

## Instructions for setting up word for mail merge with ODS or BANNER tables

1. Will need to install the Oracle Provider for OLE DB. This can be downloaded from: [http://www.oracle.com/technology/software/tech/windows/ole\\_db/htdocs/utilsoft.htm](http://www.oracle.com/technology/software/tech/windows/ole_db/htdocs/utilsoft.htm)  
The file to pick would be the Oracle Provider for OLE DB 9.2.0.7.0
2. Once the file is downloaded click on the executable to run it. The executable will create a disk1 folder, go inside the folder and select the setup.exe and run.
3. You will need to copy the tnsnames.ora and sqlnet.ora files from R:\banner\\_general\reporting folder to your c:\oracle\ora92\network\admin folder. If it prompts to overwrite click yes to all.
4. Now you are ready to open word. Open word and add the mail merge tool bar and the database toolbar. To do this select view, toolbars, mail merge. Then do the same for database.
5. Open your letter, and then from the mail merge toolbar select Open Data Source.
6. On the select Data Source click the New Source button
7. On the Data Link Properties window, the provider tab is the active window. Select Oracle Provider for OLE DB (it will be towards the bottom). Click Next
8. On the Connection tab enter the database name: (example odss.bandev.appstate.edu) then enter your user name and password. Test the connection if it works click ok. You may need to be setup for access so if you get an unable to connect message please notify BARS.
9. On the Select Database and Table screen pick the database you want to connect to then click next.
10. Accept the default file name, you can add a description if you like, click finish
11. Click open
12. Now it will prompt for your password twice this may take a little time depends on how big the database is you want to connect to.
13. You will know you are connected when all the buttons on the mail merge toolbar are available (not gray).