



# Quick Merge

## for Excel™+Word™

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**Quick Merge for Excel™+Word™** is a software for Windows™ for the simplified creation of mail merge documents with Microsoft Excel™ and Word™.

With Quick Merge, mail merge documents can be created very easily and quickly, without the hassle of creating data links and puzzling formatting. The biggest advantage is the automatic takeover of number and date formats as well as calculated values **exactly as they are displayed in Excel spreadsheets**. The placeholders used in the Word template for the data fields, e.g. {A} or {Name}, can be conveniently formatted and positioned in Word just like normal text. No cumbersome "merge fields" are needed.

The target documents can be created as individual Word and/or PDF documents, as well as collected in a single Word file. The Word and PDF files can be named as desired, also placeholders for table fields can be used in the file name. The creation of the documents can also be done for a limited selection of table rows. All settings can be saved as configuration files for later reuse.

## Download

The functionality of the program can be tested with the freely available demo version; it is limited to the creation of 5 documents per run. The unlimited full version can be unlocked by entering a license key, which can be bought directly online for a small amount (shareware).

<https://www.infonautics-software.ch/quickmerge-for-excelword>

## System Requirements

Operating System Windows™ 7/8/10 (32 bit and 64 bit).  
Microsoft Excel™ and Word™ from version 2007 and newer.  
About 5 MB free space on disk.

## Program Installation

Start the setup program "QuickMergeSetupEN.exe" and follow the instructions. Afterwards an entry in the start menu and a program shortcut on the desktop is available to start the program.

Both the setup program and the program itself are digitally signed. Before starting please check the **validity of the Digital Signature** of the executable EXE-files (context menu: Properties: Digital Signatures: open "Infonautics GmbH"). If the signature is invalid or missing then the program has been altered by third parties and may thereby cause harm. In this case download the original software directly from the manufacturers website (please see paragraph "Download" above).

## Full Version / License Key

For the unlimited use of the application, the full program version is required. It can be activated by entering a license key, which can be purchased online for a small fee at the following address:

<https://www.infonautics-software.ch/quickmerge-for-excelword/buy>

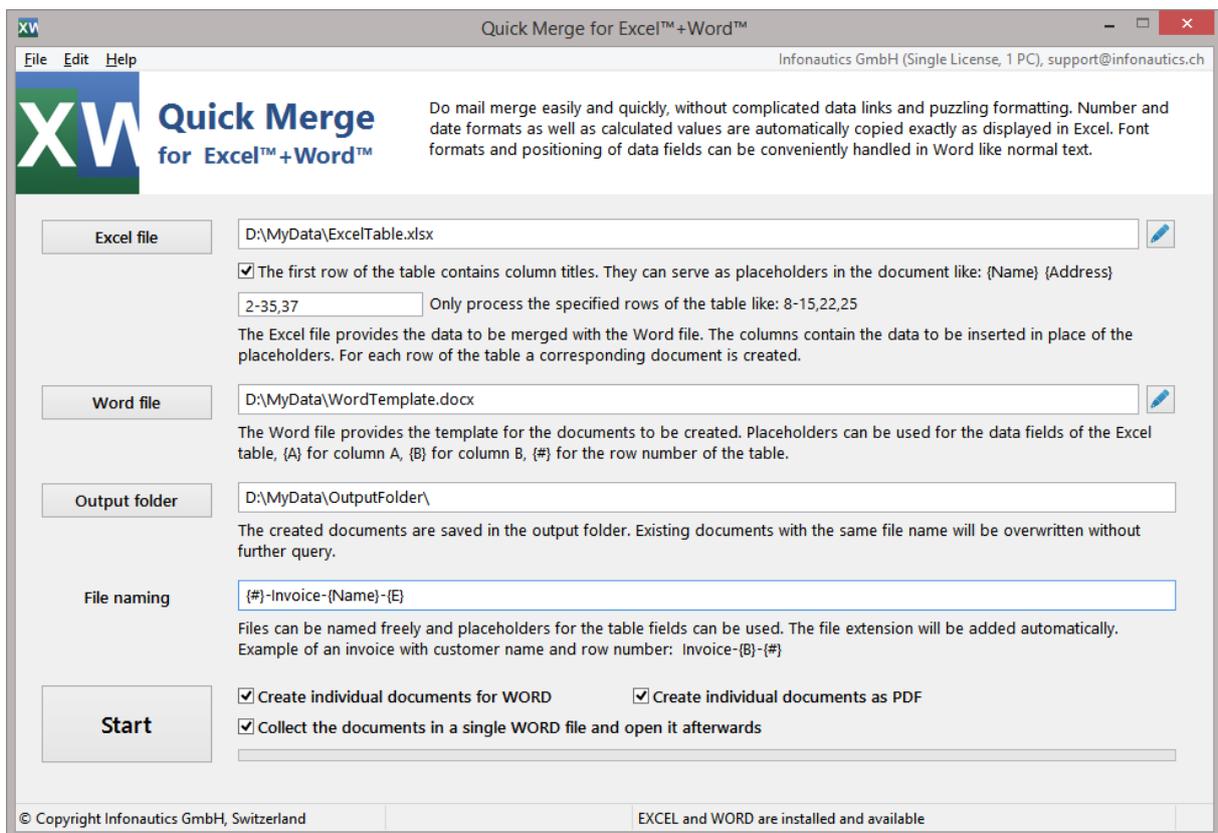
The license is valid for an unlimited time and all future updates.

For using the program on several computers especially favorable company licenses are available in the name of the respective company: Business License (for 10 PCs in the same company), Corporate License (unlimited PCs in the same company).

## Program Interface

The program supports the creation of mail merge documents with a few simple steps:

1. **Excel file** selection, containing the mergeable data.
2. **Word file** selection, containing the template with placeholders for table data.
3. **Output folder** definition, receiving the created files.
4. **File naming** definition, can contain any text and placeholders.
5. **Start** the creation of the documents.



## Drag & Drop

Excel and Word files as well as output folders can be dragged directly to the program window from Windows Explorer, instead of setting them via the file dialogs. The same applies to configuration files which contain saved program settings.

## 1. Excel file

The Excel file contains the data for which a document is to be created for each row of the table. The values in the columns can be inserted in the target documents via placeholders.

	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Address</b>	<b>ZIP</b>	<b>City</b>	<b>Turnover</b>	<b>Rate</b>	<b>Commission</b>
2	Miller	4020 McAllister Ave	10009	New York	240'000.00	7%	16'800.00
3	Bergman	701 Minetta Street	10016	New York	230'000.00	6%	13'800.00
4	Doe	180 West 43nd Street	10033	New York	250'000.00	7%	17'500.00

If the first row of the table contains the column names, they can be inserted in the Word template as {label} such as:  
{Name}, {Address}, {City}, {Rate}

To use these column names, Quick Merge must have selected the option "The first row of the table contains column titles". Spaces and explicit line breaks in the column titles are relevant characters for the creation of named placeholders.

Exception: If a column title in Excel contains leading or trailing blanks like "First Name ", the corresponding variable in Word can be written exactly like {First Name } or without leading/trailing blanks like {First Name} .

If the table does not contain column names in the first row, the table's normal column labels can be used as placeholders:

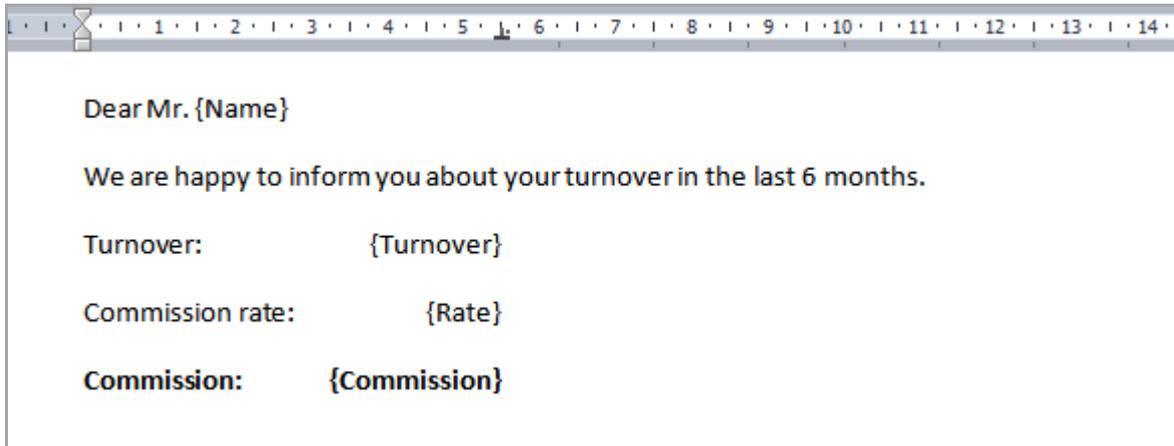
{A}, {B}, {C} ... {X}, {Y}, {Z}, {AA}, {AB},{AC} ... {ZX}, {ZY}, {ZZ}

In addition, if necessary, the line number of table rows can be inserted in the Word text by using {#} as the placeholder.

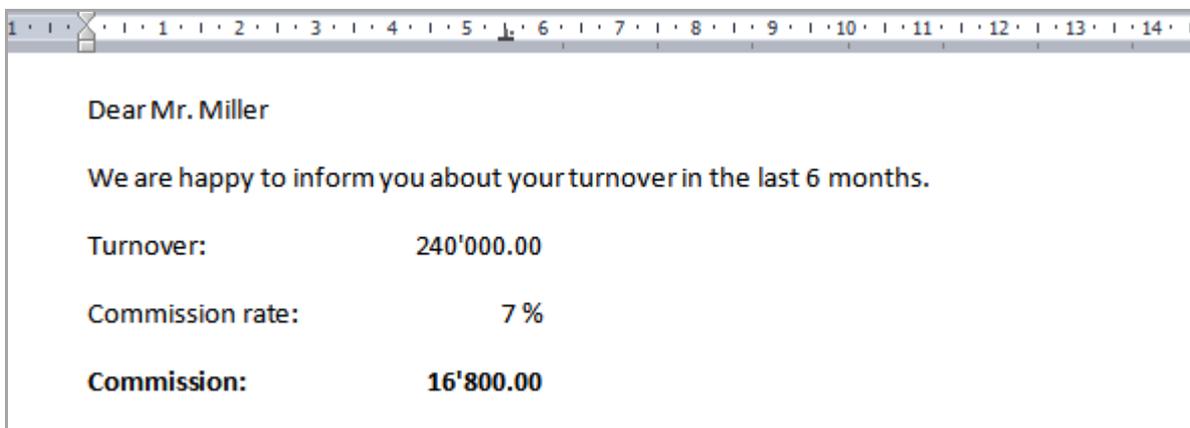
If you do not want to create documents for all rows in the table, you can set Quick Merge to restrict the rows to be processed by specifying a list such as: 8-15,22,25-29,35,38

## 2. Word file

The Word file contains the template for the documents to be created. Here, the data fields to be used can be positioned with the placeholders such as {A}, {B}, {C}, {Name}, {City}, {#}. The placeholders behave like normal text and can also be easily formatted like: font, size, color, boldness, alignment, tabs etc. Decimal tabs can also be used to position numbers.



The placeholders are replaced exactly with the text displayed in the Excel spreadsheet: number and date formats are exactly taken into account, formulas are calculated and all values are shown as displayed in Excel.



To remove the whole text line in case of empty variables, the variable can be put in double curly brackets like {{A}} or {{Street}}. The corresponding line should be terminated with a line break or paragraph, so that the line is reliably recognized as such.

This procedure also works within cells of a table. However, if the last line in the cell does not contain a terminating line break, only the text before the empty variable is removed, but not the text after the variable.

### 3. Output folder

The created documents are saved in the output folder. Existing documents with the same name will be overwritten without further inquiry.

### 4. File naming

The files to be created can be named as desired. The file extension (file type such as .docx and .pdf) is automatically added during creation.

To define the file names, the placeholders of the table fields can be used as described in section "1. Excel file", for example: {A}, {B}, {C}, {Name}, {City}, {#}

For example, a variable filename for billing documents could be formed with table fields as follows: Invoice-{Name}-{Customer Number}-{Date}

It should be noted that the definition of the file name should contain at least one variable element, because otherwise always a file with the same name will be created. The least variable element for this can be the row number of the spreadsheet, such as: Document{#}

Collective documents are also stored in the output folder and have their own naming according to the following pattern: \_YYYYMMDD\_HHMMSS\_.docx (YYYYMMDD stands for year, month, day and HHMMSS for hours, minutes, seconds)

### 5. Start

With the button **Start** the intended documents are finally created.

The following document types can be created (also combined):

- **Single document for WORD**  
One WORD document is generated per spreadsheet row.
- **Single document as PDF**  
One PDF document is generated per spreadsheet row.
- **Collective document for WORD**  
All documents are combined in a single WORD document.

The progress bar at the bottom shows the current progress of the processing.

The status bar displays the number of documents produced (corresponding to the number of processed rows of the table).

## Save and load configuration [Menu: File]

All current settings can be stored in one or more configuration files with the file extension ".qmew". They can be reloaded as needed to reproduce the so-saved settings. See menu "File", "Save configuration to a file" and "Load configuration from a file".

Configuration files can also be loaded by dragging and dropping them onto the program window.

## Start program using startup parameters [for Batch-Scripting]

The program can be started by specifying a configuration file to immediately load the corresponding settings at program start:

```
QuickMergeExcelWord "E:\Documents\Configuration1.qmew"
```

With the additional specification of the parameter "*batch*", the program and the corresponding document generation can be executed minimized (silent):

```
QuickMergeExcelWord "E:\Documents\Konfiguration1.qmew" batch
```

A minimized (silent) execution of the program means:

- The program appears only by an icon in the taskbar.
- After the document creation no information window is displayed.
- A created collective document will not automatically open at the end.
- The program is automatically closed after document generation.
- Only one instance of the program is allowed at the same time  
(another program start while the program is still working is ignored).

Attention: In batch files a program can be started in two ways:

The batch file should pause while executing the program and wait for its completion (default):

```
"C:\Program\QuickMergeExcelWord.exe" "E:\Documents\Configuration1.qmew" batch
```

The batch file should continue immediately after starting the program without waiting for its completion:

```
start "" "C:\Program\QuickMergeExcelWord.exe" "E:\Documents\Configuration1.qmew" batch
```

## Contact

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