Create or use a Quattro Pro or Excel File.

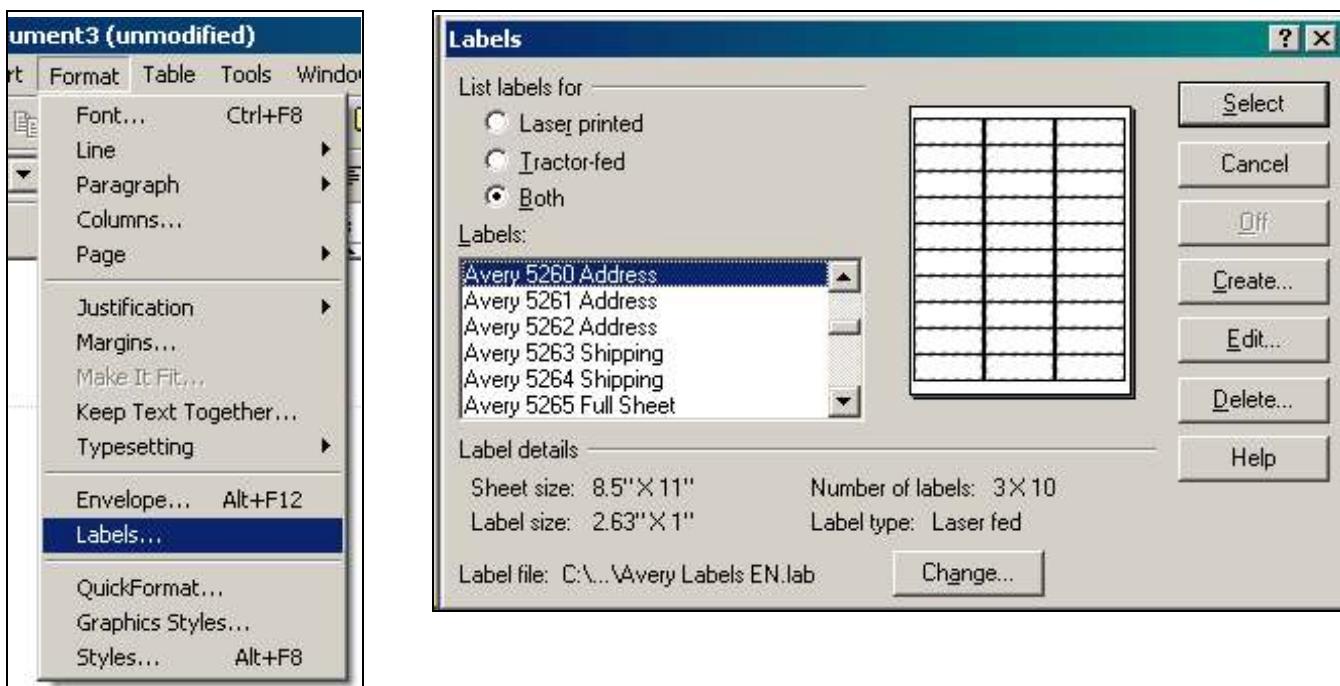
The first row must be filled with "names", e.g., "First", "Last", "A1", "A2", "City", "State", "Zip". Here's an example:

	A	B	C	D	E	F	G	H	I
1	OBA	Last	First	Middle	A1	A2	City	St	Zip
2	3024	Ford	Jon	R.	1625 W Garriott Rd Ste G		Enid	OK	73703
3	4123	Henson	Virginia	Dee	P.O. Box 1206		Norman	OK	73070-1206
4	5532	Loudenback	Douglas	Carrol	Park Harvey Center, STE 500	200 N Harvey	Oklahoma City	OK	73102
5	10560	Tucker	Philip	James	P.O. Box 601		Edmond	OK	73083
6	17072	Jones	Keith	Allen	1861 E 15th St		Tulsa	OK	74104-4610
7	17264	Tucker	Noel	Kristine	P.O. Box 601		Edmond	OK	73083
8									

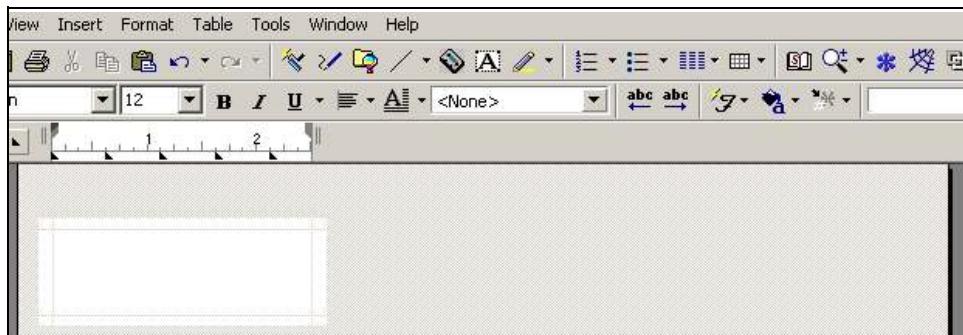
If you've already created a Merge Form File (*.FRM) like that described in this paper (you've already associated the (*.FRM file with the Quattro Pro file), [go to Step 4](#).

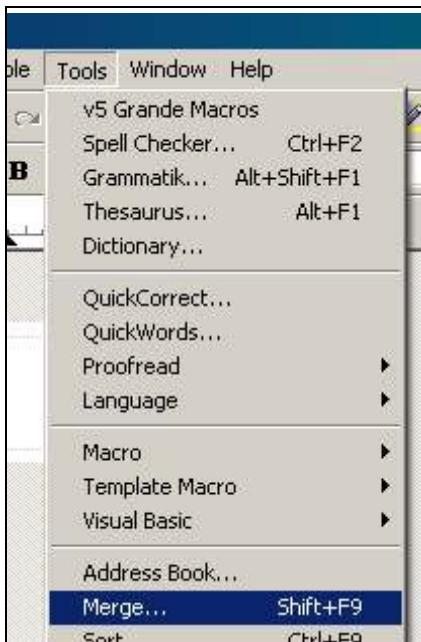
STEP 2: Create a WordPerfect Merge Form File Using Labels. [Back a step](#)

If you have already created a Merge Form File like that described here, [go to Step 3](#). Otherwise, do the following to create a Merge Form File using Avery Labels: First, open a Labels form conforming to what you want, e.g., Avery 5260 by using Menu item Format|Labels... which opens the Labels dialog. Find the label form you intend to use in the Labels list and then click the Select button.



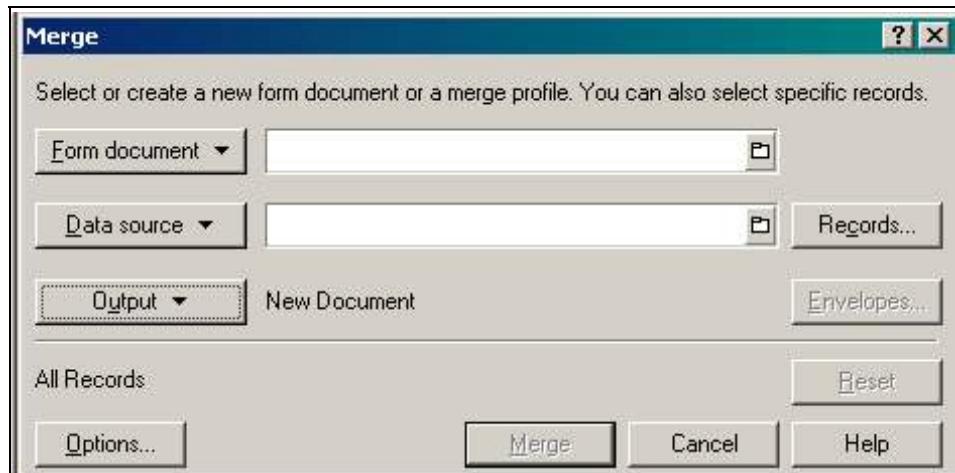
Your screen will then look kind of like this clipped view – a single blank label will appear in the document.



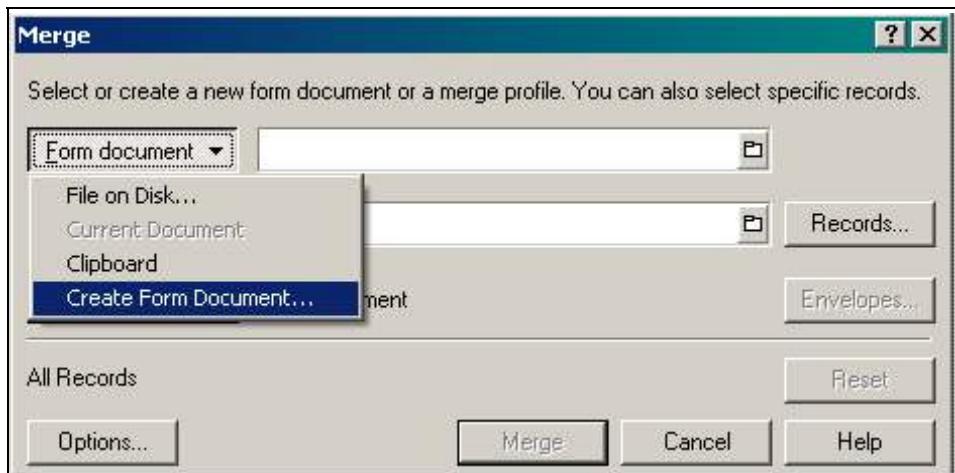


Select Tools|Merge... (left) which opens the Merge dialog (below).

The Merge dialog opens and will remain open for a while. Notice the buttons ... Form document, Data source, Output and Options... you will want to use each button, and it's probably best to use them from top to bottom.



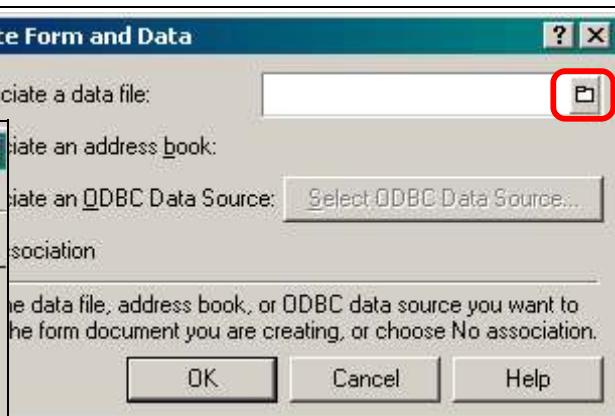
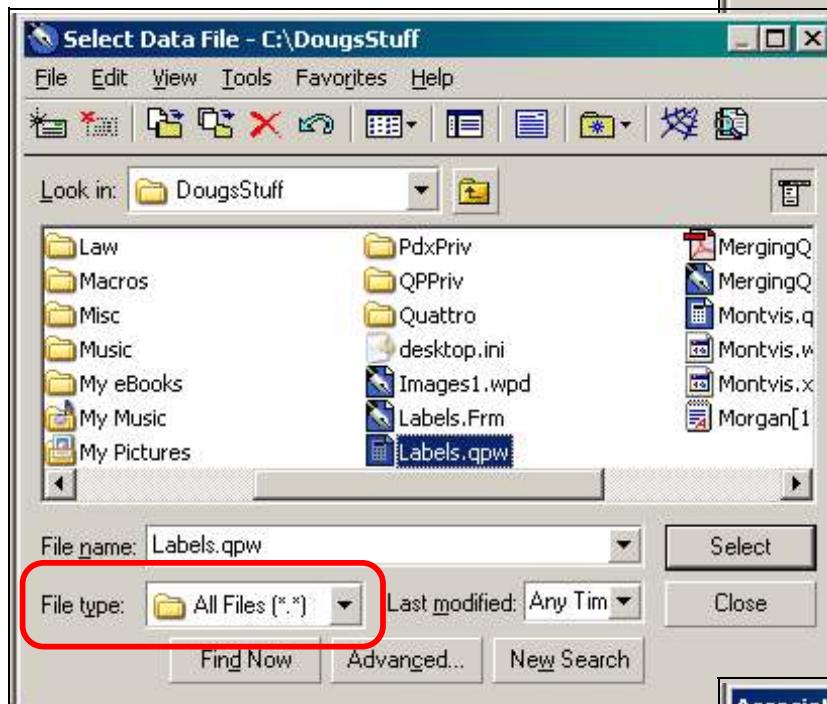
In the Merge dialog, click the Form document button and select Create Form Document from the drop-down list:



A small dialog, Data File Source, will pop up on top of the Merge dialog. Click the Use file in active window radio button.

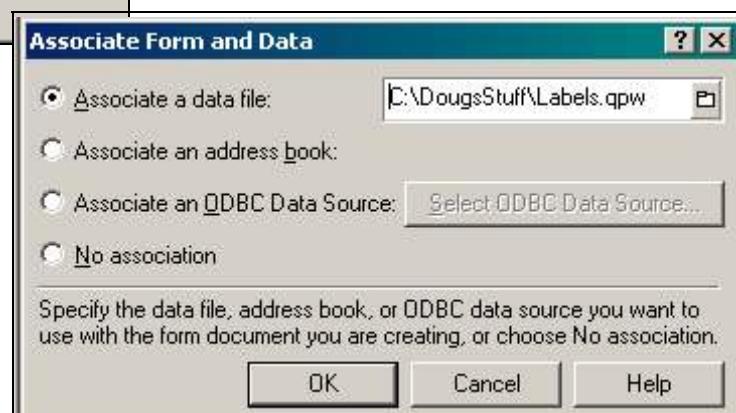


Click the Associate a data file radio button and then click the small file folder at the end of the edit box. That will open a Select Data File dialog like the one below:

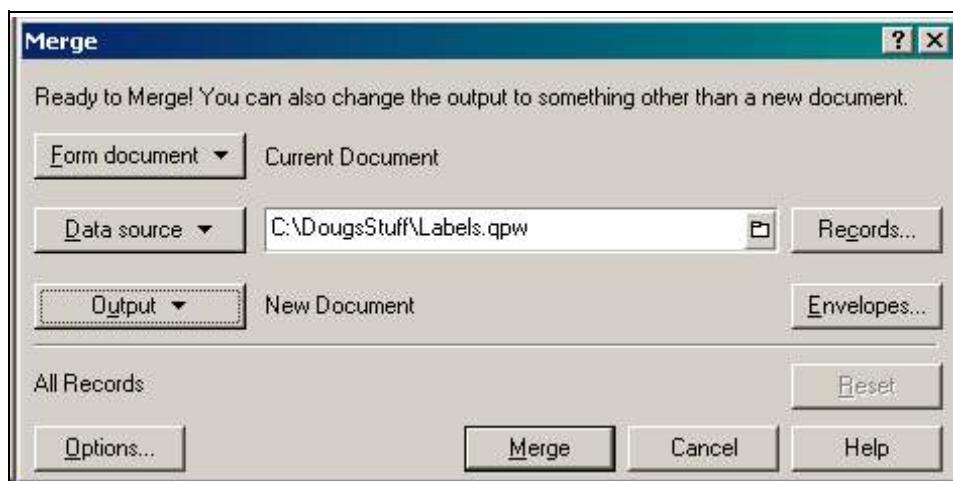


The "File type" will default to default merge data file extensions. Click the triangle in the File Type box to select "All Files". If you don't, files with a *.QPW or other Quattro Pro file extensions will not appear in the list of files.

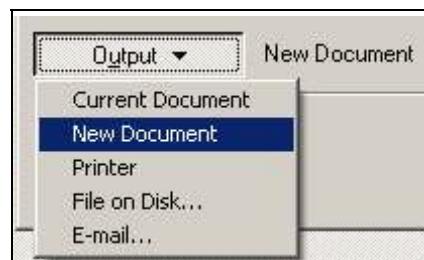
Select the Quattro Pro file you want to use for the data file and click the select button. Your Associate Form and Data file then looks like the one below. Click the OK button.



The Merge dialog will then look like the one below:

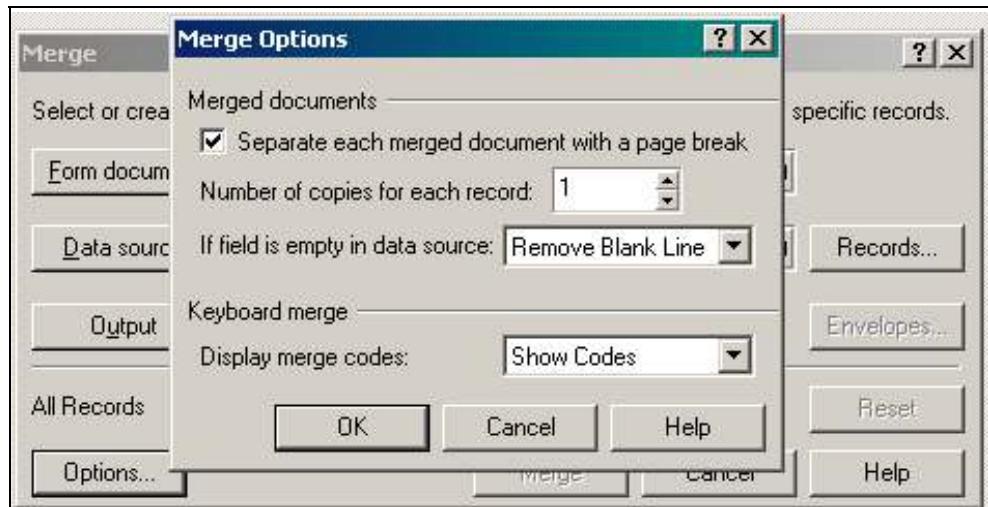


Be sure that the text after the Output button reads, "New Document". If it doesn't click the Output button and select New Document from the drop-down list:



Check Merge Options. Just to be sure that the defaults are set properly, click the Options button.

The Merge Options dialog opens. Be sure that the "Separate each..." check-box is "checked" and be sure that the "If field is empty..." item in the drop-down list, "Remove Blank Line" is selected. Then Click the OK button.



You are presently done with the Merge dialog, and, though you can leave it open if you want to before doing Step 3, it's really just in the way. So, click the "X" or "Cancel" button in the Merge dialog to make it go away. Your existing settings will not be lost if you do.

Mainly, now, we'll be working with the Merge Toolbar in Step 3. The Merge Toolbar looks like this:

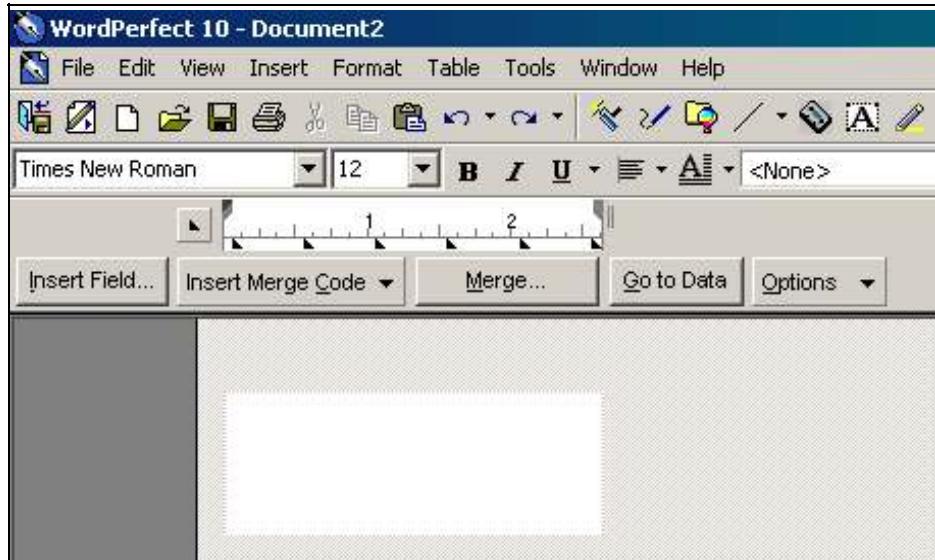
You can set tabs for the labels in the Tab box. You can insert fields in the form you are creating with the Insert Field... button. Unless you're doing something beyond the scope of this paper, you won't be using the Insert Merge Code, Go to Data, or Options buttons. You can play with them to see what they do without any harm done. The Merge... button reopens the Merge dialog we've been working with, and in which a Merge button (without an ellipsis) is clicked to actually perform a merge. You are now ready for Step 3

STEP 3: Make the Merge Form Entries. [Back a step](#)

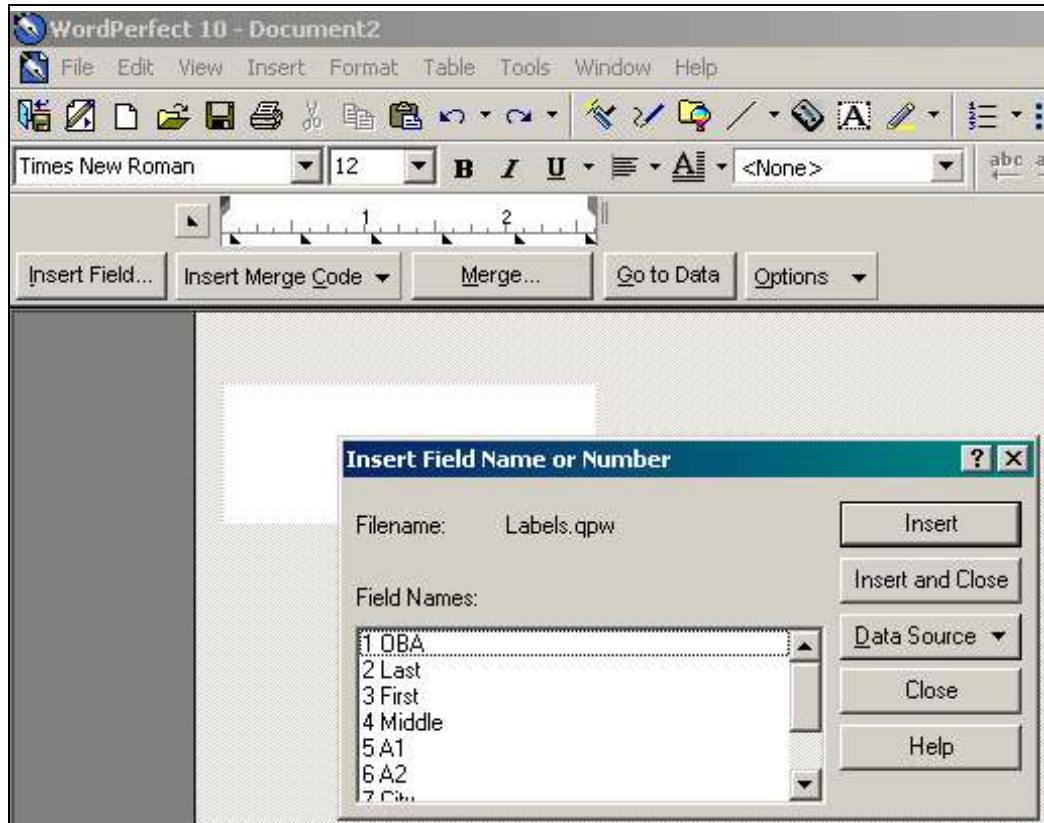
I've closed the Merge dialog and will be using the Merge Toolbar at the top of the document window, discussed above.

Initially, the document looks like this – like it did before, but with the Merge Toolbar present.

In this step, we will be adding "Fields", punctuation and Hard Returns for use in the final Merge Form.



Click the Insert Field... button and the list of "Fields" appears – they are the text items which are in the 1st row of the Quattro Pro spreadsheet.



Note that **Field(3)** has been inserted in the Avery Label form.

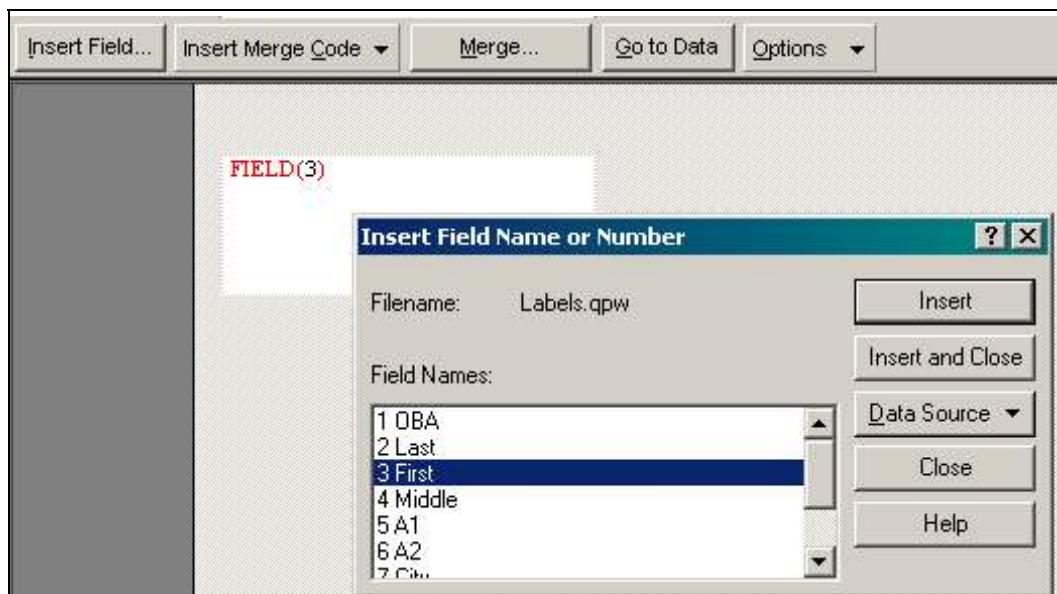
You can leave the Insert Field Name or Number dialog open and edit the label in the WordPerfect document during this process. Just click in the document to make it active, and click in the Insert Field Name or Number dialog to make it active.

Here, though you can't see it, I've added a space in the form after **Field(3)** and then I'll Insert another field, Middle, type another space, insert the Last field and type a Hard Return at the end of that line, as is shown in the next picture.

That opens the Insert Field Name or Number dialog on top of the document. Notice that the spreadsheet's top row of text items are all listed (you can't see them all but using the dialog's scroll bar would make them appear) and that each column/ field has been assigned a number.

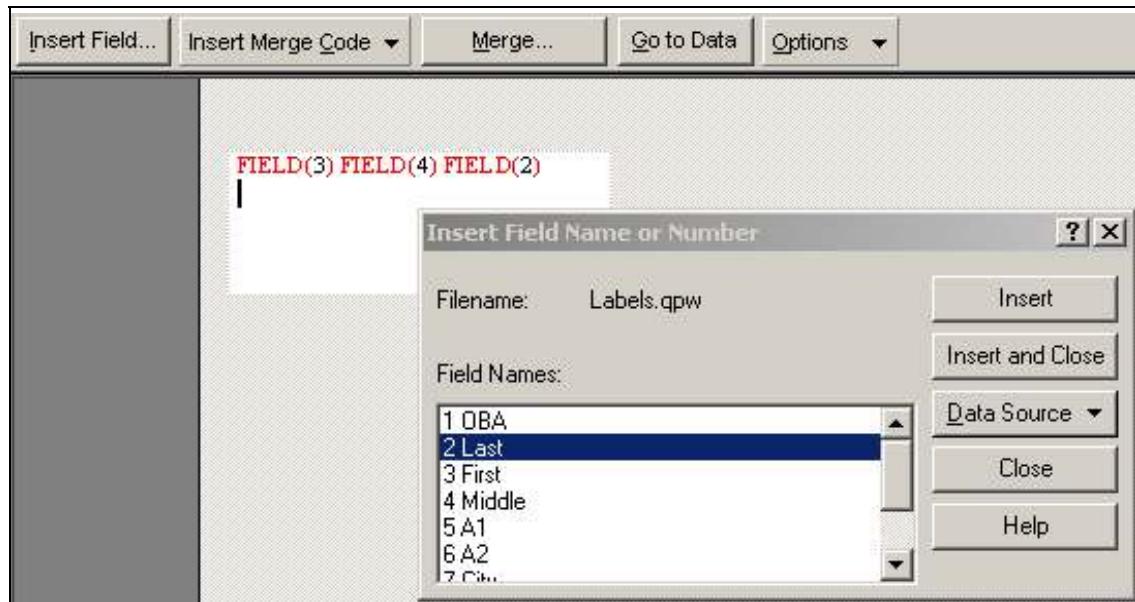
To insert a Field, select the field in this dialog and click the Insert button.

Here, I'll insert the "First" field I want to use, that being the person's first name – in this example, the 3rd Field.



Get it? Notice that the insertion point is on the label's second line, which tells you I inserted a Hard Return at the end of that line.

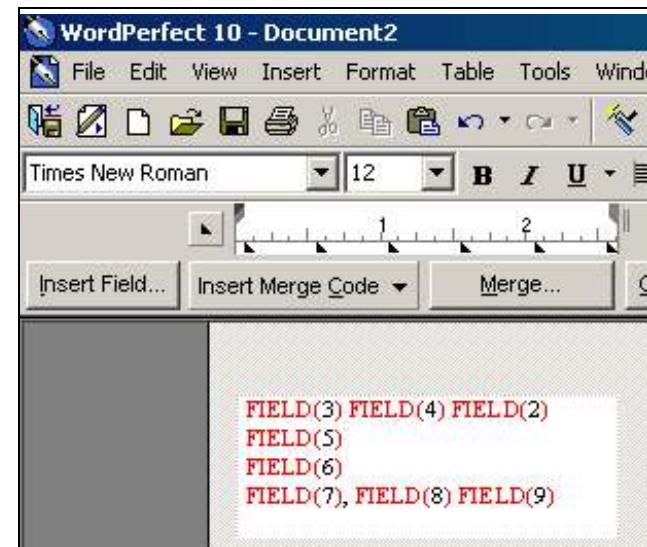
Simply continue this process until you have all Fields that you want to use inserted in the form, together with any punctuation, spaces, hard returns, or whatever (e.g., font changes) you want to be included in the Merge Form that you are presently creating.



This cutout picture shows all Fields inserted, etc., that I intend to use right now and, as well, I have clicked the Close button in the Insert Field Name or Number dialog. Note that I have NOT inserted a Hard Return following Field(9) since the Merge Options are already set to do that – see [Merge Options](#), above.

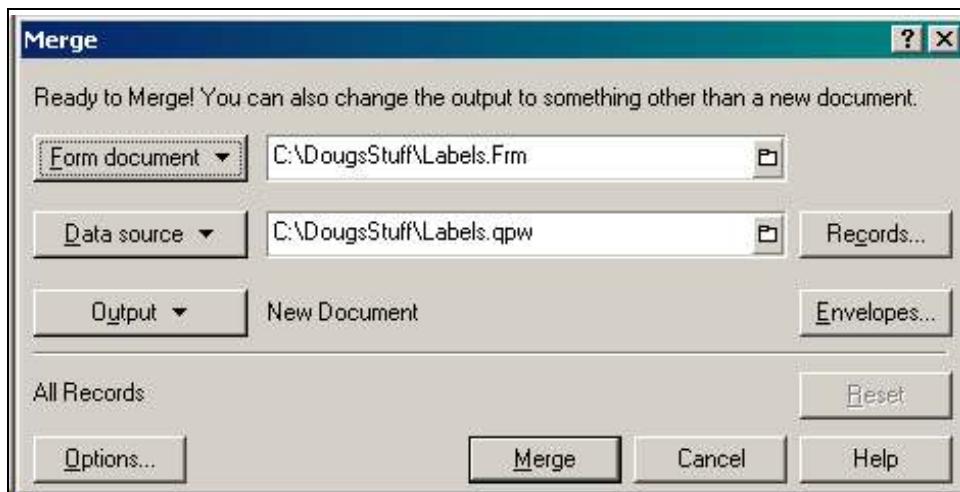
If you are satisfied with your form, you could save it now (as you could have done earlier, as you go). If you intend to use the Merge Form as a file to use (or edit) again, you should save it sooner or later. In the future, this Merge Form file will automatically be associated with the Quattro Pro file you've identified so you won't have to go through this process again.

I've saved the file as Labels.Frm. "*.FRM" is the default WordPerfect Merge Form File extension. Saving the file allows you to use it later (and the association you've created with the Quattro Pro file) without doing any of this again.



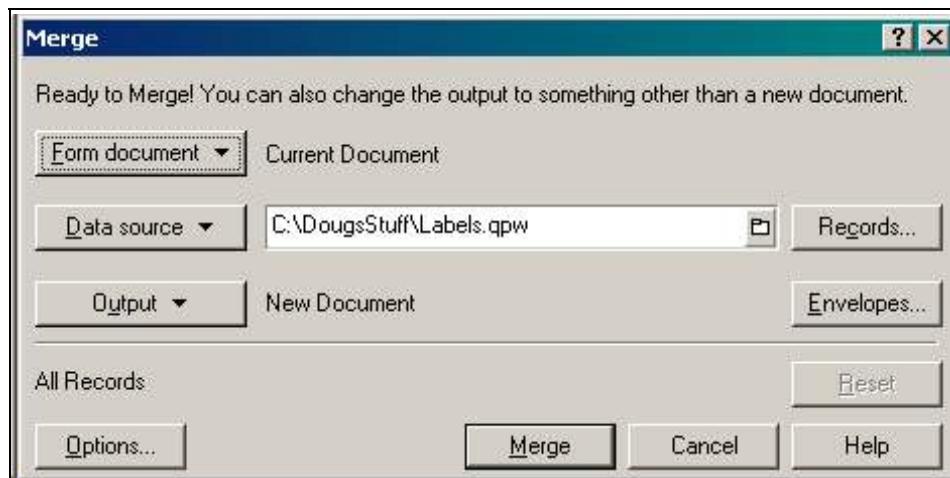
STEP 4: Doing The Merge. [Back a step](#)

If you're not continuing from [Step 2](#) or [Step 3](#) and have already created the *.FRM file described in Step 3, then select Tools|Merge... from the Menu. Identify/select the Form document, the data source document ... check on Options..., discussed above. Your Merge dialog should look something like this:

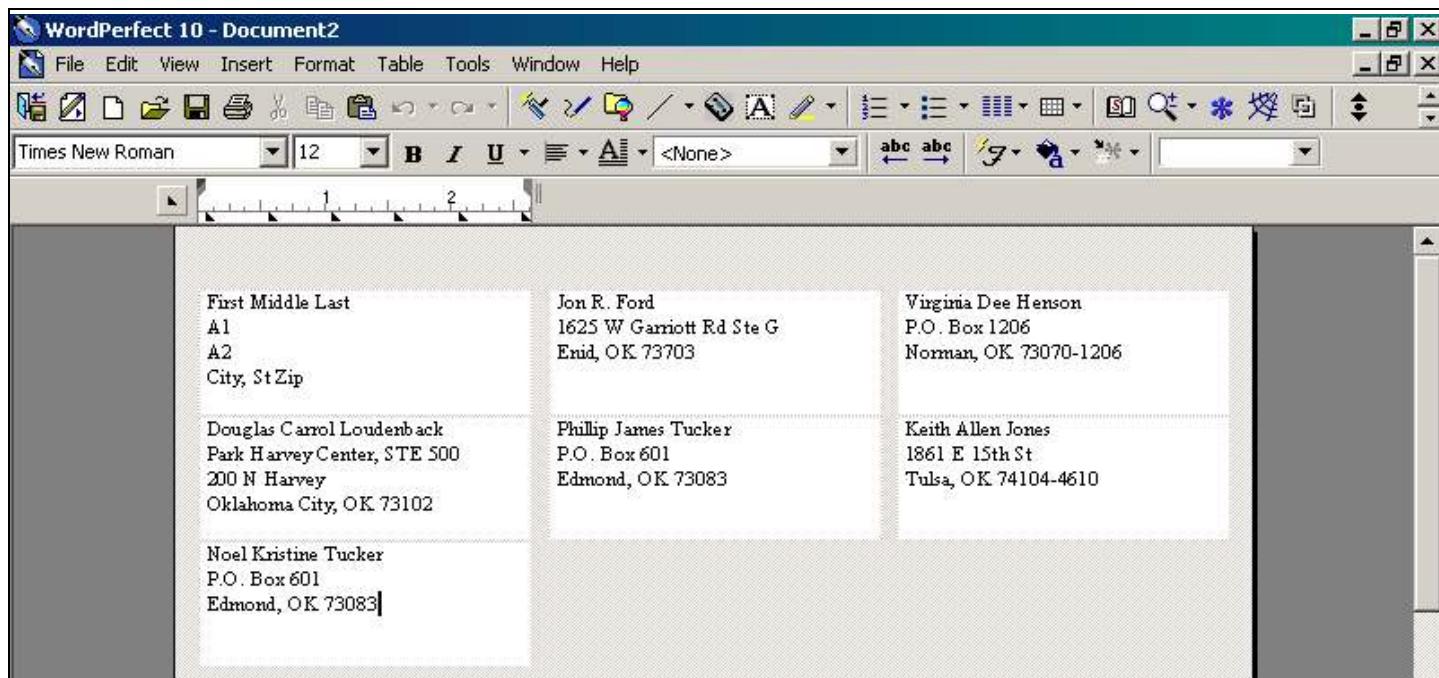


If you ARE continuing here from [Step 3](#), and IF you have not yet saved the *.FRM file you've been making in Step 3, the dialog will look more like this:

If you have already saved the *.FRM file, the filename will appear instead of "Current Document" for the Form Document.



Either way, just click the Merge button. Doing so "does" the merge. A new document is created merging the *.FRM file (or Current Document if you've not yet saved the *.FRM file) and the Quattro Pro spreadsheet file. A cutaway portion of the new WordPerfect document looks like this:



The very 1st label could have been screened out using the "Records" button in the Merge dialog. I just elected not to do (or show) that in this explanation.

Note that Field "A2" is shown in only 1 above label since the [Merge Options](#) were set to exclude blank lines.

You could save THIS file (i.e., after the merge) if you wanted, but no need really exists to do unless you're planning on using it very soon – if you do, save it as a regular "*.WPD" document, not as the *.FRM file itself.

This new document may be printed like any other – of course, you will need to have the correct Avery Labels sheets in your printer instead of regular paper (unless you just want to print a test page).

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