Word Merge Differences – Office 2007

Path to Word

1. The first time you use Communications Management, e.g. PCB or DMP, after your PC is upgraded to Office 2007, you will be prompted with a dialog box asking for your path to Word.

2. Either navigate to the winword.exe, probably located at “C:\Program Files\Microsoft Office\Office12\WINWORD.EXE” or call the help desk for assistance.

Security Settings

1. You can allow Macros to run globally, to avoid having to allow Macro content each time you use PCB or DMP for letters.

   **WARNING:** When Macros are globally allowed, you must be careful with Word documents being opened from outside sources as these documents may present a security hazard.

2. Click the Office Button
3. Click the Word Options button, near the bottom right of this drop-down.
4. Click Trust Center
5. Click Trust Center Settings
6. Set up the Macro Settings as below:

```
<table>
<thead>
<tr>
<th>Macro Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>For macros in documents not in a trusted location:</td>
</tr>
<tr>
<td>☐ Disable all macros without notification</td>
</tr>
<tr>
<td>☐ Disable all macros with notification</td>
</tr>
<tr>
<td>☐ Disable all macros except digitally signed macros</td>
</tr>
<tr>
<td>☑ Enable all macros (not recommended; potentially dangerous code can run)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developer Macro Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Trust access to the VBA project object model</td>
</tr>
</tbody>
</table>
```

**Merging Documents**

1. When you run a Communications Management process, e.g. PCB or DMP, and DATATEL.DOT is opened, Word will disable the Macros.
2. From the box below the Ribbon, select Options.
3. From the dialog box presented, choose Enable this content, and click OK.

4. Once the merge begins, you must respond “Yes” to place merged data into your document when prompted.
5. If your merge Document is a Label document, the document will open to show a blank Label# document. Change Word’s focus to the DATATEL.DOC document to respond to the Record # was an empty record dialog box.

You will now see merged data in the Label# document.

6. Word will open an error document for each merged letter that you can safely ignore and close.

Record 3 was an empty record.
Creating a new merge document

1. You must respond “Yes” to place merged data into your document when prompted.

2. To insert merge fields, select the Mailings Tab on the Ribbon and select Insert Merge Field, choosing your merge field from the drop-down.