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Data Merge using InDesign CS2

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“Data Merge is the ability to create fields in your document that automatically populate from a comma delimited file or a tab-delimited file. You only need to create 2 main “ingredients” – the data source file and the target document.”

Dear <<Friend>>,
It was a pleasure to meet at
<<Country>>.

I have enclosed a photo for your
viewing pleasure.



Shirley Tan
*The #1 Adobe Certified
Instructor in SEA*

Creating the data source file

The data source typically originates from a spreadsheet or database application, but you can create your own data source file using InDesign or any text editor. The data source file can also include text or path names that refer to images on disk.

- 1) Plan ahead to determine what are the fields that you are interested to include in the data file. For example, your data file may look like this:

```
Friend,Country,@Picture
Janice,Tunisia,tunisia.jpg
Peter,France,france.jpg
Mabel,Switzerland,swiss.jpg
```

- 2) Take note that the top row of a spreadsheet should contain the field names that you'll use later in the target document.

Creating the target file

The target document contains data-field placeholder text and graphics, such as the design that you want to appear on every letter.

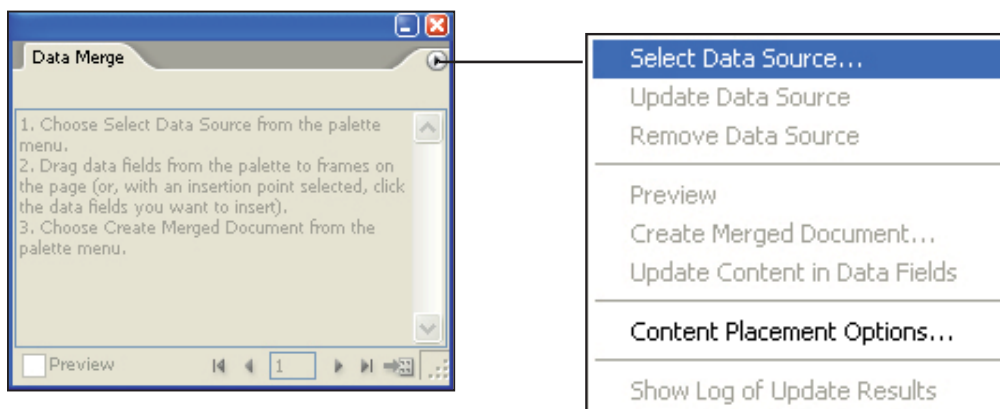
- 3) Creating a new InDesign document as per your requirements. Add your text and other items that remain the same in each of your target document.

```
Dear ,
It was a pleasure to meet at.

I have enclosed a photo for your
viewing pleasure.
```

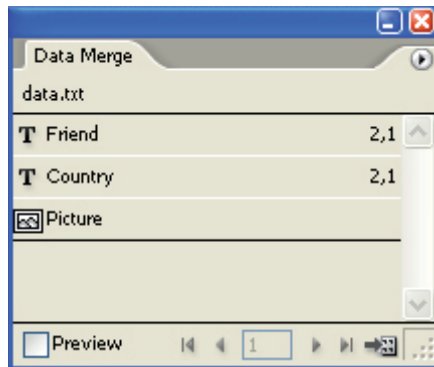
Select and connect to the data source file

- 4) Choose **Window > Automation > Data Merge**.



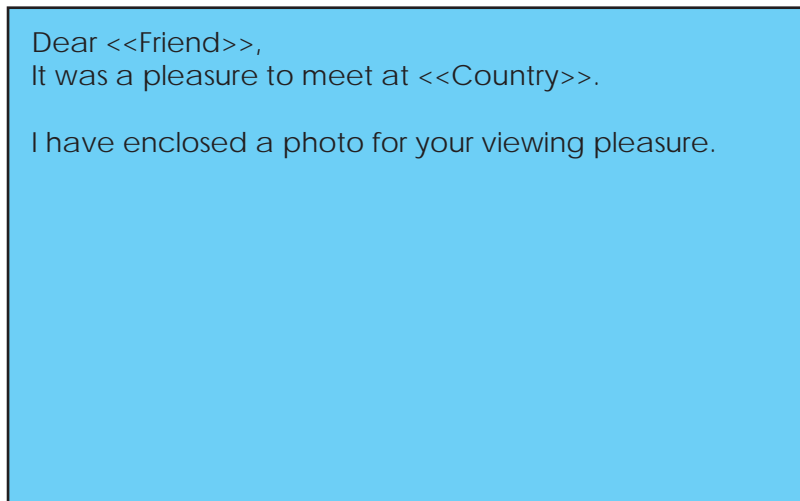
- 5) Choose **Select Data Source** from the drop-down list and browse to select your data source file.

All the fields in the data source file will be automatically loaded into the Data Merge palette.

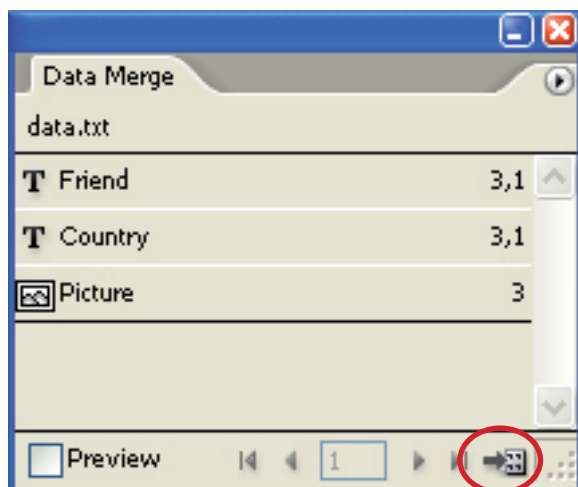


Inserting the fields into the target file

- 6) Place your cursor at the position where you want the field to be inserted and drag the field from the Data Merge palette onto the target file. If a picture is to be added, create a frame before dragging.



- 7) Checked the **Preview** box in the Data Merge palette to check the accuracy of the records.



Click this button to generate the merged documents once the records are verified correct.