

Mail Merge a Microsoft Access Query with a Word Document

The following example opens a Word document called C:\MyMerge.doc and runs a mail merge by using the Customers table in the Microsoft Access sample database Northwind.mdb as its data source. The following sample code assumes that the main document for the merge, C:\MyMerge.doc, already exists.

1. Start Microsoft Access and open any database, or create a new one.
2. Create a module and type the following procedure:

```
Function MergeIt() Dim objWord As Word.Document Set objWord =
GetObject("C:\MyMerge.doc", "Word.Document") ' Make Word visible.
objWord.Application.Visible = True ' Set the mail merge data source
as the Northwind database. objWord.MailMerge.OpenDataSource _
Name:="C:\Program Files\Microsoft " &
"Office\Office\Samples\Northwind.mdb", _ LinkToSource:=True, _
Connection:="TABLE Customers", _ SQLStatement:="SELECT * FROM
[Customers]" ' Execute the mail merge. objWord.MailMerge.Execute End
Function
```

NOTE: If you want to print the merged document, delete the **Execute** statement above and add the following four lines of code above the **End Function** statement:

```
objWord.MailMerge.Destination = wdSendToNewDocument
objWord.MailMerge.Execute 'The following line must follow the Execute
statement because the 'PrintBackground property is available only
when a document window is 'active. Without this line of code, the
function will end before Word 'can print the merged document.
objWord.Application.Options.PrintBackground = False
objWord.Application.ActiveDocument.PrintOut
```

3. With the module still open in Design view, click **References** on the **Tools** menu. Add the Word 9 Object Library to the list of available references. If the Object Library is not on the list, click the **Browse** button and locate the file Msword9.olb.
4. To test this function, type the following line in the Immediate window, and then press ENTER:
?MergeIt()
An instance of Word opens, displays MyMerge.doc, and then merges it with the Customers table in the sample database Northwind.mdb.

At the location where you want the check boxes to appear, from the Insert menu in Word, select Symbols and select the Wingdings 1 [font](#) and insert the 168 symbol (an empty box) then the Wingdings 254 symbol (a box containing a tick mark). Then insert a space between the two symbols and then select them both and Press Ctrl+F9 so that they are enclosed inside field delimiters { }. Now, locate the selection after the opening { and type IF, then insert the mergefield that contains the -1 or the 0 values and after it type a space, then = -1 with a space after the minus one.

You should now have

```
{ IF <<mergefield>> = symbol symbol }
```

Press Alt+F9 a couple of times to hide the display of the field [codes](#) and then execute your merge. You may need to use Ctrl+A to select everything in the document that is created (assuming you execute the merge to a new document) then press F9 to update the field codes in the document.

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Hope this helps.

Please reply to the newsgroup unless you wish to avail yourself of my services on a paid consulting basis.

Doug Robbins - Word MVP

"Lesley" <Lesley@discussions.microsoft.com> wrote in message
news:07026BE1-343C-47F7-B7B1-D7DB840F478F@microsoft.com...[vbc=seagreen]

> Doug - thanks for your reply but I am not that computer literate. Not

> sure

> what you mean by using an If...then....else field. Not sure whether i

> would

> need to make changes in access or the actual word (mail merge doc). I

> would

> be grateful if you could explain further.

>

> This is a database i created a couple of years ago and have taught myself

> along the way. I work for a national charity and unfortunately I cannot

> subscribe to the MS assisted help option as there is a charge!!!!

>

> Any help would be gratefully received!

>

> Many thanks

> Lesley