Fast·Class File

SmartOffice

Volume 51: Importing Microsoft® Word Documents

You can easily import your Microsoft® Word documents directly into SmartOffice to create form letters, and other SmartOffice document.

To Import Word Documents into SmartOffice –

- Save a copy of your document.
- With SmartOffice open, select **Office Setup** in the main menu.
- In the **Office Setup** menu, select **Form Letters**.
- In the **Search Form Letters** screen, click the **Add** button.
- In the **Document Selection** screen, select the type of document that you will be creating and click **OK**.
- In the confirmation screen, click **No**.

    *Note: This confirmation screen is referring specifically to documents that exist in SmartOffice. As such, the appropriate response for this confirmation is to click **No**. Even though the document exists, the new document will not be based on a document that exists in SmartOffice.*

- SmartLink for Word will open a new document.
- Click **Insert** in the SmartLink for Word menu bar.
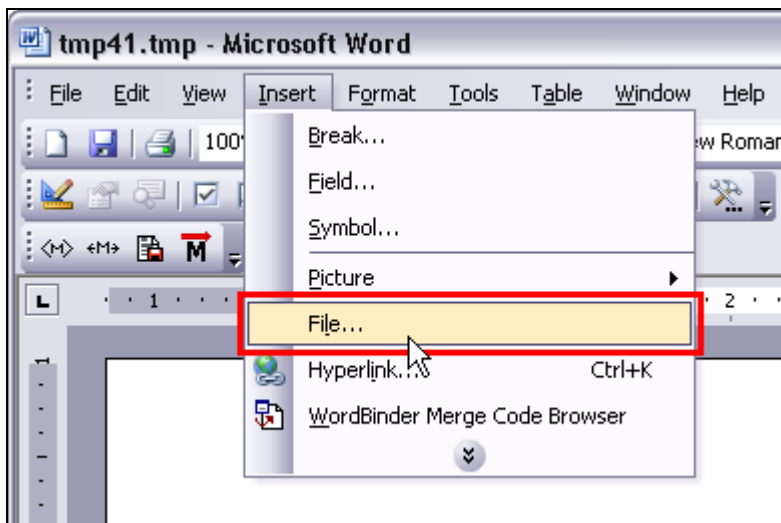- In the **Insert** menu, select **File**.

Figure 1: The Insert menu in SmartLink for Word (File option selected).

- Use the **Insert File** window to locate your document. After locating the document, select the document and click **Insert**.
- The contents of the selected document will be added to the new document in SmartLink for Word.

Modifying Imported Word Documents

Word documents imported into SmartOffice can be modified in the same way as documents created directly in SmartLink for Word.

If the imported Word document has merge codes created with the Microsoft® Word Mail Merge tool, the merge codes will need to be updated.

Updating Microsoft Word Merge Codes

- With the imported document open in SmartLink for Word, click the **Find Replace Old Merge Codes** button in the toolbar.
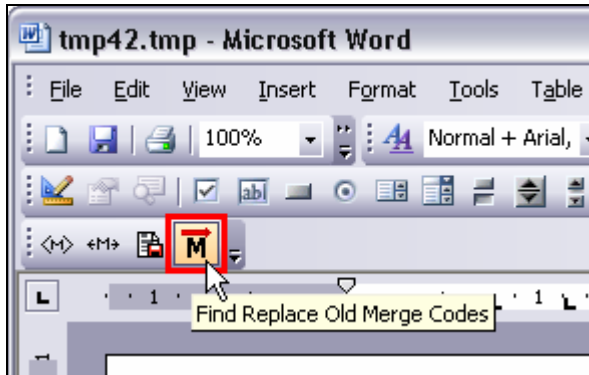

Figure 2: The Find Replace Old Merge Codes button.

- The Find and Replace utility will identify the first merge code.
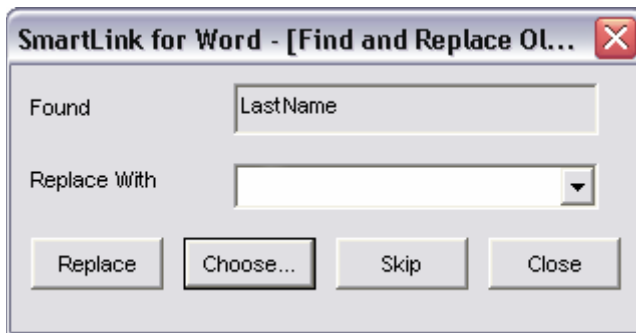

Figure 3: The Find and Replace Utility.

- After a merge code is identified, click the **Choose** button in the **Find and Replace** utility to open the Merge Code Browser.
- Use the Merge Code Browser to select the appropriate SmartOffice Merge Code.
- After selecting the appropriate SmartOffice merge code to replace the old merge code, click the **Replace** button.
- Continue until all merge codes are replaced.
- To save the document, click the Save Close button in the toolbar and give the document a name. Add **Keyword**, **Category**, and **Purpose** information as needed.