



WordPerfect: How do I create a WordPerfect® Merge Data File from a table?

- WordPerfect Office Suite

WordPerfect® tables are great tools for organizing data and provide tremendous flexibility in how you can manipulate it. Did you know you can convert a WordPerfect® table into a data merge document in just two steps?

1. First point to any border line in the table and triple-click to select the entire table (or choose Edit, Select, Select Table), then press the Delete key on your keyboard.
2. When prompted, select Convert Table Contents; or, if your table uses column headings, select Convert text to Merge Data File (Use Text In First Row As Field Names). Click OK.

Your table information now appears in a data form, divided properly into separate records, ready for use in a mail merge.