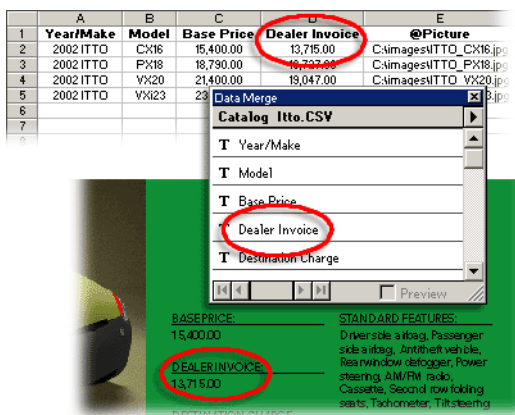


Adobe PageMaker

Set up records for a smooth merger

Instantly generate documents, such as mailing labels, form letters, or envelopes, with the new data merge feature in Adobe® PageMaker®. Using data from spreadsheets, databases, or text editors, you can merge multiple records into one publication. These steps explain how to prepare records so that they merge flawlessly in your publication.



1. Set up the data field names.

Determine what fields will appear in your target publication, and make sure your data source has those fields. For example, our auto sales spreadsheet includes data fields such as “Year/Make,” “Model,” and “Base Price.”

Spreadsheet records must be organized with the data fields across the first row. If the spreadsheet data is on multiple worksheets, reorganize it onto one worksheet.

Records from a database file will use the table field names as the data field names. To export the field names in FileMaker Pro, use the existing field names to define the values of the first record.

Year/Make	Model	Base Price	Dealer Invoice	@Picture

2. Check the data field names.

PageMaker is not case-sensitive, so make sure each field name is unique. For example, if there is a field named “address” and another named “ADDRESS,” the second instance of the field name will be ignored, and the entire column of data will not be included in the merge.

A blank field name will not appear as a data field in PageMaker unless it contains a space.

Field names that begin with the “at” sign (@) are reserved for fields containing images. If you’re using Microsoft Excel, type an apostrophe (') before the at sign, such as '@Photo.

Year/Make	Model	Base Price	Dealer Invoice	@Picture

3. Set up the records.

If you’re using a spreadsheet or a text file, each row or block of text that follows the row of data field names represents a record (a).

PageMaker ignores blank rows and records (b). Blank fields within a record can appear as a blank line in the record’s publication or be removed, depending upon the option you select later in PageMaker.

Image data is represented by the filename (c), such as BillTucker.jpg, or the full path to the file such as c:\Photos\BillTucker.jpg on Windows, or Mac HD:\Photos:BillTucker.jpg or Desktop:Family:dat.gif on the Mac. Use only the image’s filename if the image and the PageMaker publication are in the same location, otherwise use the full path.

Year/Make	Model	Base Price	Dealer Invoice	@Picture
2002 ITTO	CX16	15,400.00	13,715.00	C:\images\ITTO_CX16.jpg
2002 ITTO	PX18	18,790.00	16,727.00	C:\images\ITTO_PX18.jpg
2002 ITTO	VX20	21,400.00	19,047.00	C:\images\ITTO_VX20.jpg
2002 ITTO	VX23	23,610.00	21,513.00	C:\images\ITTO_VX23.jpg

4. Save the data source as a comma-delimited text file.

To save the records as a comma-delimited text file, use the Save As or Export text feature in your spreadsheet or database program. If you're using a database program, make sure the field names are included in the export options. FileMaker Pro users can only export field names if the existing field names are used to define the values of the first record.

Some programs, such as Lotus Notes, cannot save or export to a comma-delimited file. Make sure that you save or export to a tab-delimited text file instead. If you're using tab-delimited text, include the field names in the export options. Then use a text editor to insert commas between data field names and between record fields, and remove unnecessary spaces. See the online Help subtopic "Creating a data source file from scratch" in Help > Help Topics > Data Merge > "Working with data source files" for more information.

If you don't have a spreadsheet or database program, you can use a text editor to create your source. For more information, see the online Help subtopic "Creating a data source file from scratch" in Help > Help Topics > Data Merge > "Working with data source files".

Now that you've designed your data source, you can use PageMaker's Data Merge palette to select it, and then insert the data fields into a PageMaker publication, and merge the records. It's that easy!

