

Μικεψ Σπορτσ

AUTOMATED DOCUMENTS (Mail Merge)

USE OF ADVANCED FEATURES

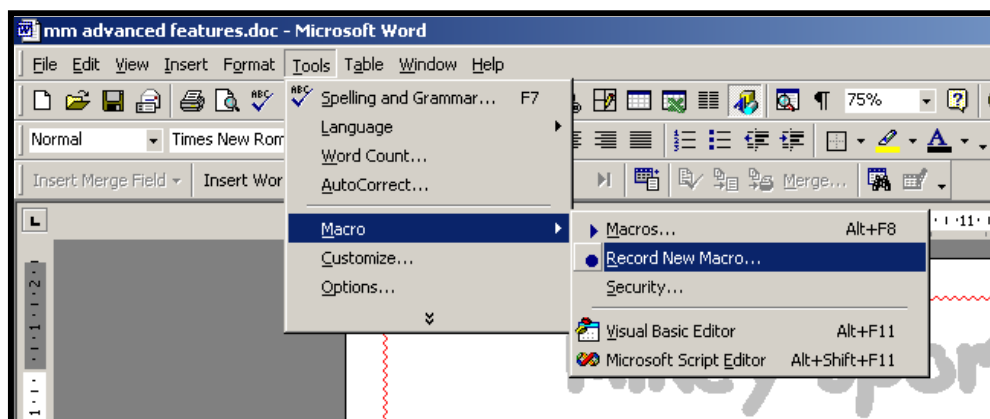
Individual macros or modules using internal programming capabilities

I simplified the production of further mail-merge documents by creating macros to:

1. Open a new mail-merge blank
2. Automatically set up page preferences/ orientation
3. Set up printer preferences.

MACRO 1: Open New Document.

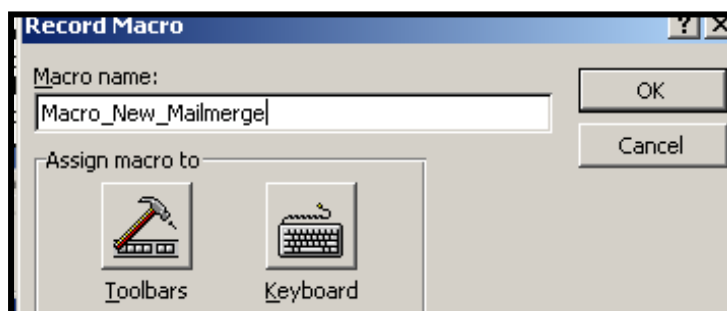
To do this I created a template (see next section) which contains basic mail-merge information (names, addresses of recipients etc) but no actual text. I saved this in my personal directory on the school computer network. I then recorded a macro to load up this blank document each time I want a new mail-merge to go out to the managers of the sports shops.



The macro was named 'Macro_New_Mailmerge' following the naming convention of capital letters and underscores.

The macro performed the following key presses:

- FILE
 - OPEN
 - click on LOOK IN dropdown
 - click on DESKTOP
 - click on ICT FOLDER
 - click on file to select [mailmerge template.dot]
 - OPEN
- STOP MACRO



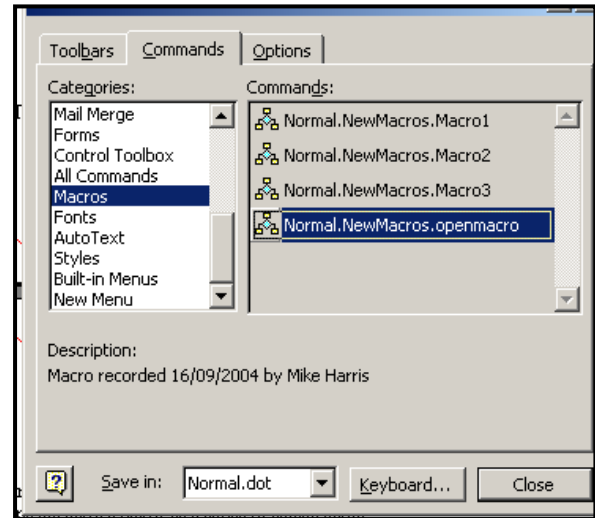
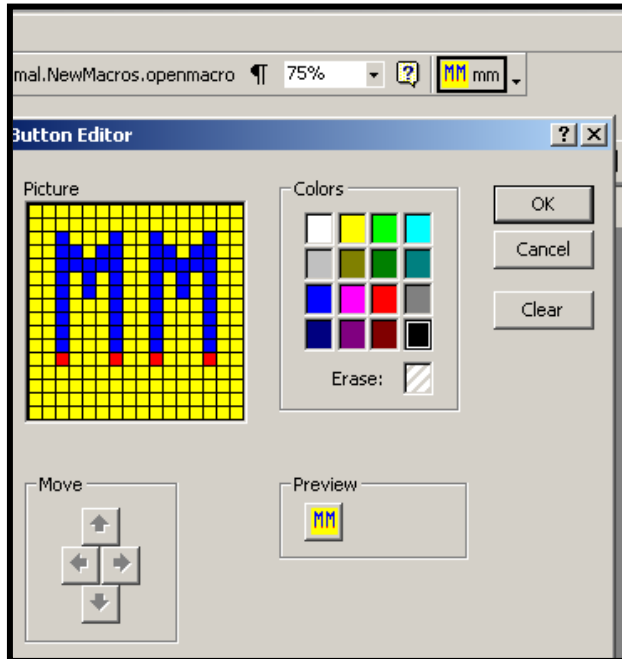
The standard MS WORD™ toolbar was then modified to include an icon to run this macro. The steps are shown below as a series of screen shots.

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TOOLS > CUSTOMISE > COMMANDS > MACROS

The new macro is then highlighted and dragged onto the standard toolbar, where the name and icon can be edited.

In this case the icon was changed and renamed simply 'mm' (to save space on the toolbar)



Evidence that it works is shown by the inclusion of a blank printout after this section .

MACRO 2: Page Setup

The name of this macro is 'Macro_Page_Setup' and the key presses are as follows:

- FILE
- PAGE SETUP
- MARGINS
- (Left 3.0 cm, Right 2.5 cm, Top 2.54 cm, Bottom 2.54 cm)
- PAPER SIZE A4
- ORIENTATION (Landscape)
- OK

(I could include screen shots here)

MACRO 3: Print Setup

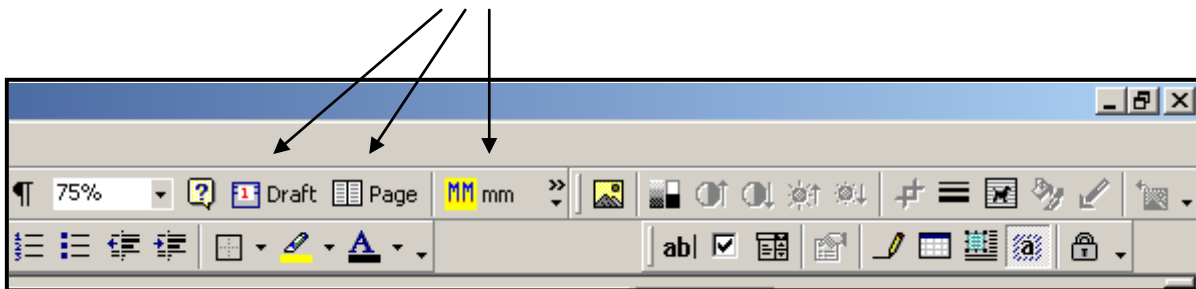
The name of this macro is 'Macro_Print_Setup'. It is designed to print a draft version of the document, not the default 'normal'. The key presses are as follows:

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- FILE
- PRINT
- PROPERTIES (Draft)
- OK
- (All pages) (Single copy)
- OK

(I could include screen dumps here)

Further evidence of the production of these three macros is provided by the screen shot of the new toolbar icons and listings of the three macros (see below)



Macro_New_Mailmerge

```
Sub Macro_New_Mailmerge()  
,  
' Macro_New_Mailmerge Macro  
' Macro recorded 23/10/2004 by Mike Harris  
,  
  
Documents.Open FileName:= ""mm template.doc"", ConfirmConversions:=False, _  
    ReadOnly:=False, AddToRecentFiles:=False, PasswordDocument:= "", _  
    PasswordTemplate:= "", Revert:=False, WritePasswordDocument:= "", _  
    WritePasswordTemplate:= "", Format:=wdOpenFormatAuto  
End Sub
```

NB: You could provide evidence of the other two macro listings here.

OR: Instead of three macros, you could do one macro plus a table inserted into your mail-merge document. This would have to include calculated fields and at least one other validation option (e.g. Drop Down Form Fields) ALL very thoroughly explained and/or documented with screenshots, explanations etc.)

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EXAMPLE of the sort of table that could be used instead of two more macros, but you would have to explain carefully how the different fields worked, especially calculated ones!

MIKEY

CUSTOMER ORDER FORM

ORDERED BY:

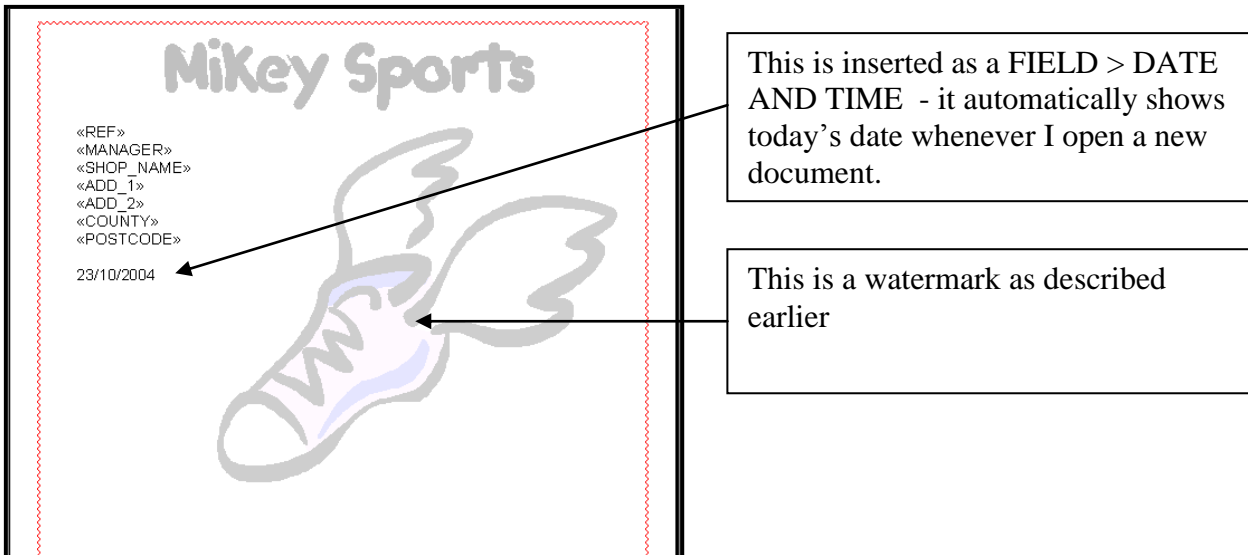
Mr	CUSTOMER NO.
Surname	POST TO:
House name or number	MIKEY SPORTS
Street	12 HIGH STREET
Town	COVENTRY
POSTCODE	CV12 5HG
TELEPHONE	

PAGE NO	CODE	COLOUR	SIZE	QTY	DESCRIPTION	PRICE
1	012259	red	small			
1	012259	red	small			
1	012259	red	small			
GOODS TOTAL						£0.00
P & P						
TOTAL						£0.00

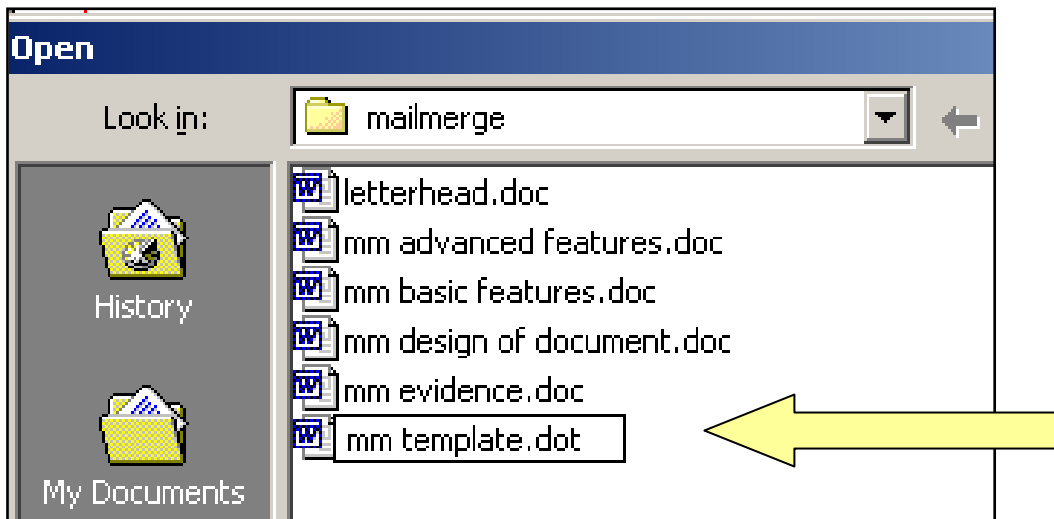
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Individually designed templates

I created a template for the mail-merge so that in future, if I wanted to contact all of the shop managers again, I would simply have to write in the main text. All the contact details would be automatically included and the mail-merge could be printed out with a few simple clicks of the mouse.



I saved the template in my folder as mm template.dot



Modification of standard toolbars:

See previous sections – ‘Advanced Features – Macros’ for evidence of how an macro was produced to open the template. This macro was then placed on the standard toolbar with a new icon and the name ‘mm’.

