Print Merge Reporter *for HCL Notes® and Domino®*

HELP - Mail merge printer requests

Requirements

Desktop Platforms:	Windows 10/8/7/Vista/XP, macOS
Desktop Software:	Notes 12/11/10/9 and Word 2019/2016/2013/2011/2008/2007/2003 [or]
	Web client and Word 2019/2016/2013/2011/2008/2010/2007/2003 [or]
	Web client and Word Viewer (free)
Server Platforms:	Windows 2019/2016/2012/2008/2003, Linux, IBM i, AIX
	Windows server required for web client access
Server Software:	Domino 12/11/10/9, Word 2019/2016/2013/2010/2007/2003 required for web client access

The Domino Administrator should sign the Print Merge Reporter database, or you can click the button below to add/edit "**Domino Template Development/NotesMail**" entry in your Notes ECL with full Workstation security access. Click Refresh - OK after updating ECL and restart Notes.

<p align="center">Edit Notes / HCAA Execution Control List (ECL)</p>

If the Word File Block settings configured by you or your administrator are set to **Do not open selected file types** for "Word 97 Binary Documents and Templates", then the Mail merge printer request will not work properly and an error message will be displayed. The user can resolve this issue by trying one of the methods below.

1. Disable the restriction by yourself in Word 2010 or higher: (a) Click the File tab, (b) Under Help, click Options, (c) Click Trust Center, and then Click Trust Center Settings, (d) In the Trust Center, click File Block Settings, (e) Clear the check box for the "Word 97 Binary Documents and Templates" file type, (f) Click OK two times.
2. Launch the "MicrosoftFixit50454.msi" file below which is known as "Microsoft Fix It" for this issue.
3. Launch the appropriate "UnblockWord20XX.reg" Windows registry file below to re-enable certain file types that are blocked by default, then click Yes - OK when prompted and reboot the computer.
4. Contact your IT help desk (software administrator) to fix the issue.

MicrosoftFixit50454.msi   UnblockWord2016.reg   UnblockWord2013.reg   UnblockWord2010.reg   UnblockWord2007.reg   UnblockWord2003.reg

Instructions

Notes Contacts (Personal Address Book)

If you would like to integrate seemless mail merges with your Notes Contacts then click the button below. It will refresh the design of your Notes Contacts app and add a button "Mail Merge" as seen below. After the design refresh is completed you must close, then re-open your Notes Contacts to see the Mail Merge button.

<p align="center">Install customized Notes Contacts (Personal Address Book) template design</p>

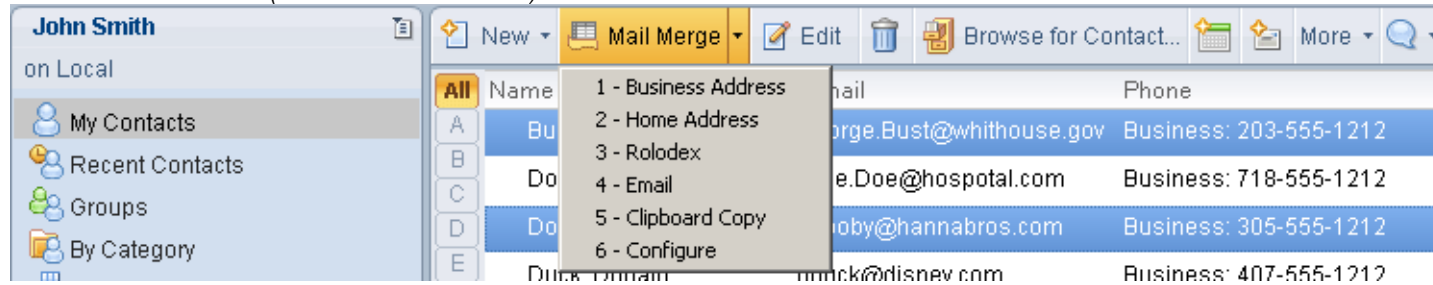*IBM Notes 9 Contacts:*

Lotus Notes 8 Contacts (Personal Address Book):

Mail merge printer request
The Mail merge request can be used to mail merge and export Notes data including contacts, inventory, barcodes, name tags, etc. to labels, envelopes, letters and directories. After the mail merge is completed you can print the resulting document or save to Word or PDF format.

1. If you would like to mail merge data in a Notes application then you must create a simple shared folder. The folder must be created in the database where your data resides and contain between 1 and 256 columns of merge data. Each column will be mapped to a line on the hard copy print-out respectively. If you are using a web browser client you should verify that your web app allows users to move documents to a folder.

NOTE: Print Merge Reporter includes a sample application called "PMR Mail Merge App" (pmrmerge.nsf) which allows you to maintain data for mail merges and exports. You can optionally import data into this database from Excel and Notes Contacts.

The Form Letter is a Word file which contains a maximum of 256 Merge Fields using field names A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R,S ,T, U, V, W ,X ,Y, Z, AA, AB, AC, etc. which are similarly named as columns in a spreadsheet.
i.e. In Word Click Insert - Field - MergeField - Field name A - OK
Each folder column will be mapped to a Merge Field in the Form Letter.
i.e. Column 1 = Merge Field A, Column 2 = Merge Field B, Column 3 = Merge Field C, etc.
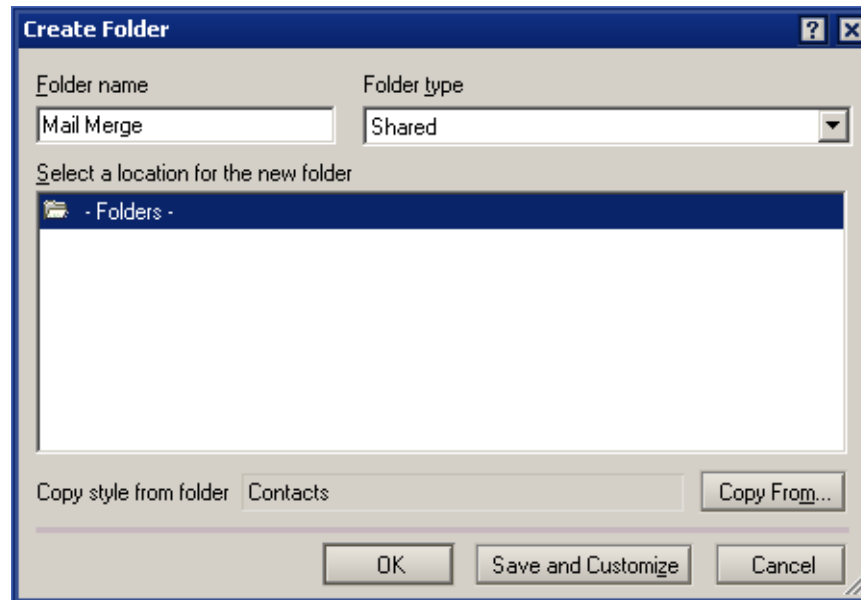
2. Open Print Merge Reporter database. Click the "Create mail merge printer request" button. Fill out the required fields.
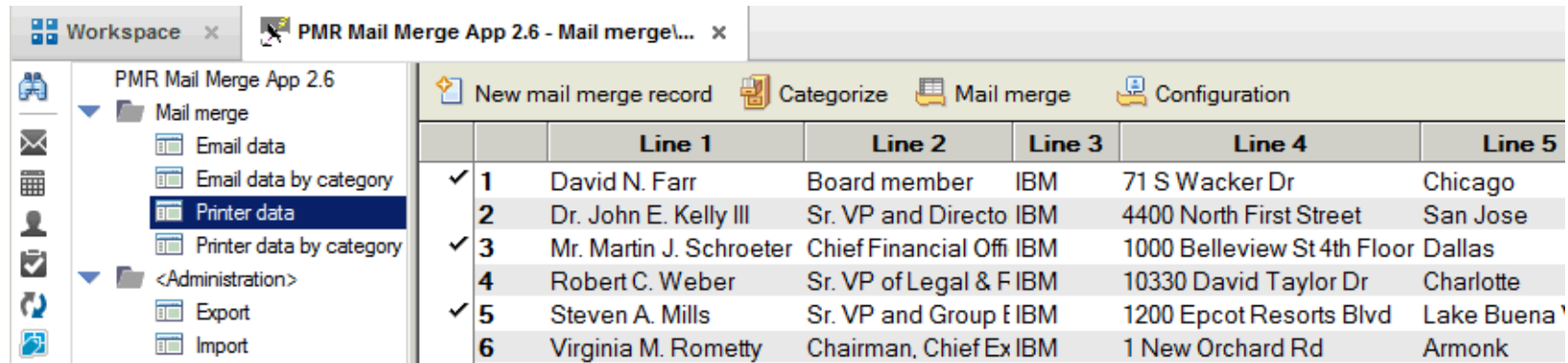
If you are creating a label mail merge request and your label is not listed in the label number field you can visit the web link below to search for a compatible label: http://www.avery.com/search

Generate mail merge

Notes View Instructions:
1. Open the Notes View containing the Mail merge action button.
2. Select (check) documents to be included in the mail merge request.
3. Click the Mail merge action button.

NOTE: If a Domino developer has not customized the application as seen in the Integration section below, then it will be necessary to manually add documents into the folder (which was assigned in the mail merge request), then open the Print Merge Reporter database and click the Mail merge action in the mail merge request.

Folder Instructions:
1. Drag & drop documents into the folder assigned in the mail merge request.
2. Open the folder.
3. Click the Mail merge action button.

NOTE: If a Domino developer has not customized the your Notes app as seen in the Integration section below, then it will be necessary to open the Print Merge Reporter database and click this action in the mail merge request.

Integration

Notes apps in your environment can be customized for seamless integration by copying/pasting the formula code below into either a Notes View or Folder action button. The View action button is recommended since it is best seamless solution. iNotes (formerly Domino Web Access) can be integrated as well to allow iNotes users to mail merge iNotes Contacts as seen in option 3 below.

1. Notes View action button: You can create a action button in any existing Notes View using the code below. It will allow the user to select (check) documents in a view, and then generate a mail merge automatically for the selected documents when clicked. NOTE: The View must have an associated shared folder (assigned in the mail merge request) which contains between 1 and 256 columns of merge data. Each column will be mapped to a line on the hard copy print-out respectively.
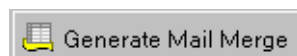
i.e. View action Button: [Generate Mail Merge] PMR-MailMerge-View-ButtonCode.txt

2. Notes Folder action button: You can create a Folder action button in the folder assigned in the mail merge request. It will allow the user to drag & drop

documents from any existing view, and then generate a mail merge automatically for the folder documents when clicked.   NOTE: The shared folder must contain between 1 and 256 columns of merge data. Each column will be mapped to a line on the hard copy print-out respectively.

i.e. Folder action Button: [Generate Mail Merge]   PMR-MailMerge-Folder-ButtonCode.txt

i.e. Folder action Button: [Remove From Folder]

```
REM;
REM "Print Merge Reporter for Lotus Notes";
REM;
@Command([RemoveFromFolder])
```

3. iNotes design elements: Copy & paste two design elements (1 folder and 1 view) supplied by NotesMail into your iNotes mail template (i.e. mail9.ntf, mail8.ntf, dwa7.ntf, iNotes6.ntf). You can then either (1) email each user a web link as seen in the example below, or (2) add it as a QuickLink to the user's iNotes Welcome Page Layout.

http://ServerName/mail/PRINTME.NSF/iNotes

Purchase information

Prices for this product are listed on our web site. We accept all major credit cards and company checks. Additional charges apply for shipping & handling and international checks. Payment options are listed below.

1. Phone Credit Card Order: +1 212-599-2048
2. Fax Purchase Order: +1 8oo-839-8810 (toll-free)
3. Online Credit Card Order: http://www.notesmail.com/order
4. Mail Purchase Order: See postal address below

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