

Z-1 How to insert **Microsoft Mail Merge Wizard** to print Debtors Name and Address from **UBS Debtor File Maintenance**?

Version 9.1 (27 February 2006) or after – Winnie

Answer

- In Microsoft Word; go to *Tools*→*Letters & Mailings*→*Mail Merge Wizard*...
- Select *Letters* on the documents to personalize it, click on *Next: Starting document*.
- Select *Use the current document* and click *Next: Select recipients*.
- Click on *Browse...* to locate the database file *Arcust.dbf* from your data directory, e.g.: *C:/UBSACC90/DATA*, click on *New Source* button.
- Select *Other/Advanced* and click *Next* button.
- In *Data Link Properties*, select *Microsoft OLE DB Provider for Visual Fox Pro*, click *Next*.
- Click on ... button at *Select or enter a database name* and select *Free Table Directory* follow by *Browse*, then click *OK*→*OK*.
- Select *Next*. Click on *Test Connection*, if ok, system will prompt *Test connection succeeded*. Click *OK*.
- Select *(Default) arcust.odc*. Click *Open*
- Mail merge wizard toolbar will be displayed. Click *Insert Merge Fields*, insert fields from *Database Fields*. E.g.: *Customer Account No*, *Customer Name*, *Address row no.1*...etc.
- Click on *View Merge Data* toolbar, the system will display the first record from your database table. To view the next data, click on *top*, *previous*, *next* and *last* button to navigate other records.

Z-2 In Report Designer, **View**→**Report Controls Toolbar**, what is the function of **Button Lock**?

All Versions – SY LEE

Answer

- It enables user to lock and continue using the selected toolbar by just moving the cursor to the intended spots.
- For example, click on the **Label** toolbar, followed by a click on **Button Lock**, you may insert several labels at various places without clicking the Label toolbar again.