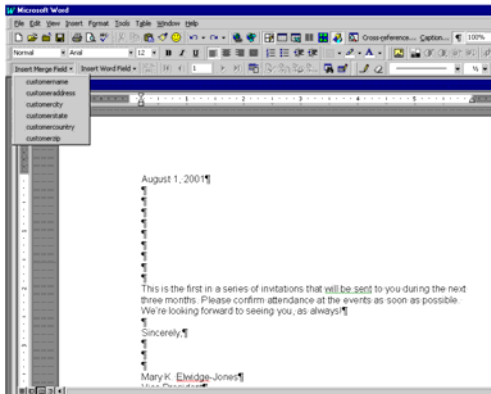
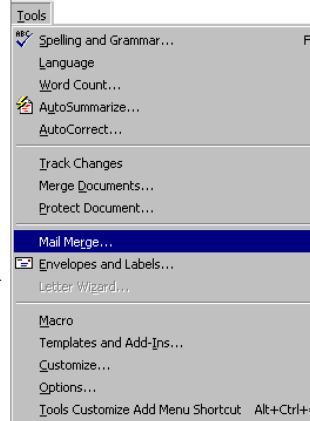


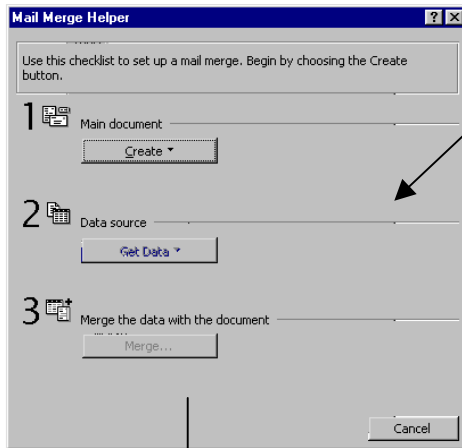
1. Create a form letter in Microsoft Word. Merge fields are defined and inserted later.



2. Leave the document open, and select **Mail Merge** on the **Tools** menu in Microsoft Word.

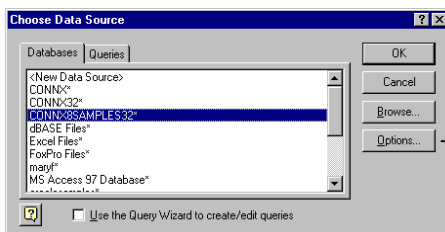


3. Select **Create** under **Main Document** in the **Mail Merge Helper** dialog box. Select **Form Letters**, and then click the **Active Window** button.

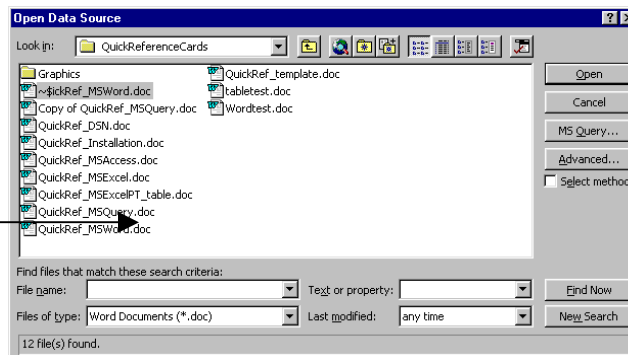


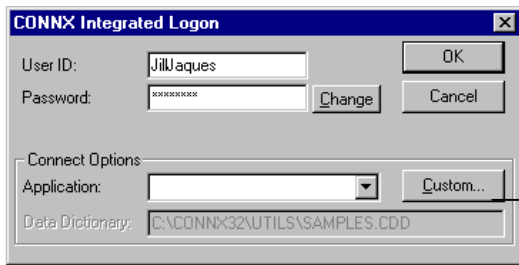
Click the **Get Data** button under **Data Source**, and then click the **Open Data Source** button.

4. The Microsoft Query window is displayed with the **Choose Data Source** dialog box. Select a data source, and then click the **OK** button.

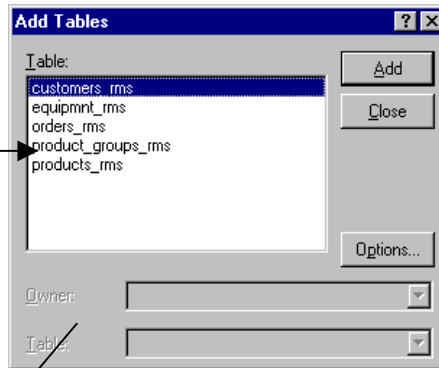


5. Click the **MSQuery** button in the **Open Data Source** dialog box.

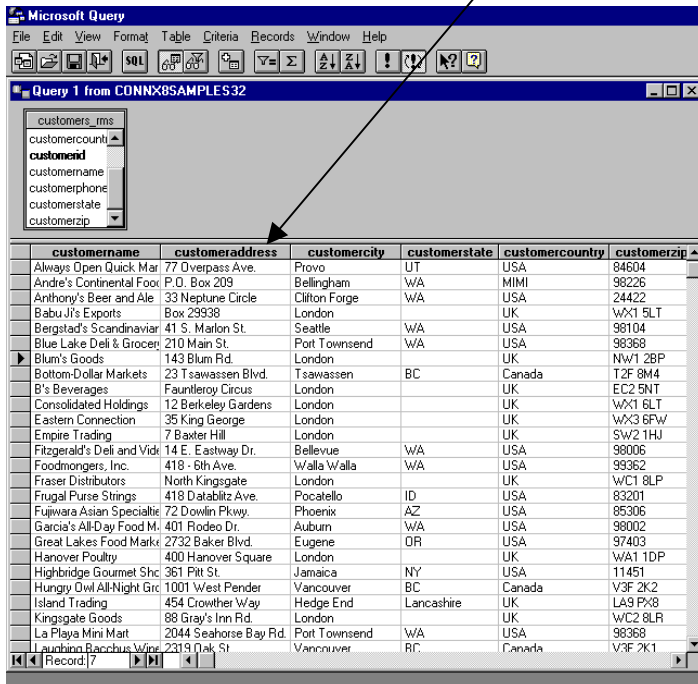




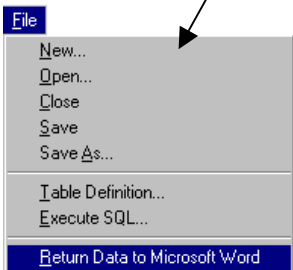
6. Log on to CONNX, using a valid user name and password for the selected data source.



7. Select a data source table in the **Add Tables** dialog box, and then click the **Add** button. When finished, click the **Close** button.

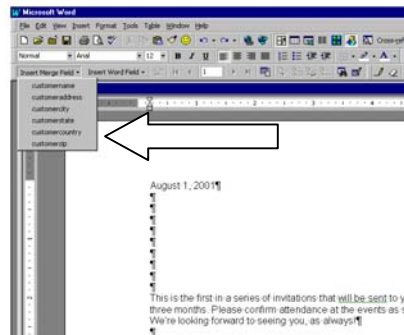


8. Double-click field names in the field list of the selected table or tables to create merge field names and view the table results for your document.



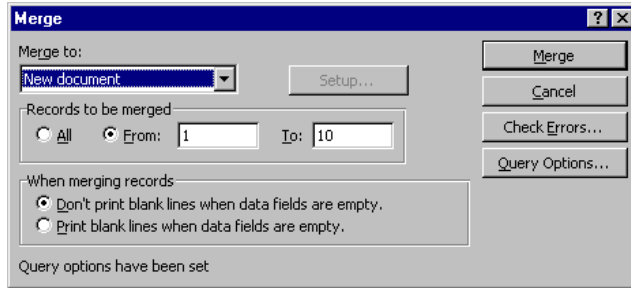
9. Select **Return Data to Microsoft Word** on the **File** menu in Microsoft Query.

Click the **Edit Main Document** button in the **Mail Merge Helper** dialog box. You may now add merge fields to your Microsoft Word form letter.



10. Place the cursor in the correct location within the form letter, and then click the **Insert Merge Fields** button. Select a merge field from the list box.

11. When complete, return to the **Mail Merge Helper**, and click the **Merge** button. In the **Merge** dialog box, under **Records To Be Merged**, enter the number of records to merge. Click the **Merge** button.



12. The final document should resemble the following example:

