# CONNX 8.9
Quick Reference Card
Using Microsoft Word Mail Merge
to Create Mailing Lists
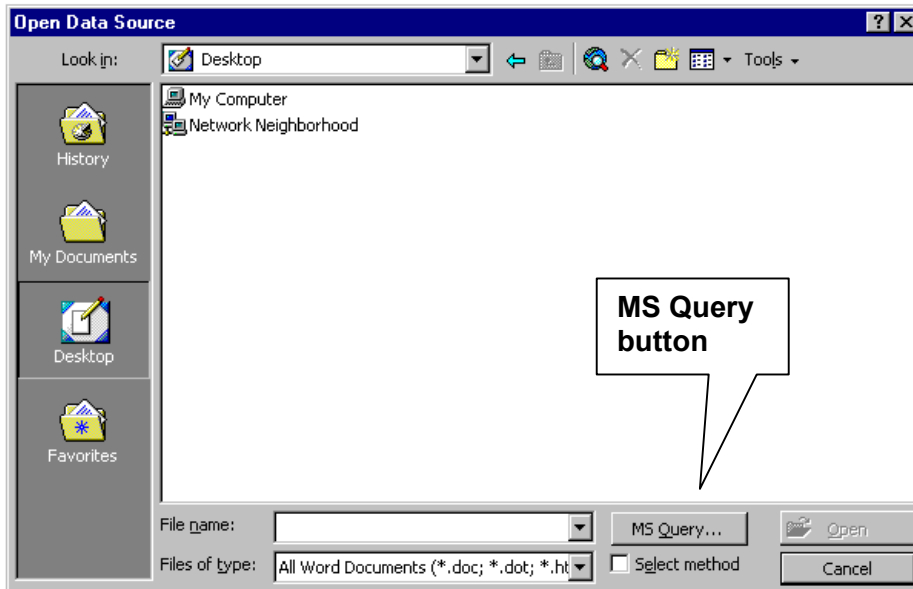## Using CONNX Data Sources

If you have Microsoft Word, you can create mailing lists using the information you have stored in CONNX data sources, including tables and views from any of the list of CONNX-compatible database types.

**To create a mailing list using Microsoft Word and CONNX**

1. Open a new document in Microsoft Word. (We used Microsoft Word 2000.) This document can be saved and used as a template for future mailing lists. Select **Mail Merge** on the **Tools** menu.

2. Select **Create** under **Main Document** in the **Mail Merge Helper** dialog box. Select **Mailing Labels,** and then click **New Main Document.**

3. Click the **Get Data** button under **Data Source** in the **Mail Merge Helper** dialog box, and then click the **Open Data Source** button.
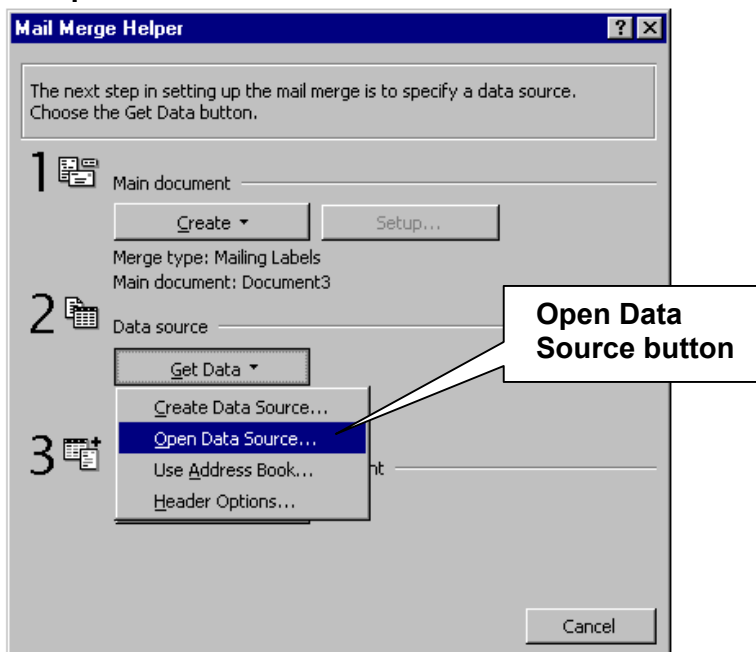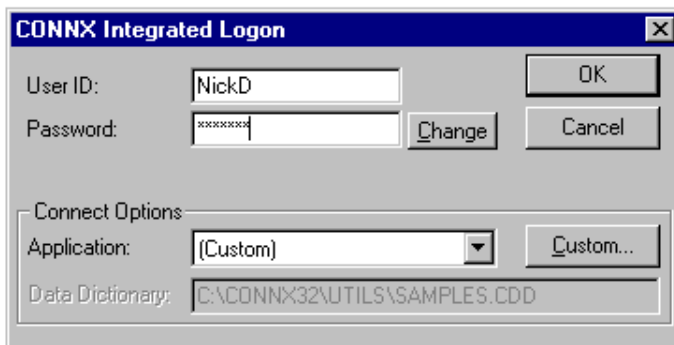
4. The **Open Data Source** window appears. Click the **MS Query** button. (In Microsoft Word 97, the MS Query button is on the right side of the window.)


5. Select a data source in the **Choose Data Source** dialog box, and then click the **OK** button.
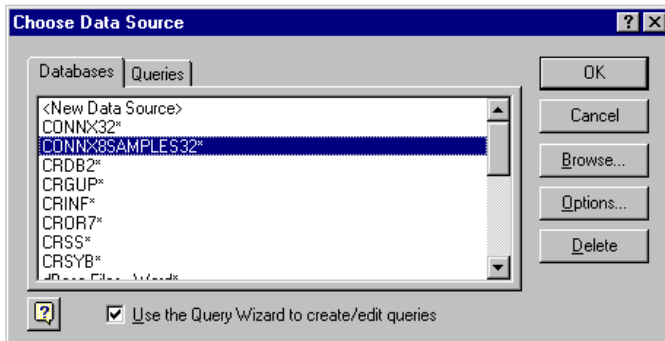

6. Log into CONNX using your CONNX user name and password, and then click the **OK** button.

7. Select a table in the **Query Wizard – Choose Columns** dialog box. Click the **Expand (+)** button to view the list of available columns (fields). Select the columns you want to include in your mailing list, and then click the **Add (>)** button to add the columns to your query.
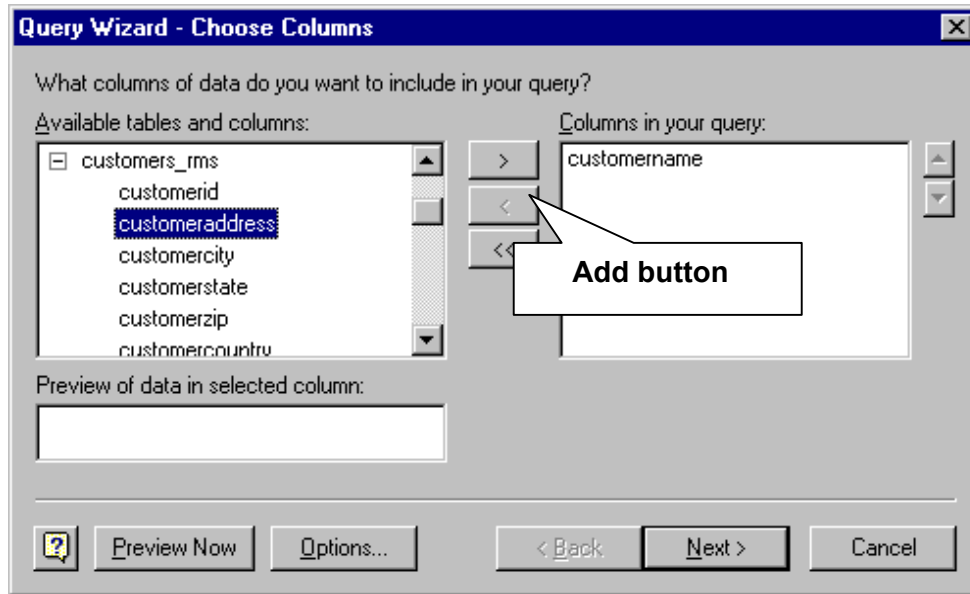

8. Click the **Next** buttons in the **Query Wizard – Filter Data** and **Query Wizard – Sort Order** dialog boxes. You may want to sort by Zip Code if you are preparing a bulk mailing. To do so, click the down arrow in the **Sort By** list box, and then select **customerzip** from the list.
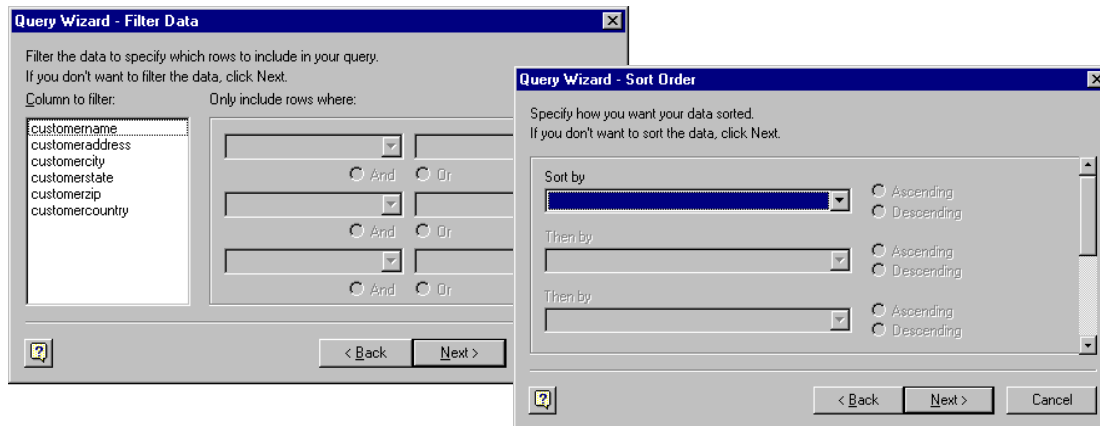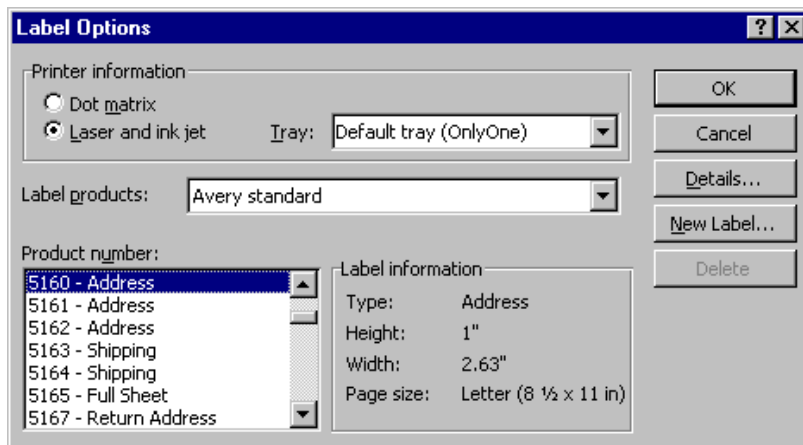
9. Select **Return Data to Microsoft Word,** and then click the **Finish** button in the **Query Wizard –
Finish** dialog box.


10. Click the **Set Up Main Document** button.
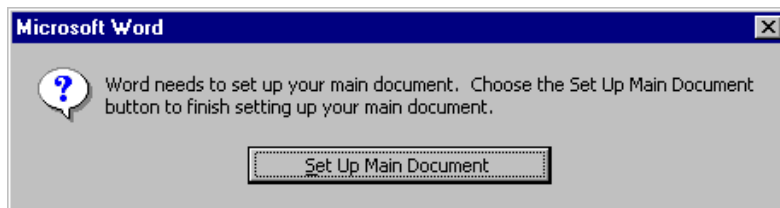
11. Select the printer type, label type, and label size in the **Label Options** dialog box. You can select
from a wide range of options.

12. Click the **Insert Merge Field** button in the **Create Labels** dialog box. The fields you select appear in the text box. Insert paragraph returns, commas, and spaces as you would like them to appear on your labels.
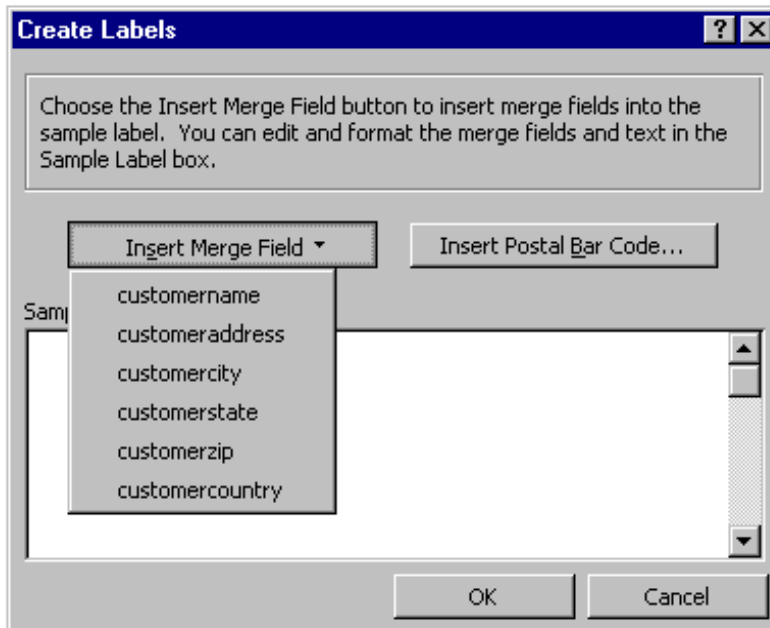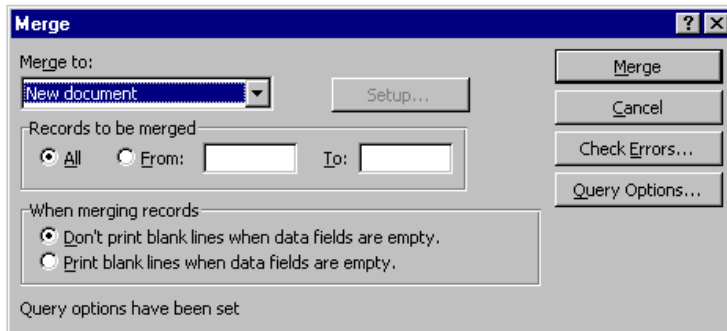

13. Click the **Merge** button in the **Mail Merge Helper** dialog box.
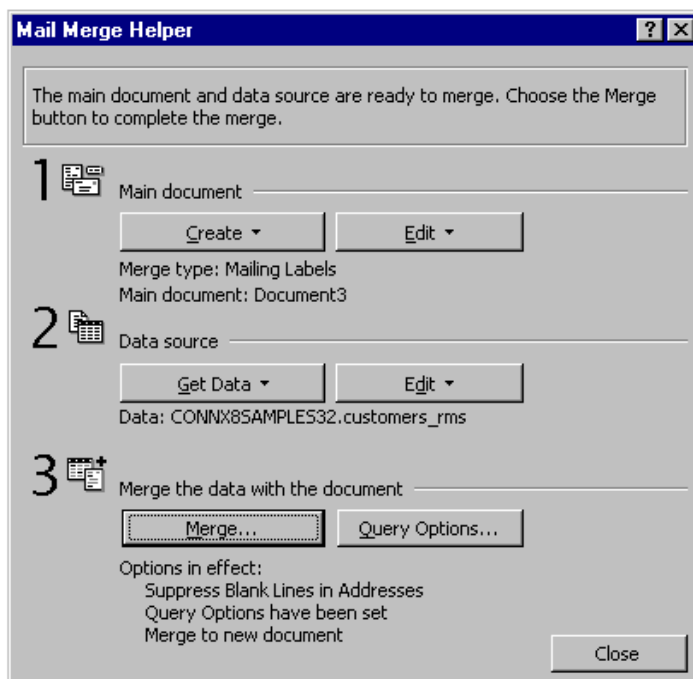
14. Select **New Document** in the **Merge To:** text box. Select the number of records to merge, and then choose whether blank lines should be used to replace empty fields. Click the **Merge** button.

15. Your document is complete and ready to print.