

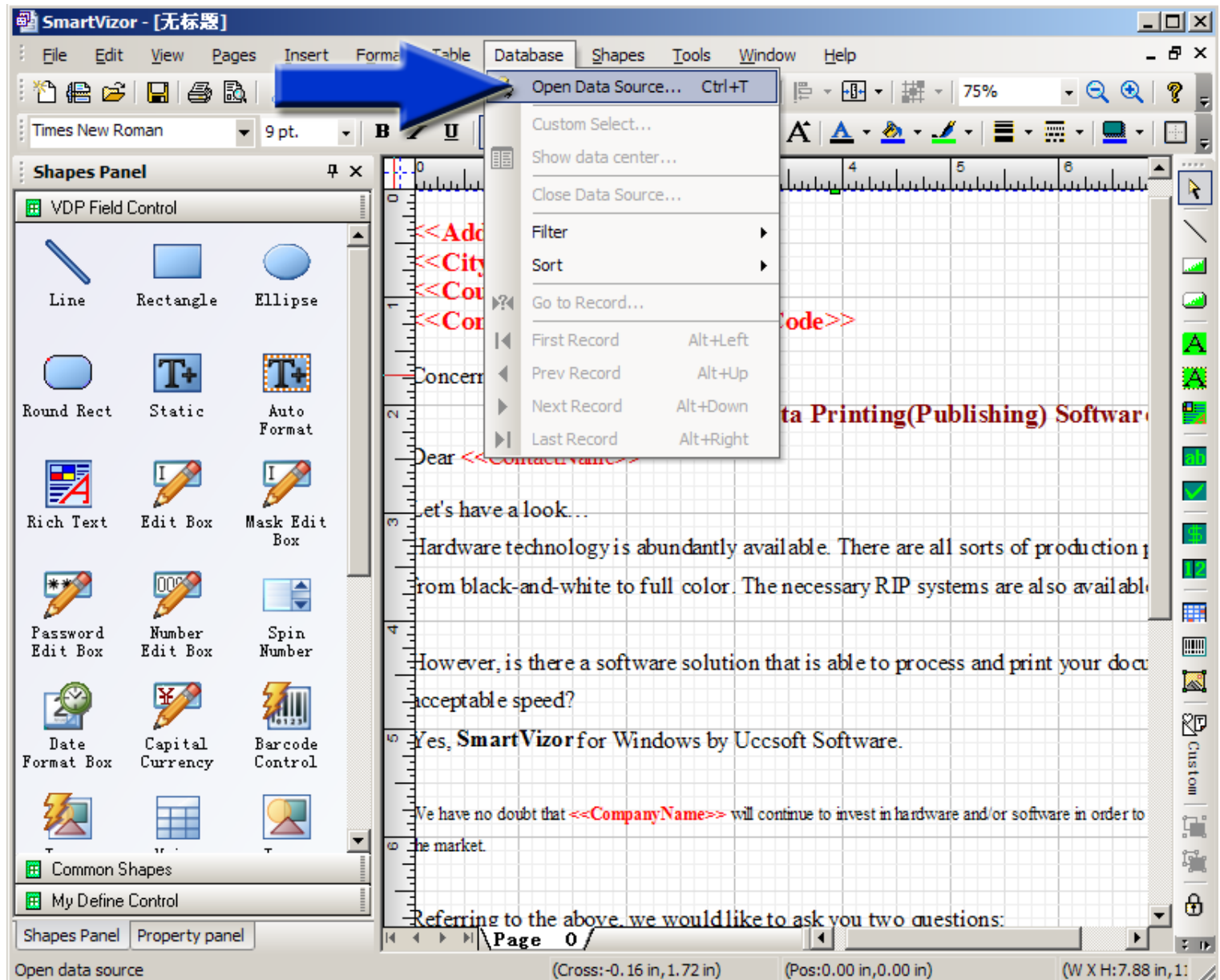
Using the Document Merge Features Of SmartVizor 8.x

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2. Setting up the Database Source

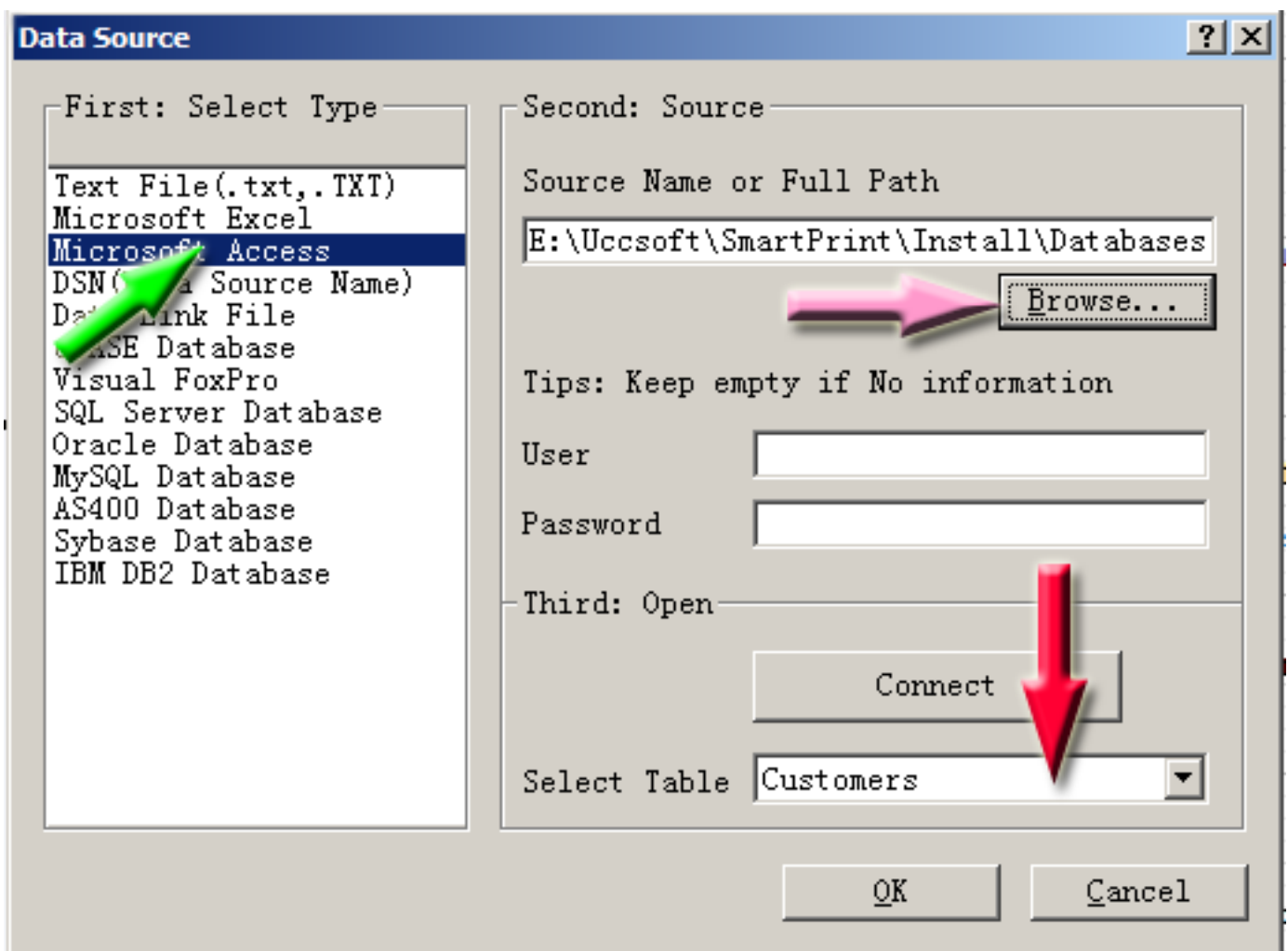
To setup the database or excel file connection, click on the 'Database' menu item on the toolbar across the top of the SmartVizor window and select 'Open Data Source'.



If you will always use an excel file as our database source. Make sure that item is selected in the left column of the below panel.

On the right, 'Browse' to the folder on your PC where the excel spreadsheet was stored. Select it and then click on the 'Ok' button.

If there have more than one table in the database, you can "select table".



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(Setting up a Document for Merging with SmartVizor)

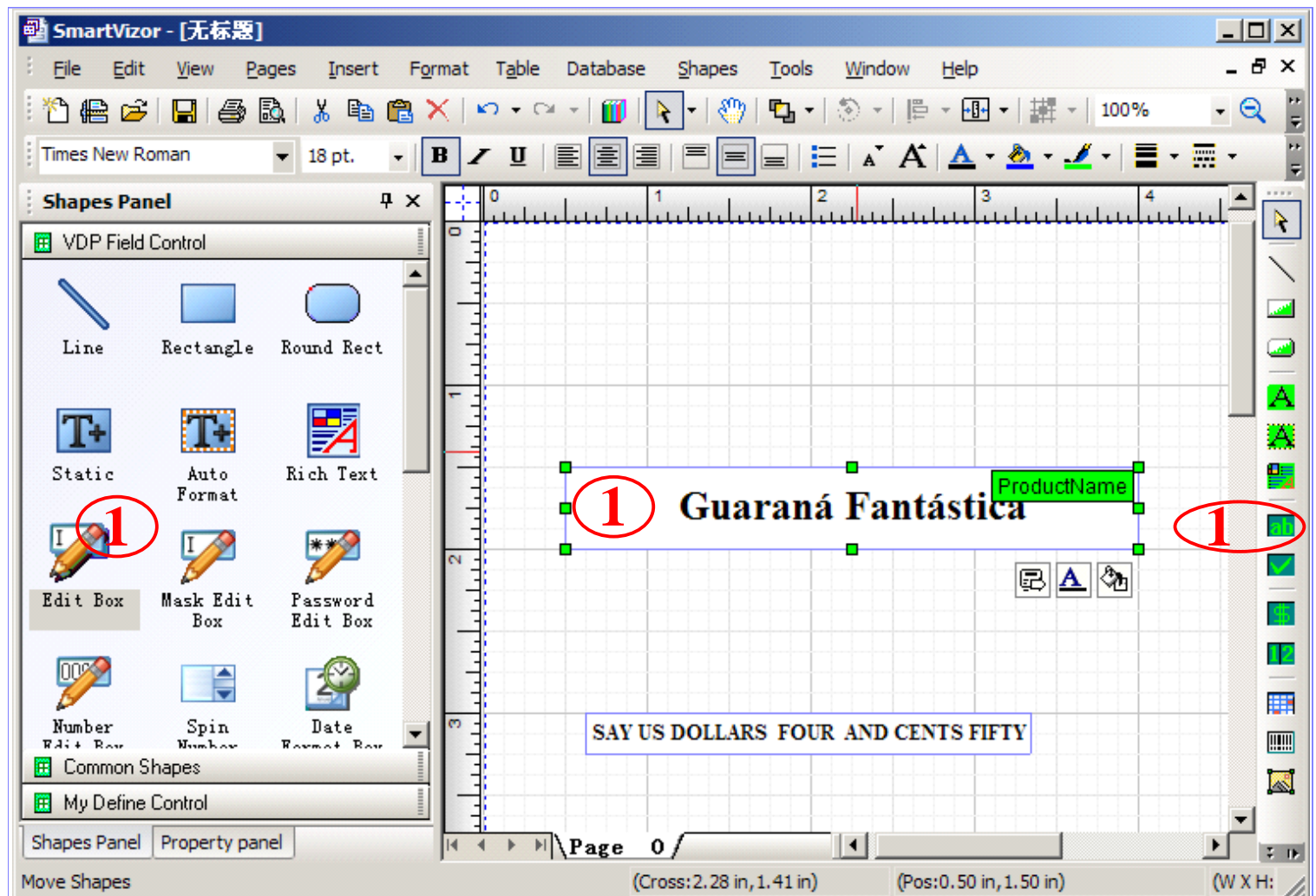
A window will popup with all the current records found in the excel spreadsheet file. You can safely click on the 'Close' button after verifying the records read in were the records you really wanted.



Index	CustomerID	CompanyName	ContactName	ContactTitle	Address	City	Region
1	WARTH	Wartian Herkku	Pirkko Koskitalo	Accounting Manag	Torikatu 38	Oulu	
2	BONAP	Bon app'	Laurence Lebihan	Owner	12, rue des Bouc	Marseille	
3	WILMK	Wilman Kala	Matti Karttunen	Owner/Marketing	Keskuskatu 45	Helsinki	
4	BLONP	Blondel père et	Frédérique Citea	Marketing Manage	24, place Kléber	Strasbourg	
5	VAFFE	Vaffeljernet	Palle Ibsen	Sales Manager	Smagsløget 45	Århus	
6	VICTE	Victuailles en s	Mary Saveley	Sales Agent	2, rue du Commer	Lyon	
7	ERNSH	Ernst Handel	Roland Mendel	Sales Manager	Kirchgasse 6	Graz	
8	PICCO	Piccolo und mehr	Georg Pipp	Sales Manager	Geislweg 14	Salzburg	
9	LAMAI	La maison d'Asie	Annette Roulet	Sales Manager	1 rue Alsace-Lor	Toulouse	
10	DUMON	Du monde entier	Janine Labrune	Owner	67, rue des Cinq	Nantes	
11	FRANR	France restaurat	Carine Schmitt	Marketing Manage	54, rue Royale	Nantes	
12	SIMOB	Simons bistro	Jytte Petersen	Owner	Vinbæltet 34	København	
13	LACOR	La corne d'abond	Daniel Tonini	Sales Representa	67, avenue de l'	Versailles	
14	HUNGO	Hungry Owl All-N	Patricia McKenna	Sales Associate	8 Johnstown Road	Cork	Co. Cork
15	VINET	Vins et alcools	Paul Henriot	Accounting Manag	59 rue de l'Abba	Reims	
16	FOLIG	Folies gourmande	Martine Rancé	Assistant Sales	184, chaussée de	Lille	
17	BERGS	Berglunds snabbk	Christina Berglu	Order Administra	Berguvsvägen 8	Luleå	

3. Put the Database Fields onto the Document

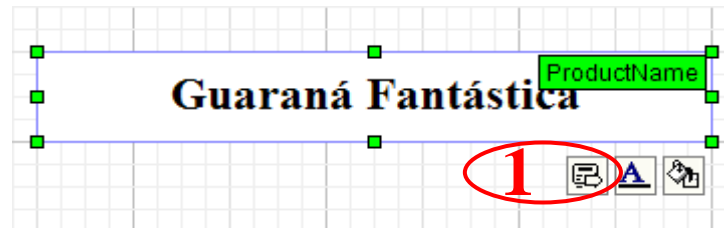
To get the excel field data onto the page; you must have setup the database configured as above. Next, you have to drag the 'Edit Box' icon, indicated by the green arrow, from the left panel and place it in the location where you want the field to appear on the document. When you locate a field on the document, the field is actually not attached to the document. It is free floating. The size of the box can be changed either wider/narrower, or in height.



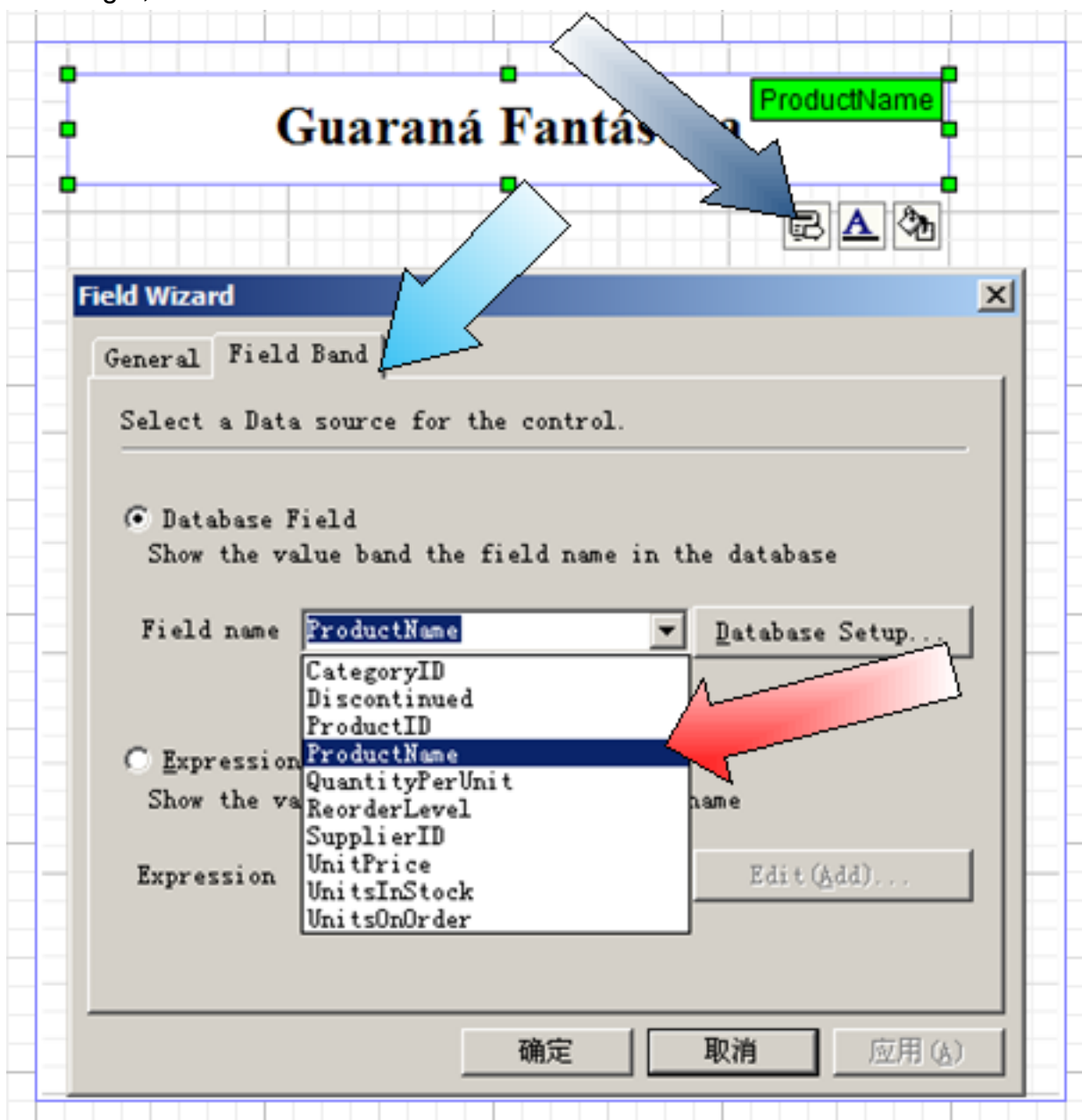
4. Linking the Database Field to the Edit Box

Database field

To link the client data to the field in the document, we mouse over the box and three icons will appear under the box.



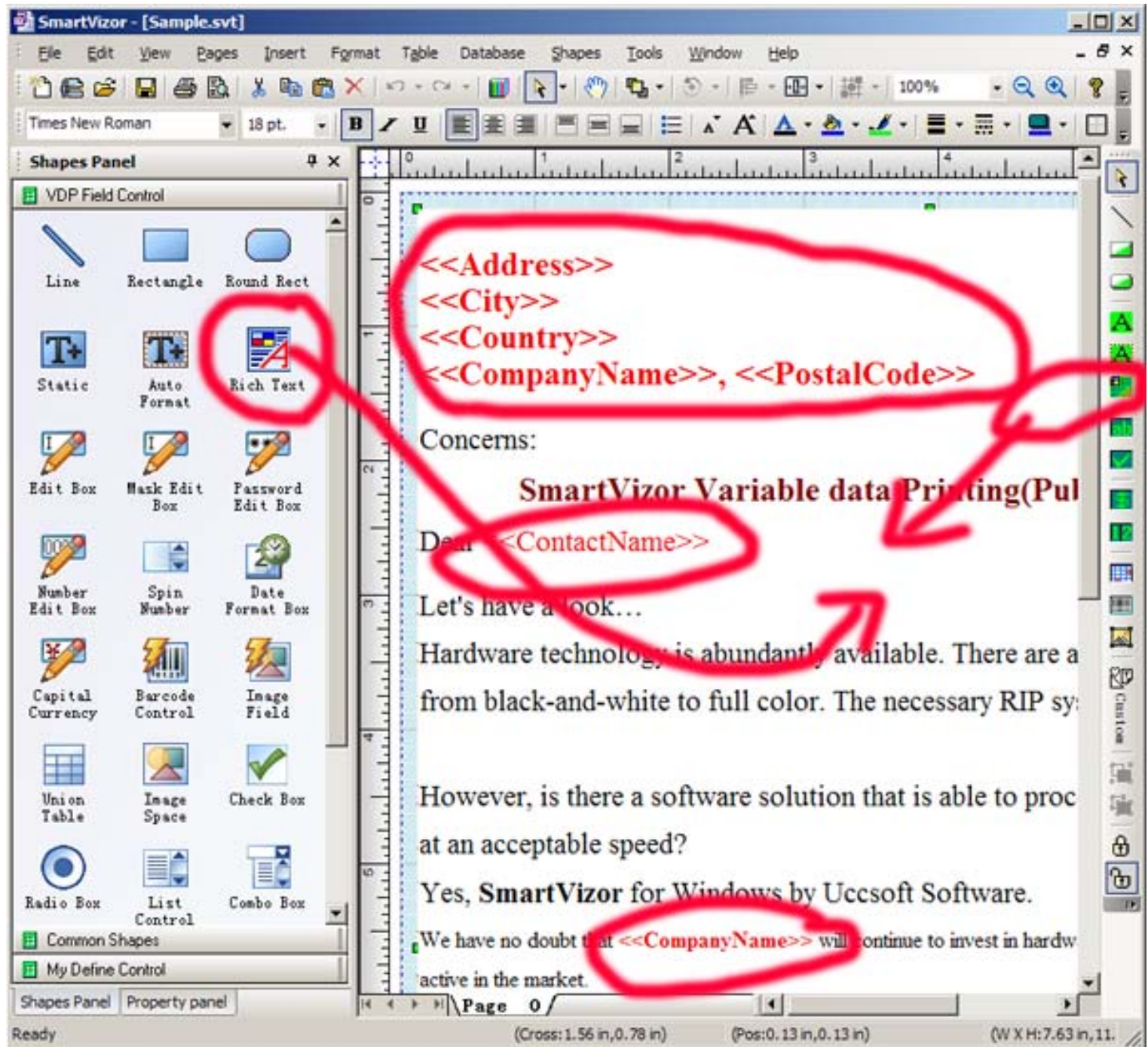
The left icon is where we set the field properties to the database. The center icon provides quick access to the font. The third icon provides access to the attributes of the entire box meaning background fill, shadow, line weight, etc. We will look at each one of these next.



Select the second tab 'Field Band' and the dropdown list next to the 'Database Setup' button will list all the fields you are able to select. Select the field you desire from the list and click on the 'Ok' button.

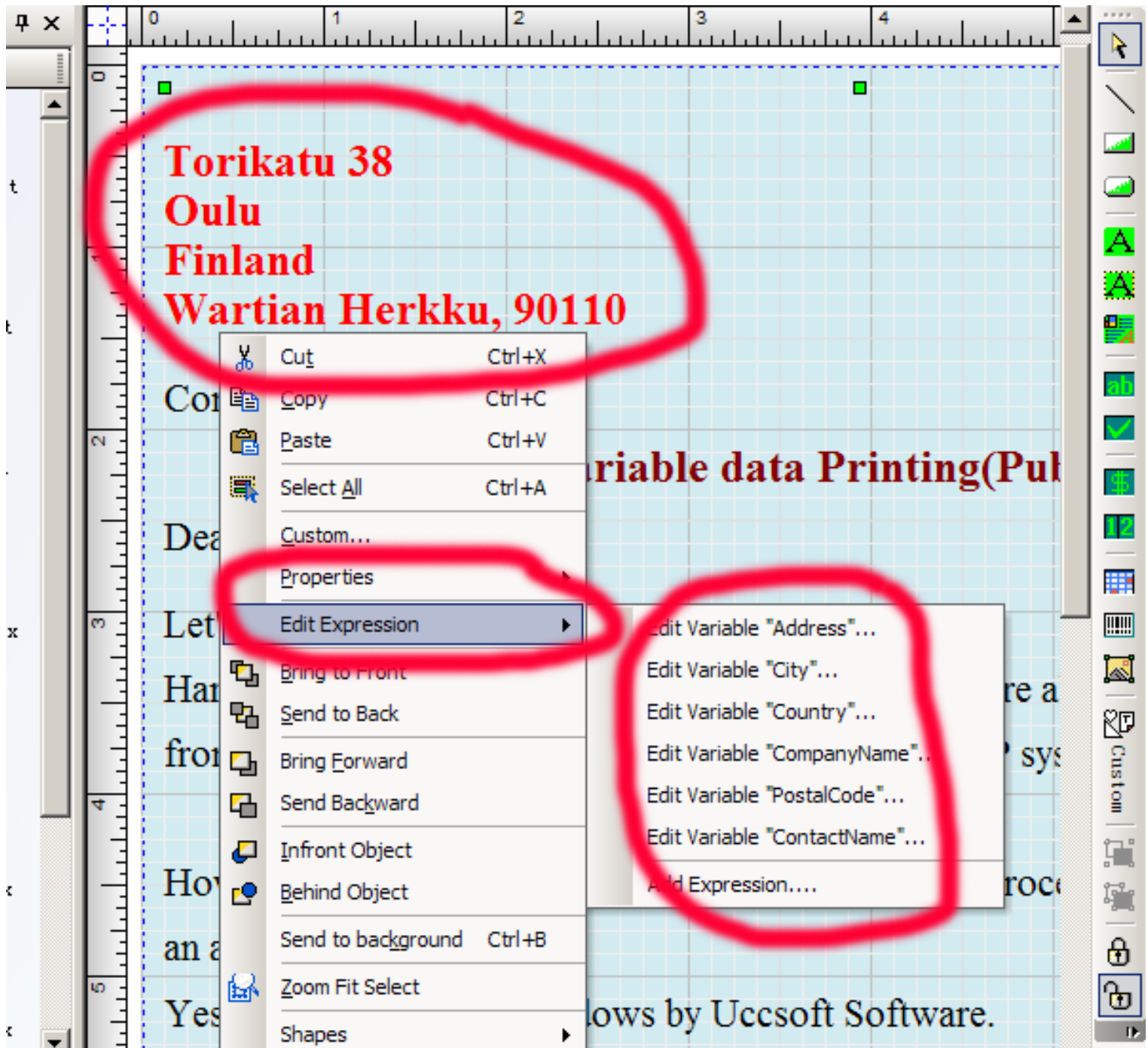
Add Expression field

To link the client data to the field in the document.



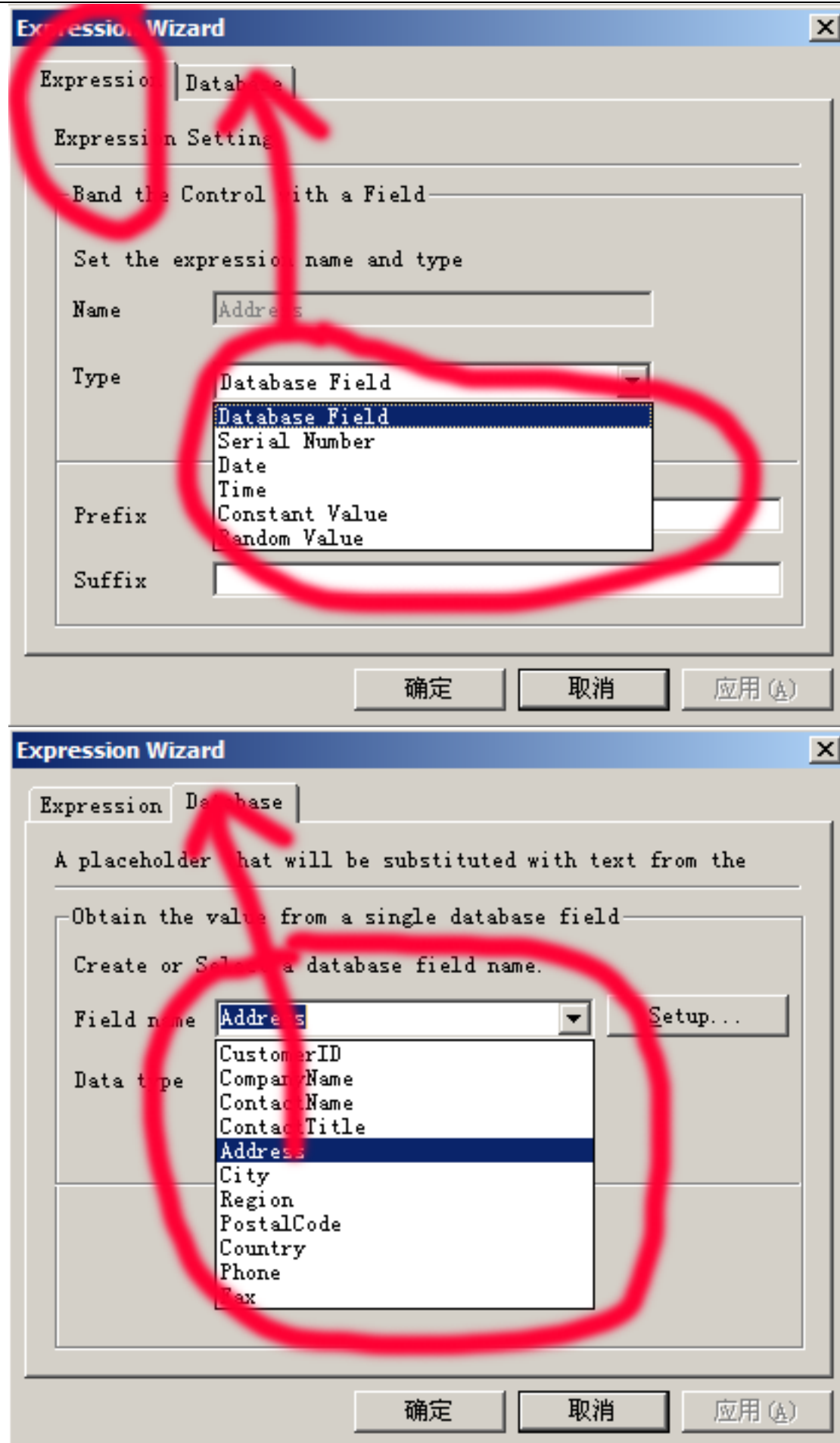
Edit Expression field

To link the client data to the field in the document.



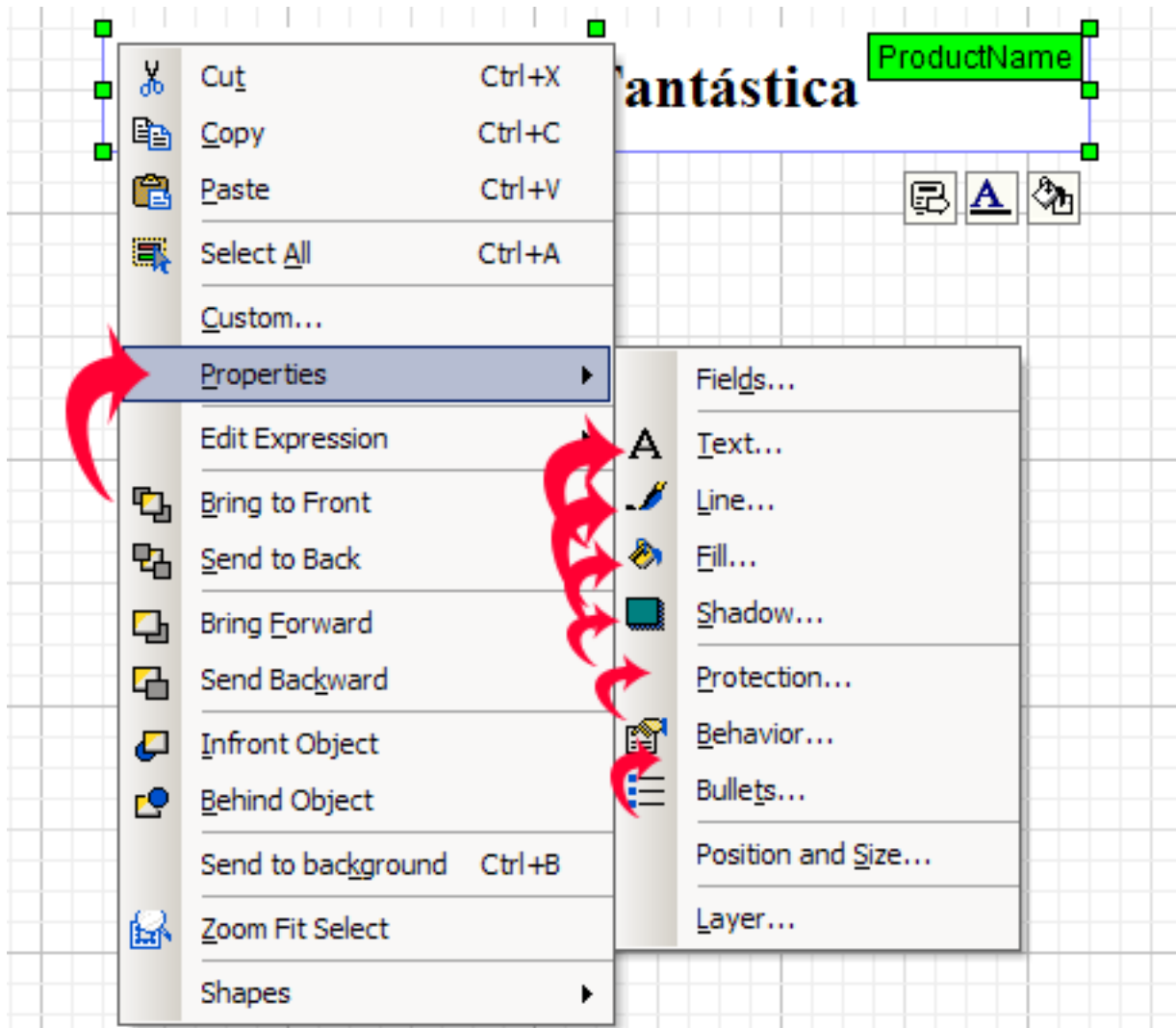
Expression Wizard

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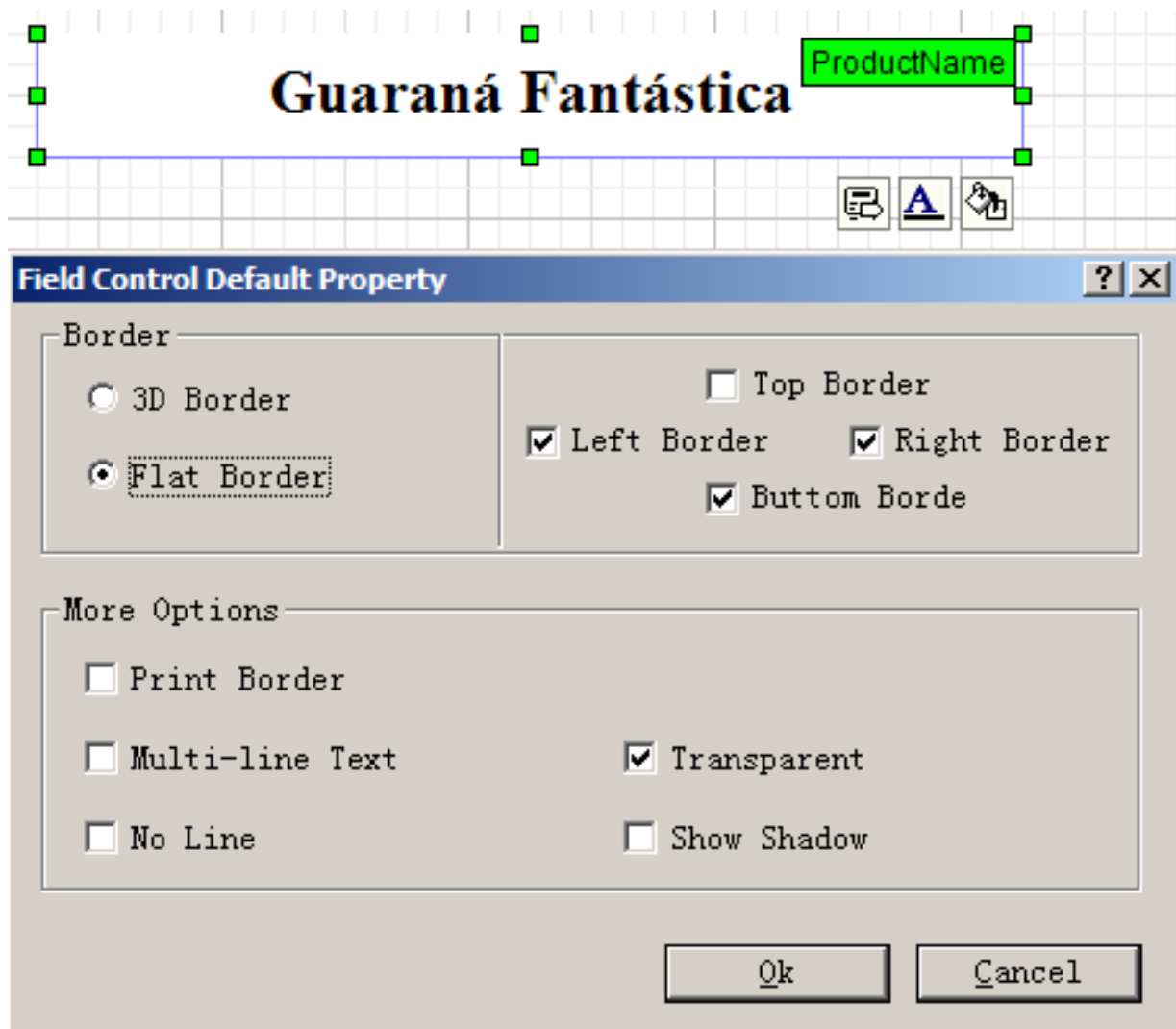


5. Setting the Attributes for the Field

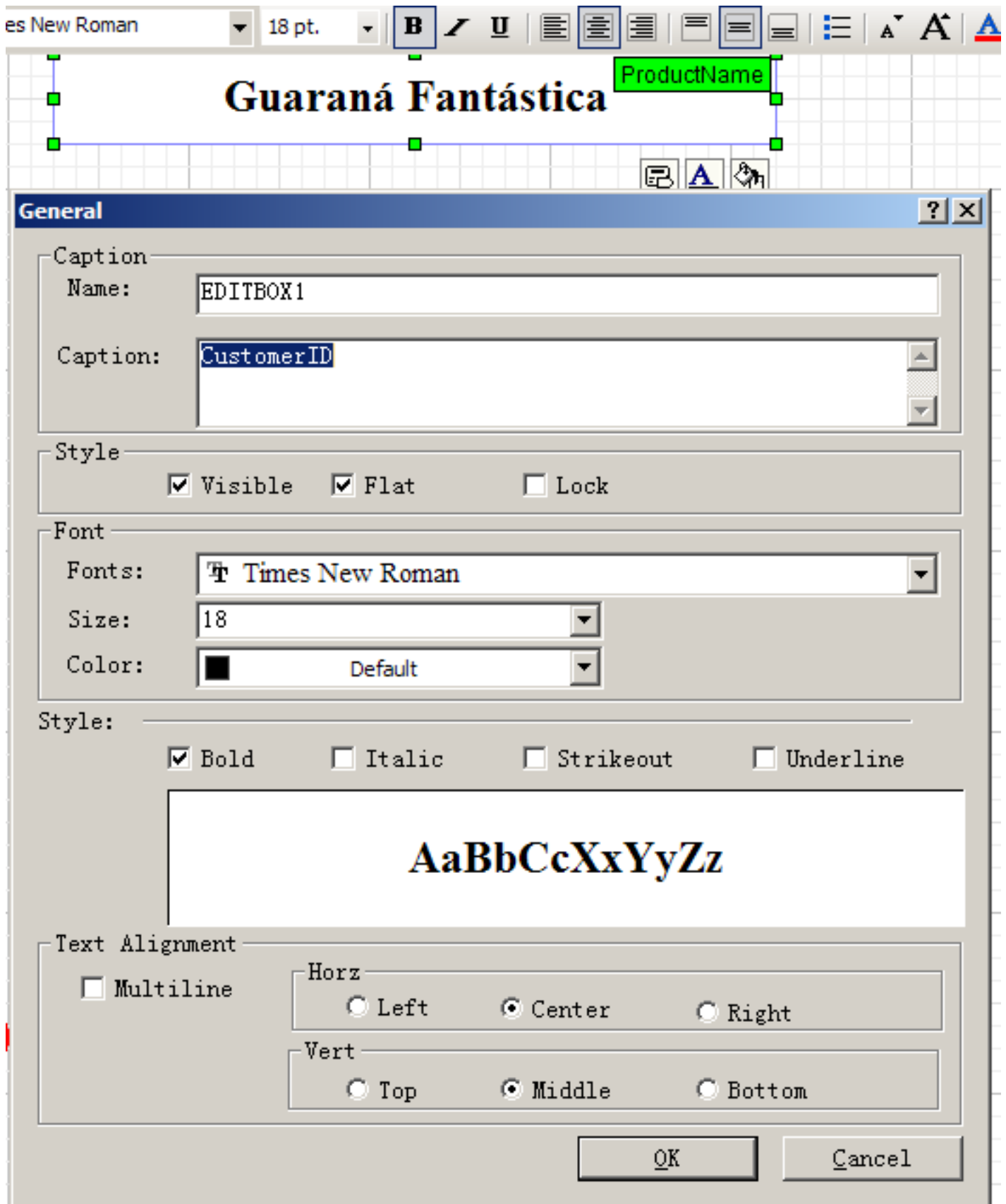
Next, you have to select the field you want to use for that position from the database. Right click on the 'edit box' you just inserted in the document. A popup menu will appear, select 'Properties' and then 'Field Properties'. A window will come up. See next paragraph.



Select the appropriate settings. For our case, make sure the Border is set to 'Flat'; the 'Printer Border' checkbox is unchecked.

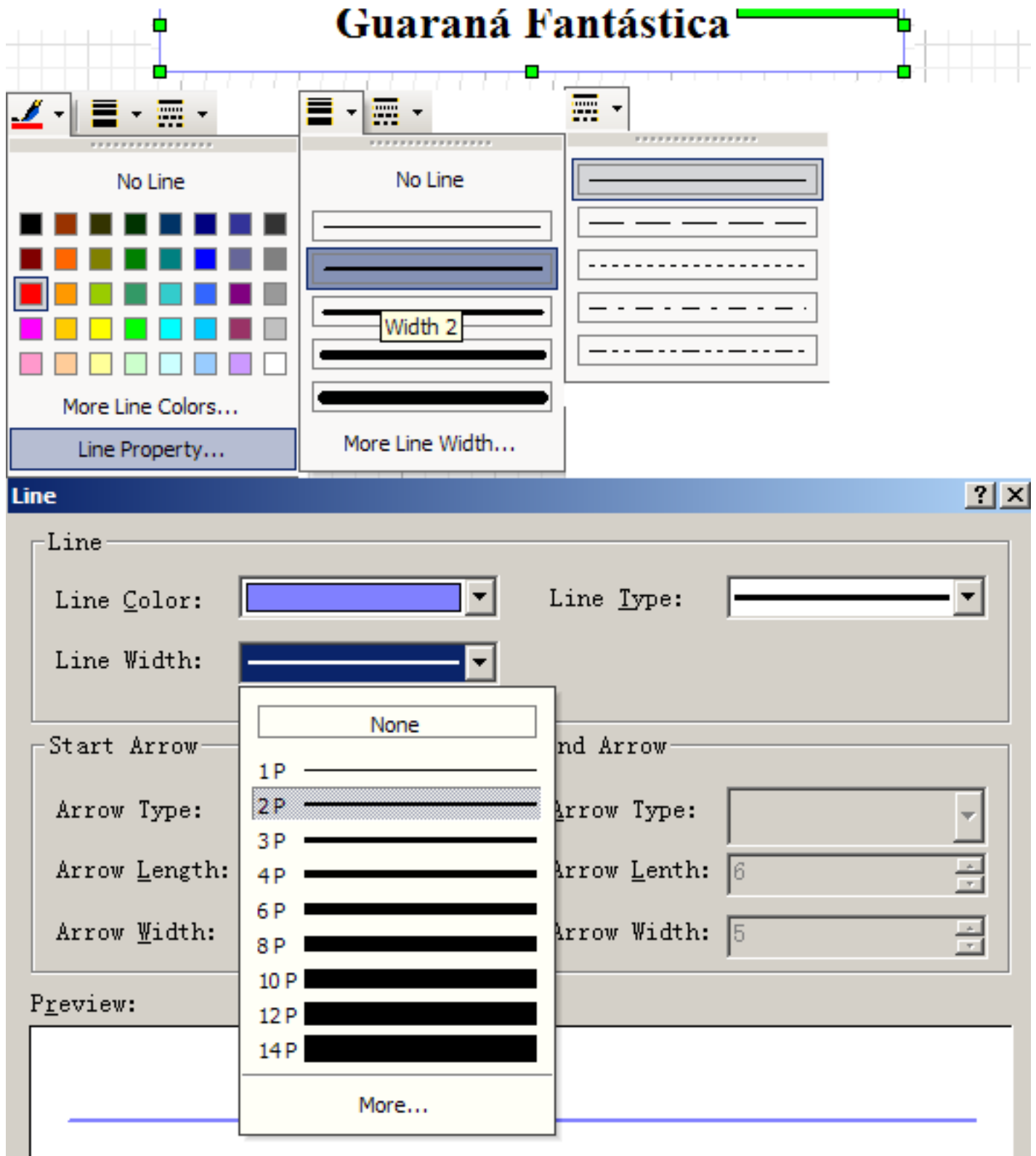


Change the text attributes by selecting the 'Text' field by following the same process. Select the 'Text' menu item.

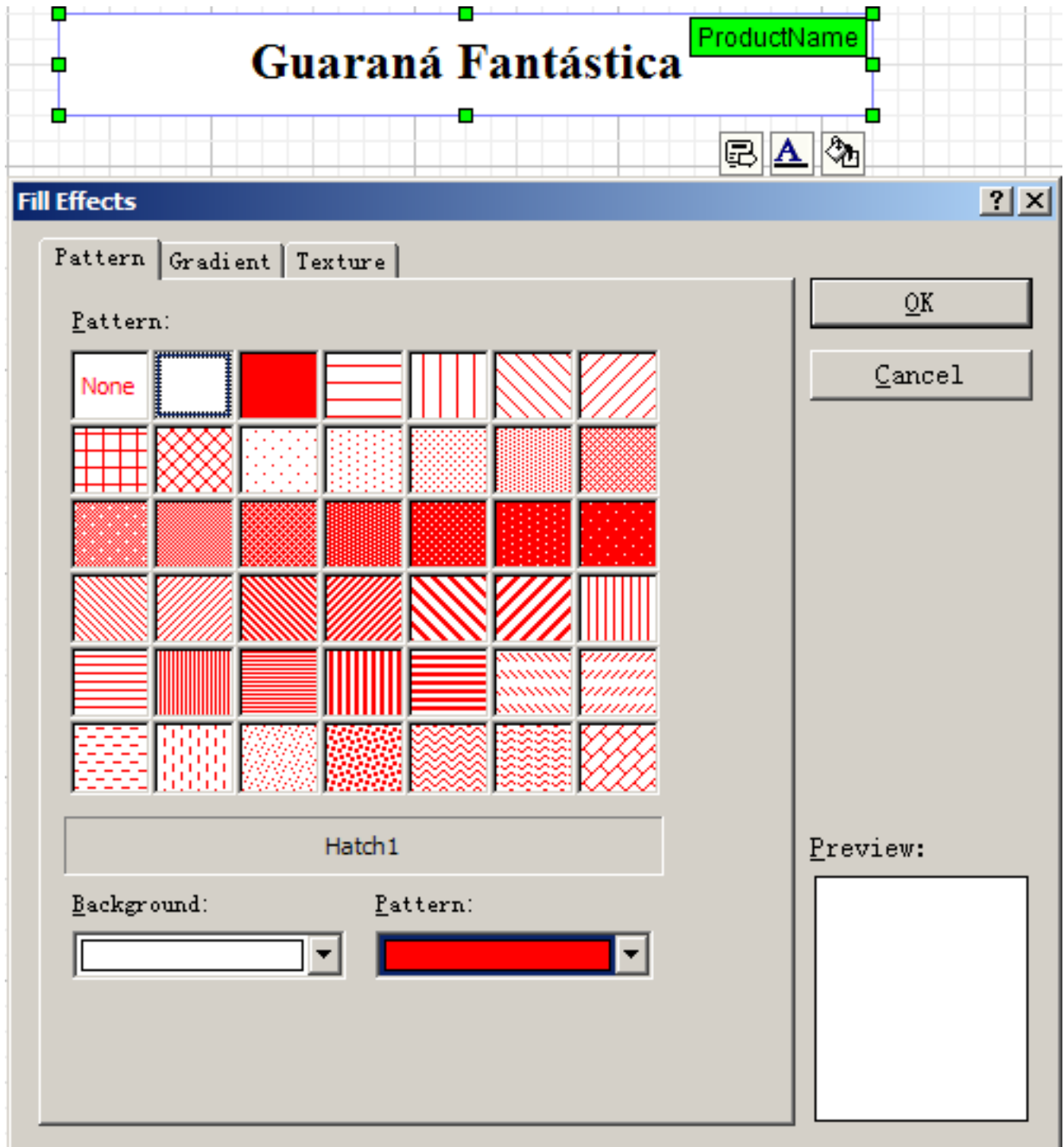


On this popup, change the text size to be 18 points (pt) and make sure the checkboxes for Bold, Italic, Strikeout, and Underline are unchecked.

The 'Line' attribute must also be set off.

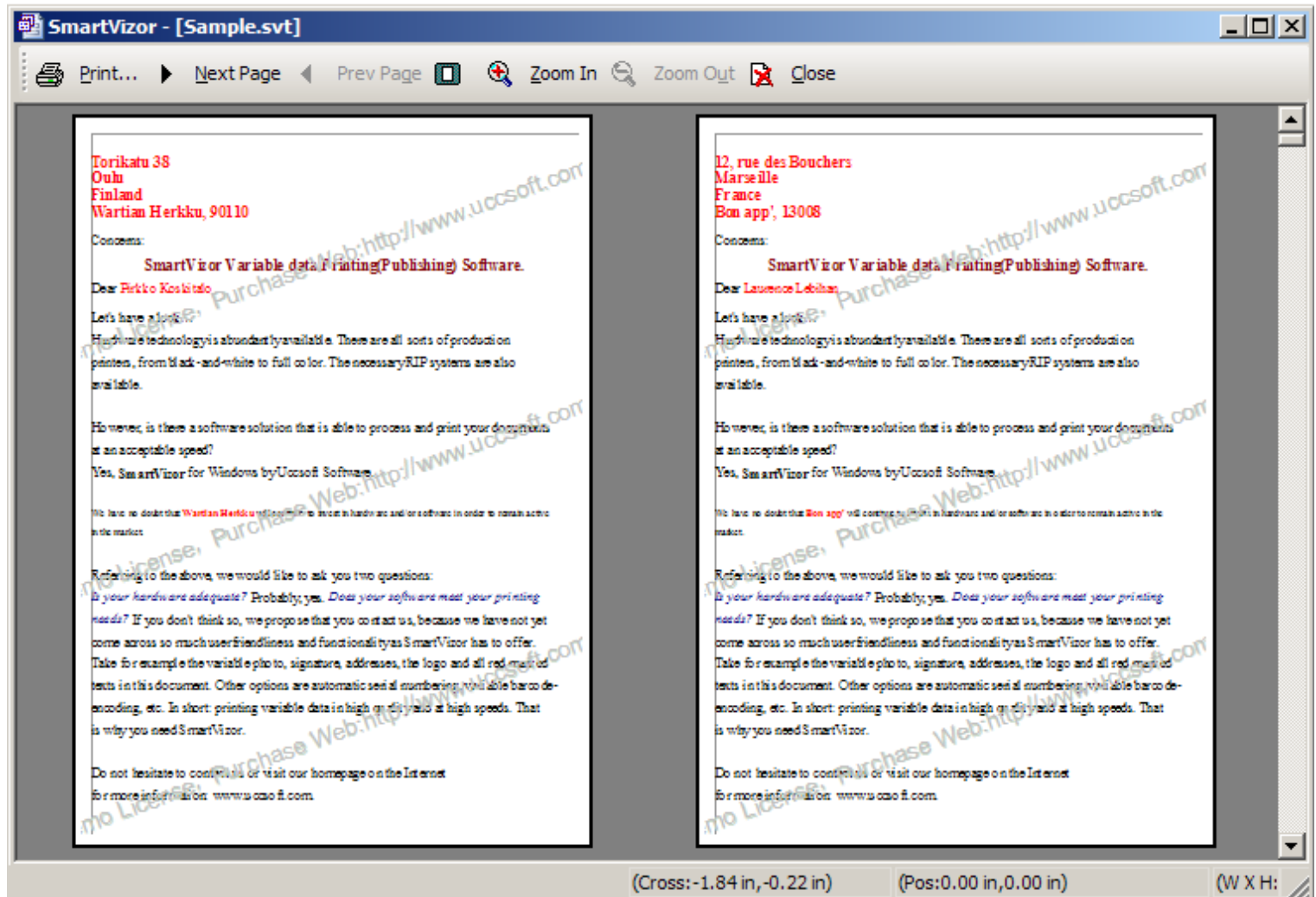


The next item to address is 'fill'. 'Fill' is selected in the same way that other field attributes are selected.



6. Printing Merged Documents

To print documents, select the database file.



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