# Tip sheet for MSWord document merge
# Ribbon Labels & Dive Sheet Overlay

First save 3 files to your computer:  DiverList.doc, divesheet overlay.doc, RibbonLabels.doc
  I'd suggest creating a MCDL folder and put them in that folder.

**MAC MSWord**
Open **MS Word 2004**
Open the **RibbonLabels.doc** file from MS Word
From the meuns in MS Word select **Tools>>Data Merge Manager**
  (This should open a new tool window
Under **Data Source** section select **Get Data** and **Open Data Source** icon
Browse your computer and find the DiverList.doc file you downloaded.  **Highlight** it and click **Open.**
Select **FIle Save** from the MS Word menus - this will link the two MS Word documents.
Under the merge section select the second icon **Merge to New Document**
This will open a new word document and fill in the names & age event name from the DiverList.doc into the places on the RibbonLabel template.

Open **MS Word 2003**
Open the **RibbonLabels.doc** file from MS Word
From the meuns in MS Word select **Tools>>Letters and Mailings>>Show MailMerge Toolbar**
  (This should open a new tool bar at the top of MS Word with a bunch of icons used for MailMerge.
    You can show/hide this toolbar by selecting/deselecting Tools>>Letters and Mailings>>Show MailMerge
Hover over the icons on the Mail Merge toolbar and you'll see an action label.
Find the **Open Data Source** icon ( I think this is the second Icon from the left)
Browse your computer and find the DiverList.doc file you downloaded.  **Highlight** it and press **OK.**
Select **FIle Save** from the MS Word menus - this will link the two MS Word documents.
Hover over the icons and find the one labeled **Merge to New Document clik on it** ( might be the 4th one from the right on the MailMerge toolbar)
A dialogbox opens - make sure All is selected and press OK.
This will open a new word document and fill in the names & age event name from the DiverList.doc into the places on the RibbonLabel template.

Open **MS Word 2007**
Open the **RibbonLabels.doc** file from MS Word
Selet the Mailings tab (5th one over- Home  Insert  Page Layout  References Mailings)
Browse your computer and find the DiverList.doc file you downloaded.  **Highlight** it and press **Open.**
Select **FIle Save** from the MS Word menus - this will link the two MS Word documents.
Select 1st button from the right on toolbar - **Finish & Merge - Edit Individual Documents**
A dialogbox opens - make sure **All** is selected and press **OK.**
This will open a new word document and fill in the name & age event name from the DiverList.doc into the places on the RibbonLabel template.

**Print Labels  Avery 8160** - Print ribbon labels
You should be able to link the Divesheet overlay.doc to the same DiverList.doc data source

You should be able to do the same steps by opening the DiveSheet overlay.doc file.  Link to the DiverList.doc, save DiveSheet Overlay after linking to the DiverList.doc data source file.  Do the Merge and display the data in a new word document.

**Print Dive sheets** by feeding the **MDCL printed divesheet** into your printer.   For my HP scanjet I feed the MCDL printed Dive sheet face down.  You'll have to experiment with your printer.

Update the DiverList.doc file as divers come and go, **just don't delete** the top labels in the columns of the table.

I prefer to close all MS Word documents after I've printed and not save changes to these new documents.  This way each week I just load a document that pulls in all the updates I've made to the DiverList.doc file.  Each week you'll do the data merge( you don't need to do the steps to link to the data source) and print.  Note if you save the new doc files from the merge, you'll have to manually make updates in the merged file if you add/update the DiverList.doc.

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