

## USING THE DUPLEX MERGE FACILITY

The Duplex Merge facility will allow you to create two sided documents with the data on the reverse side being arranged in the order required for it to coincide with that on the front side of the sheet

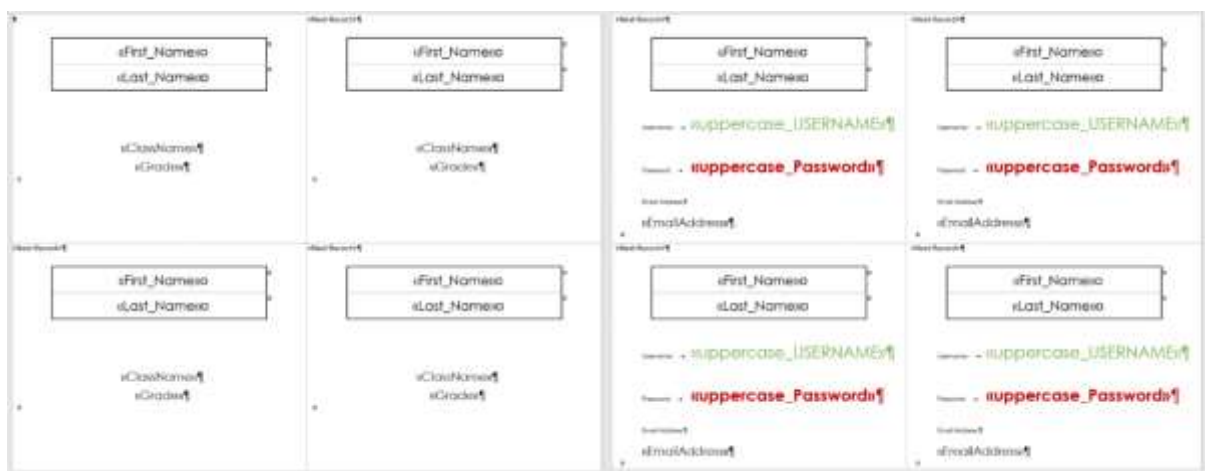
The image displays a mail merge document layout for a duplex merge. It consists of a 2x4 grid of labels. The first two columns represent the front side of the labels, and the last two columns represent the reverse side. Each label contains fields for First Name, Last Name, Class Name, and Grade. The reverse side labels also include merge fields for USERNAME and Password, which are formatted in uppercase. The labels are arranged in a way that when printed, the front and back sides of the sheet will align correctly.

The mail merge main document will be of the labels type and the text and mergefields for the first side can be set up in the normal manner by setting them up in the first cell on the sheet and then using the Update Labels facility to replicate that set up to the other cells on the sheet.

The image shows a mail merge document layout for a duplex merge. It consists of a 2x2 grid of labels. Each label contains merge fields for First Name, Last Name, Class Name, and Grade. The labels are arranged in a way that they can be replicated across the sheet using the Update Labels facility. The labels are arranged in a way that they can be replicated across the sheet using the Update Labels facility.

It is then necessary to add another page to the mail merge main document by putting the selection in the last cell on the page and then pressing the tab key as many times as required to add rows to the second page which will have been added by that process. It will probably be necessary to format the paragraph following the last row of labels which may be at the top of a third page so that it has a line spacing of Exactly 0.7pts (the minimum) and if that is not sufficient to prevent it appearing on a third page, it may be necessary to reduce the row height of the last row on the second page so that the third page can be eliminated.

A «Next Record» field must be added to the first label on the second page (by selecting Next Record from the Rules drop down in the Write & Insert Fields section of the Mailings tab of the ribbon) and then the required text and merge fields can be set up in that cell. Unfortunately, the Update Labels facility cannot be used to replicate the set up from the first cell of the second page and it is necessary to copy and paste the setup into the other cells on that sheet. The image below shows how the mail merge main document should appear:



At this point, you should save the mail merge main document so that you can always retrieve it if the result is not exactly as expected.

Then, when you use the Duplex Merge facility, it will ask how many columns and how many rows there are on one page and using that information, a modified copy of the data source is created with the records arranged in the required order and the merge will be executed to a new document.