



Phew! But don't be discouraged... we won't have to do this every time we need to print a document. You will, however, have to do this once for each new document. The system will automatically remember where the data source is, and update it when you select different files in GenX2005.

**Please Note:**

When selecting fields for the merge, the following are the representative values for the fields selected. If you simply select "Type of Property", for example, and place it on your document a "1" will appear if it's a single property, a "2" if it's multi-family, etc.. This is probably not what you want.

In order to have your document print out "Single Family", etc., you will need to instead click the "Insert Word Field €" button. Then choose the "If...then...else" option from the pull down menu.

Using this example, you would select "Type\_of\_Property" in the drop down under "Field name". You would leave "equal to" in the "comparison" section and put a "1" under "compare to". Where it says "Insert this text", you would type in "Single Family". Now every time a "1" appears in the "Type of Property" field, it will print out "Single Family" instead. This procedure would have to be followed for each designation under "Type\_of\_Property".

<u>Type of Property</u>	<u>Type of Buyer/Seller</u>
1 = Single Family	1 = Individuals
2 = Multi-Family	2 = Corporation
3 = Condominium	3 = Estate
4 = Planned Unit	4 = Trust
	5 = Partnership
	6 = Other

**Viewing a Sample Merge File:**

To view a sample merge file, follow the procedure "Create A Merge File" in GenX. Then open your Word® application (we'll stick with our Word® 2002 example), go to "File", and click "Open". In the "Open" window that appears, you should browse your C: drive to the "GenXMerge" folder. Click on the "Homestead Example.doc".

By toggling back and forth between with (ALT + F9) and  $\llcorner\llcorner\llcorner$  you can see how we've formatted currency, dates, phone numbers and connective symbols.

**Using the Word® Merge Document You've Created:**

When you want to open a merge document you've created, first go to "Create A Merge File" in GenX and enter your file numbers.

Open the Word® document and click on the "Merge to Printer" icon on the Mail Merge toolbar. Chose "All" in the "Merge to Printer" dialog box that pops up. This will select all the files you selected during the "Create a Merge File" procedure. Click "OK" on the print dialog box that appears. Your documents will print out. Good luck!