

# Synergistic Office Solutions, Inc.



**Topic:** Creating Mail Merge Labels in Word from Query  
**Document ID:** #407  
**Product:** ALL  
**Date:** July 28, 2009  
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This document presents a sample query that, when run using the SOS-supplied DBISQLG utility, produces an EXCEL file that can be used as the data to produce a set of mailing labels in MS Word.

There is a document on the SOS web site that describes how to run queries:

<http://www.sosoft.com/fod/doc404-usingdbisql.pdf>

Be sure to use the DBISQLG version of the query tool. The "C" version doesn't export to EXCEL format.

The following query includes several selection criteria in the WHERE clause that you will want to adjust or remove. Specifically, it selects from the main data set (licnum = 101), only certain primary providers, and only those with a non-zero service within the last 270 days. The results of the query are saved in a file called LABELS.XLS in the SOS folder on the C: drive (see last line of the query). You can copy and paste the query below directly into DBISQLG, then make any changes you like before running it.

```
SELECT
  TRIM(a.firstname) AS "First Name",
  TRIM(a.lastname) AS "Last Name",
  a.addr1 AS "Address 1",
  a.addr2 AS "Address 2",
  TRIM(city) AS "City",
  TRIM(state) AS "State",
  zip
FROM
  rv_patients a
  JOIN ptvars b ON a.ptnum = b.ptnum
WHERE
  a.licnum = 101
  AND a.priprvcode IN ('AB','CD','EF','GH')
  AND b.lfeedate > (TODAY() - 270)
ORDER BY
  a.lastname, a.firstname
;
OUTPUT TO c:\sos\labels.xls FORMAT EXCEL
```

Once you have run your query successfully, open the resulting XLS file in MS EXCEL and re-save it. That will put it into the file format that your particular version of MS Word likes best. Now open your web browser and go to:

<http://www.sosoft.com/files/tv/other/querylabelmerge.swf>

to view a short Flash video that demonstrates how to create your labels using the output of your query. (If you don't have the Flash add-in installed, your browser will probably offer to download and install it for you.)

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For many examples of useful SOS queries see:

<http://www.sosoft.com/fod/doc403-sosqueries.pdf>

and

<http://www.sosoft.com/querywiki/wikka.php?wakka=HomePage>

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