

# Installation and Configuration Manual

 SharePoint Document Merge



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## Version History

### Change Record

Date	Author	Version	Change reference
2015, September	SharePoint Document Merge	1.0.0.0	Initial Release for SharePoint Online.
2015, October	SharePoint Document Merge	1.0.0.1	Site Collection Misc. Bug Fixes.
2015, October	SharePoint Document Merge	1.0.0.2	Support for PowerPoint documents.
2015, November	SharePoint Document Merge	1.0.0.3	Support to display Images for Image Hyperlinks Images (Word).
2015, November	SharePoint Document Merge	1.0.0.4	Support to Merge multiple SharePoint list data into 1 Single Word Document (Choose to merge multiple Word documents to 1 single document).
2015, January	SharePoint Document Merge	1.0.0.5	Misc. bug fixes and Improvements. Merge multiple Word documents is now Versioning aware (Choose to merge latest published major version).

### Current Version for SharePoint Online

Name	Version Approved	Compatibility	Date
SharePoint Document Merge	SharePoint Document Merge Version 1.0.0.5	SharePoint 2013 Foundation   SharePoint 2013 Server.	2016, January

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## Introduction

**SharePoint Document Merge** is the simple, fast and clean way to merge SharePoint list data into predefined Word, Excel and PowerPoint document templates with NO CODE! Also, merge multiple Word documents to a single document!

Define Word and/or Excel and/or PowerPoint templates, store them in document libraries or access them from a drive location, then easily merge those templates with data from SharePoint lists. Automatically generate and output the populated documents to a user specified SharePoint document library.

Select multiple SharePoint list items or Bulk Merge an entire list. A document for each list row (based on your selected template) will be automatically created and stored with a customisable file name to be easily identified.

Select multiple Word documents to merge to a single Word document from within a document library. The selected documents will be automatically appended in the order selected.

### How does SharePoint Document Merge Work?

After you have installed **SharePoint Document Merge**, the **Document Merge** Option will now be available for list items and Word documents within document libraries.

Create your Word or Excel document template/s with the layout as required. Use the List Column Internal Name as Merge Field Name (Word) or Place holder (Excel, PowerPoint) where you want the list data to appear in the document template.

With SharePoint Document Merge you can now automatically create documents from any list for any predefined document template directly from the Ribbon Menu (SharePoint Document Merge) or list items Context Menu.

Create a selection of merged Documents by selecting multiple list items and clicking on the “**Merge Selected Items**” option from the Ribbon Menu or utilise the “**Bulk List Merge**” to automatically generate a document for the entire list.

Customise the file name and specify the SharePoint document library to store the automatically generated merged documents, you can even automatically create an accompanying PDF document (SharePoint 2013 ad 2010).

### SharePoint Document Merge Uses:

Do you collect customer records, financial data, order information, or any other important business data in SharePoint lists? With SharePoint Document Merge you can swiftly merge this data into Word, Excel and PowerPoint document templates with absolutely no coding!

Generate contracts, personalised letters to prospects, marketing materials, personalised policies, quotes, invoices, financial reports, project status reports, Presentations and get your SharePoint list data in Word, Excel or PowerPoint where you can really work with your data.

## SharePoint Document Merge Benefits and Features

- Merge any SharePoint list data into Word, Excel and PowerPoint Templates with NO CODING!
- Fast, save data entry time and increase productivity.
- Very easy to install. Very easy to use, no training required.
- Tightly integrated into SharePoint. Easy access via Ribbon Menu and Items Context Menu.
- Simple Template Creation using Merge Field (Word) or Placeholders (Excel, PowerPoint).
- Display Images for Image Hyperlinks (Word).
- Specify output SharePoint document library and customise document file names.
- One click automatic creation of multiple Merged Documents.
- Automatically create accompanying PDF documents (SharePoint 2013 ad 2010).
- Merge multiple SharePoint list data into 1 Single Word Document (Choose to merge multiple Word documents to 1 single document).
- Merge multiple Word documents into a Single Word document from within a Document Library.
- Excellent UK based support!

## SharePoint Document Merge Installation (SharePoint Online)

### Types of License

**SharePoint Document Merge** is made available from the **SharePoint Document Merge** web site (<https://sharepointdocumentmerge.com>) from where you can decide to choose the most appropriate License Type. Once you have selected the required License Type and created an account you will be able to log in and download the installer and a License Key. Below is the list of **SharePoint Document Merge** License Types;

#### Trial

- The Trial License can only be applied to one list per site. It will only allow you to merge the first 5 rows for Merge Selected Items. You cannot Bulk Merge with the Trial. The Trial will expire after 30 days.
- You cannot install a Trial License, if any other License Type is already installed on that SharePoint Site/Site Collection.

#### Site Collection

- The Site Collection License activates **SharePoint Document Merge** functionality to all of the Lists within a specified SharePoint Site Collection (e.g. site including its sub sites).
- If the Site Collection License is installed then you will not be allowed to install any other License Type on that Site Collection.
- It will upgrade a lower License Type if already applied on the given SharePoint Site (e.g. Trial License, Single Site License and Single Site List License).

#### Single Site

- The Single Site License activates **SharePoint Document Merge** functionality to all lists within the Site to which it is applied.
- If a Single Site license is already installed then you will only be able to install a higher version License Type (e.g. Site Collection).
- It will upgrade a lower License Type (e.g. Trial Version, Single Site List Version) if already applied on the given SharePoint Site.

#### Single Site List





- The Single Site List License activates **SharePoint Document Merge** functionality to only one user specified SharePoint List.
- If the Single Site List License is already installed then you will only be able to install a higher version License Type (e.g. Site/Site Collection).
- It will upgrade the lower License Type (e.g. Trial) if already applied on the given SharePoint Site List.

## Installing SharePoint Document Merge

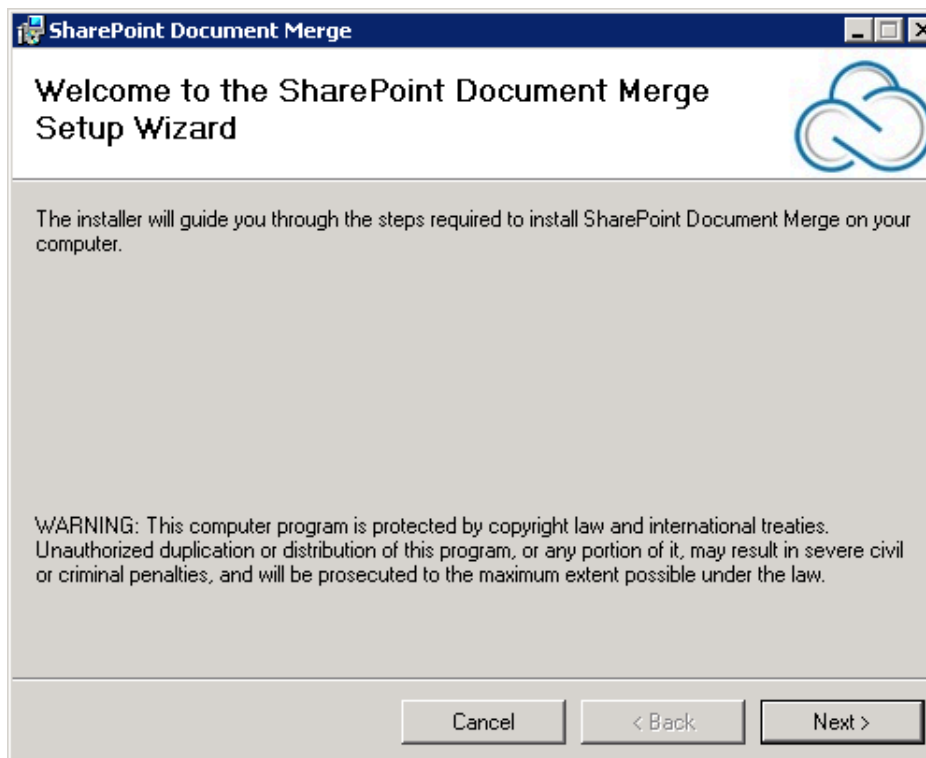
Installation of **SharePoint Document Merge** is a simple affair and can normally be completed by a SharePoint Administrator in a matter of just a few minutes. **SharePoint Document Merge** is provided as a very lightweight, deployable solution file (WSP) and accompanying Installer to make the installation process as simple as possible.

Once you have downloaded the zip package and the correct License Key from the **SharePoint Document Merge** web site (<https://sharepointdocumentmerge.com>) installation can begin. Copy and unzip the package.

The unzipped package contains the following files;

-  SharePointDocumentMerge\_License.pdf
-  setup.exe
-  README.txt
-  DocumentMergeSetup.msi

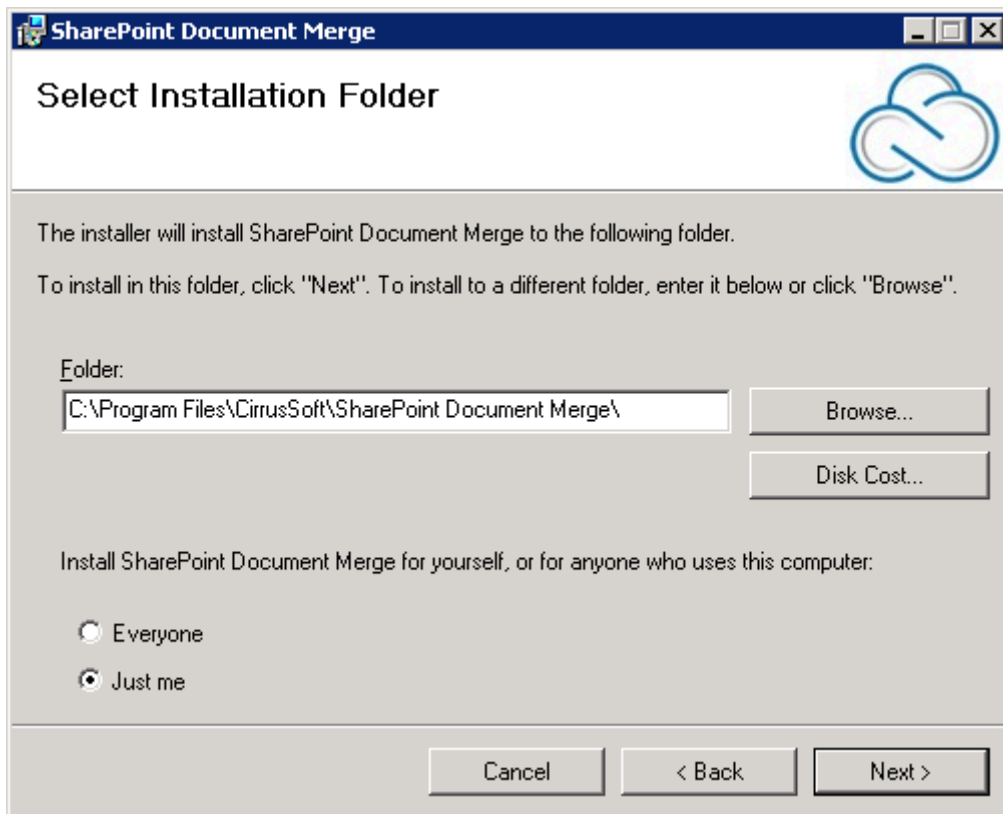
Run the “setup.exe”. This will initiate **SharePoint Document Merge** installation wizard.



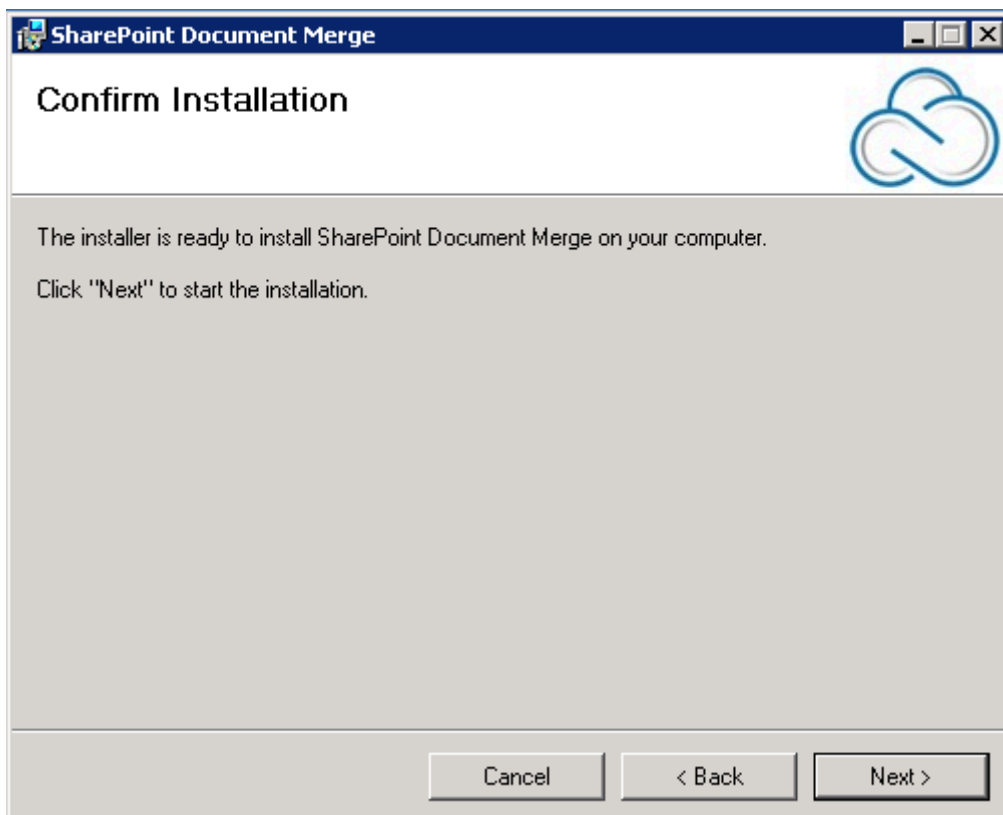
Click on the “Next” button.

This will allow you to select path where you want to install **SharePoint Document Merge** and whether the installation is just for current user or all the users.

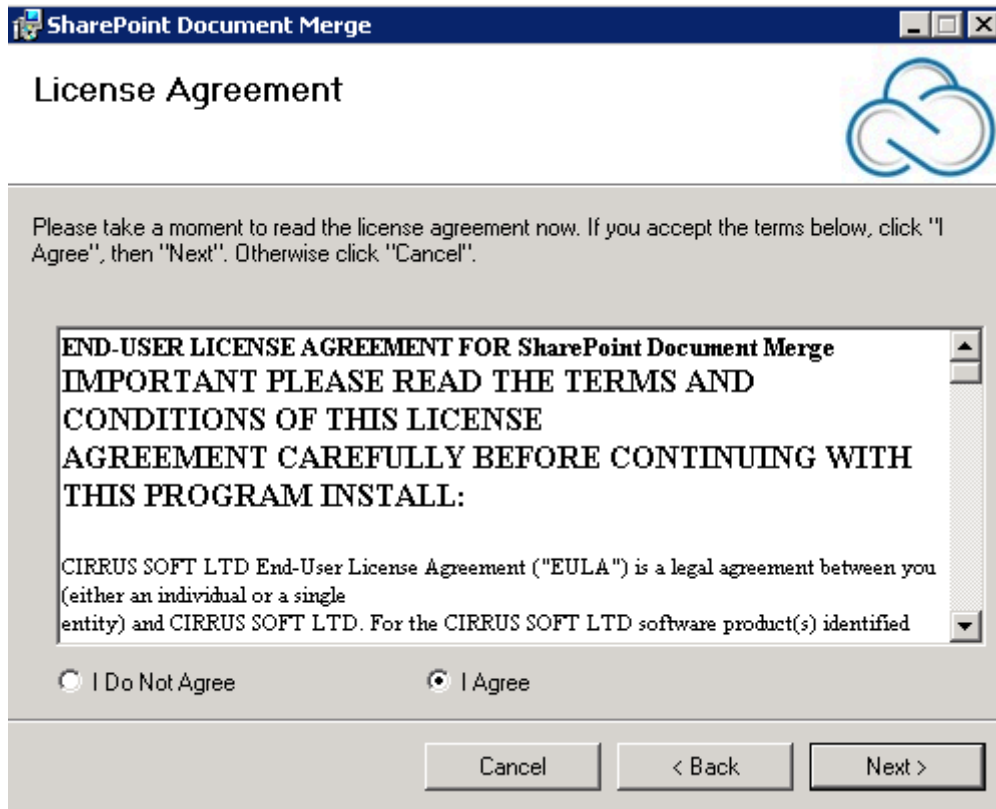




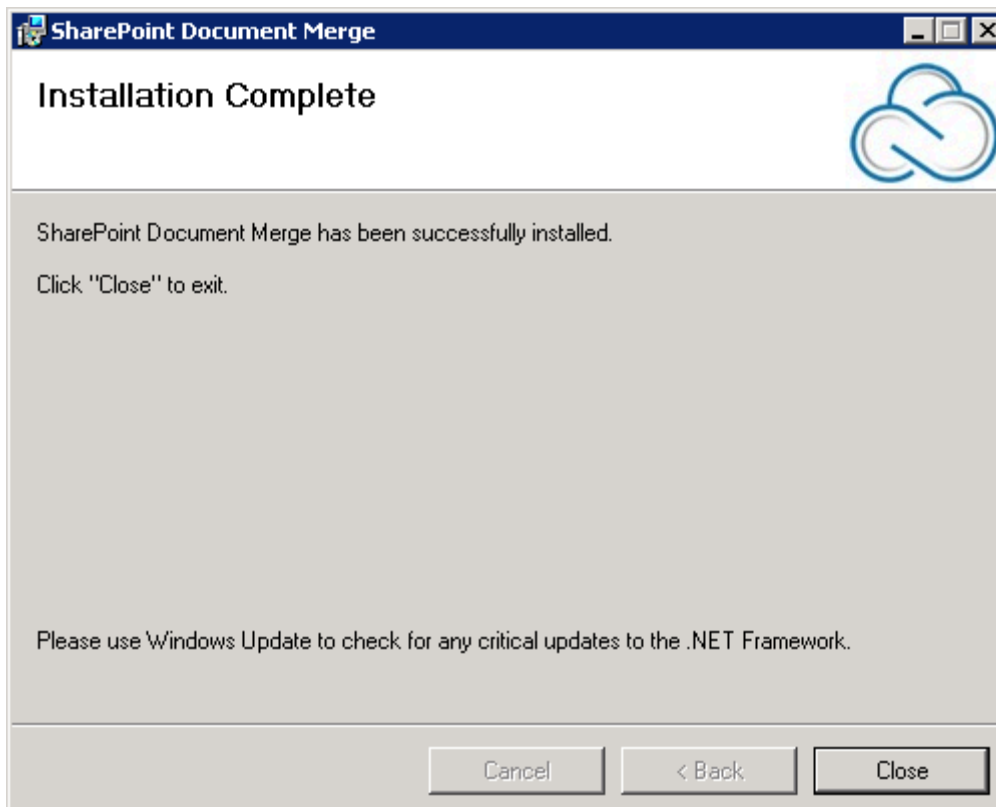
Make the desired selection and click on the "Next" button to proceed.



Click on "Next" to confirm Installation. Next you will see the Licence Agreement screen. Read this agreement and only if you agree- Check the "I agree" option and then click the "Next" button.



After you click "Next" the installation process will begin, once installation is complete you will get the following screen stating that the **SharePoint Document Merge** has been successfully installed. Click on "Close".



The Installation process will create the **SharePoint Document Merge** shortcut icon on your desktop as shown in below;



Double click on the icon and you will be presented with the **SharePoint Document Merge** Deployment Form to complete set-up.

### SharePoint Document Merge Deployment Form

Settings

\* indicates the required fields

SharePoint Online

License Key\*

SiteUrl\*

User Name\*

Password\*

Connect

License

Single Site List

Single Site

Site Collection

Installer

Renew Apply SharePoint Document Merge Uninstall Close

## Activating and Installing SharePoint Document Merge

There are four conditions that may occur while installing any of the **SharePoint Document Merge** License Types;

- 1) The **SharePoint Document Merge** License is “Not Activated and Not Installed”. This indicates that the Ribbon and Context Menu is not created and the .wsp files are not deployed and not activated.
- 2) The **SharePoint Document Merge** License is “Activated but Not Installed”. This indicates that the Ribbon and Context Menu are created on a specific list or all lists within a Site/Site Collection but the .wsp files are not deployed and not activated. This situation will occur if the user closes the **SharePoint Document Merge Deployment Form** installer without completing the installation.
- 3) The **SharePoint Document Merge** License Type is of a “Higher License Type” and a License is already installed and activated.
- 4) The **SharePoint Document Merge** License Type is of a “Lower License Type” and a License is already installed and activated.

### Site Collection License

Complete the **SharePoint Document Merge Deployment Form** with the required values and then click on the “Connect” button. This will determine the License Type.

Settings

\* indicates the required fields

SharePoint Online

License Key*	2564e20bc046458c4bab2fbd1fff391e3bd3917e76a1bc739c13a56f	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Connect</div>
SiteUrl*	https://cirrussoft.sharepoint.com/SPDM/	
User Name*	user@cirrussoft.onmicrosoft.com	
Password*	●●●●●●●●	

License

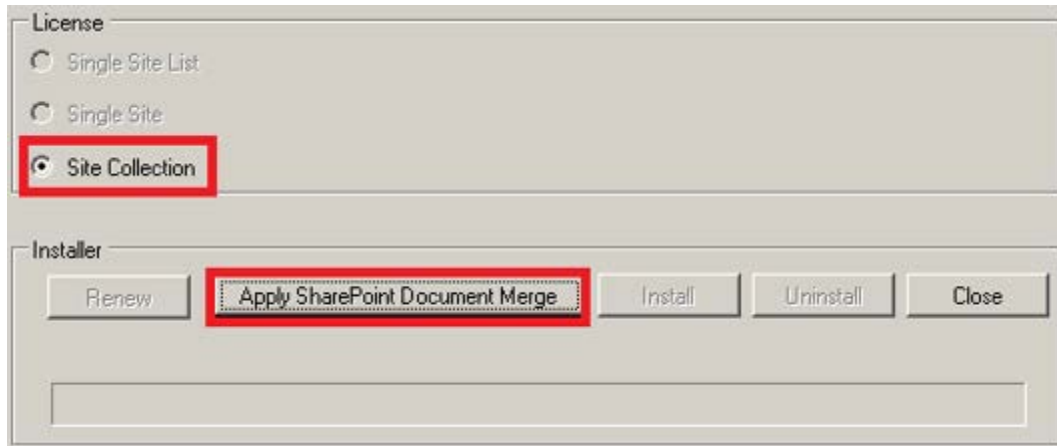
Single Site List

Single Site

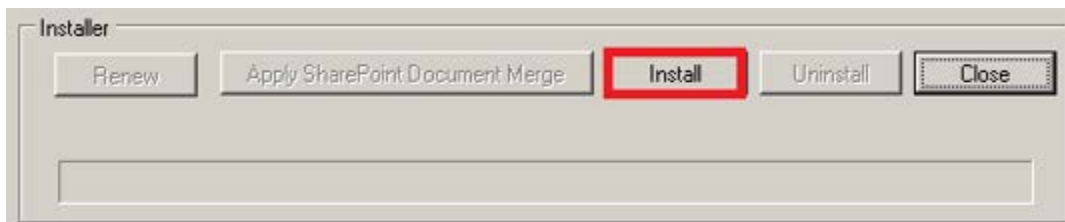
Site Collection

Installer

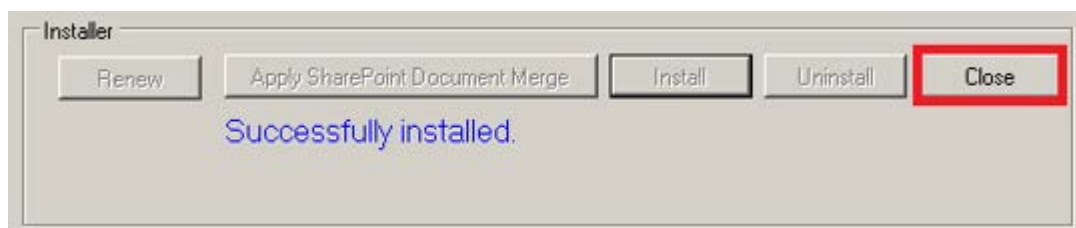
If the License condition is “Not Activated and Not Installed” then it will enable “Apply SharePoint Document Merge” button, click on “Apply SharePoint Merge Document” to activate the License.



After successful activation “Install” button will be enabled click on “Install” button to install the License.



After successful installation click on “Close” to close the form. **SharePoint Document Merge** is now installed to the specified SharePoint Site Collection!



**\* Installation conditions for a Site Collection License:**

*If the License condition is “Activated but Not Installed” then it will enable “Install” button only, click on the Install button to install the license.*

*If the License condition is of a “Higher License Type” then for Site Collection License you will receive a message that you are unable to upgrade- as this is the highest License Type.*

*If the License condition is of a “Lower License Type” (Trial, Single Site, Single Site List) prior to the Site Collection License Type being applied you will receive a prompt to confirm the Upgrade.*

## Single Site License

Complete the **SharePoint Document Merge Deployment Form** with the required values and then click on the “Connect” button. This will determine the License Type.

Settings

\* indicates the required fields

SharePoint Online

License Key\*

SiteUrl\*

User Name\*

Password\*

**Connect**

License

Single Site List

Single Site

Site Collection

Installer

If the License condition is “Not Activated and Not Installed” then it will enable “Apply SharePoint Document Merge” button, click on “Apply SharePoint Merge Document” to activate the License.

License

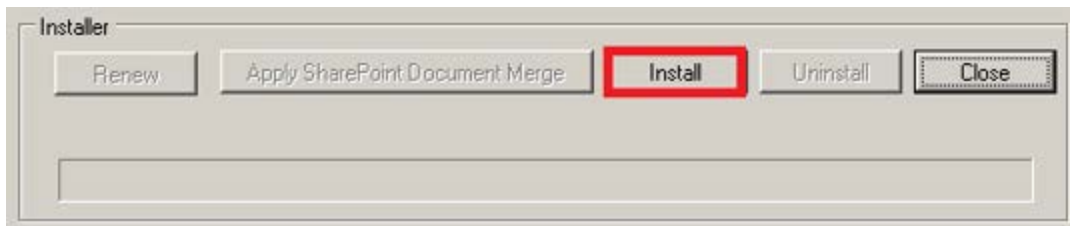
Single Site List

**Single Site**

Site Collection

Installer

After successful activation “Install” button will be enabled click on “Install” button to install the License.



After successful installation click on “Close” to close the form. **SharePoint Document Merge** is now installed to the specified SharePoint Site!



**\* Installation conditions for a Single Site License:**

*If the License condition is “Activated but Not Installed” then it will enable “Install” button only, click on the Install button to install the license.*

*If the License condition is of a “Higher License Type” for Single Site License only Site Collection License will prompt to Upgrade- as this is the higher License Type. If Trial, Single Site List License Type are already installed within the specified SharePoint Site you will receive a message that you are unable to upgrade.*

*If the License condition is of a “Lower License Type” (Trial, Single Site List) prior to the Single Site License Type being applied within the specified SharePoint Site you will receive a prompt to confirm the Upgrade.*

## Single Site List License

Complete the **SharePoint Document Merge Deployment Form** with the required values and then click on the “Connect” button. This will determine the License Type.

Settings

\* indicates the required fields

SharePoint Online

License Key\*

SiteUrl\*  Connect

User Name\*

Password\*

License

Single Site List

Single Site

Site Collection

Installer

If the License condition is “Not Activated and Not Installed” then it will enable “Apply SharePoint Document Merge” button, click on “Apply SharePoint Merge Document” to activate the License.

License

Single Site List  ▼

Single Site

Site Collection

Installer

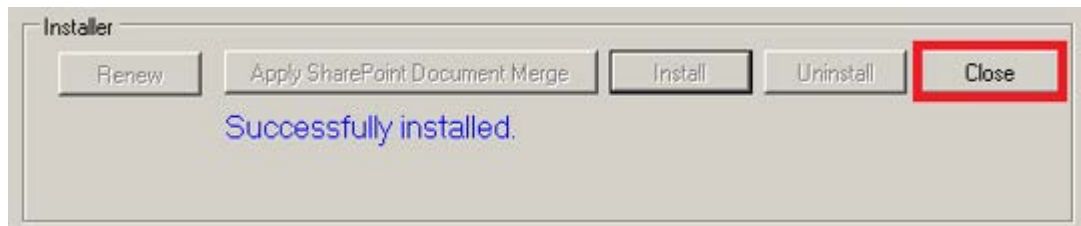
Apply SharePoint Document Merge

After successful activation “Install” button will be enabled click on “Install” button to install the License.





After successful installation click on "Close" to close the form. **SharePoint Document Merge** is now installed to the specified SharePoint Site Single List!



**\* Installation conditions for a Single Site List License:**

*If the License condition is "Activated but Not Installed" then it will enable "Install" button only, click on the Install button to install the license.*

*If the License condition is of a "Lower License Type" (Trial) prior to the Single Site List License Type being applied within the specified SharePoint Site you will receive a prompt to confirm the Upgrade.*

## Trial (Single Site List)

Complete the **SharePoint Document Merge Deployment Form** with the required values and then click on the “Connect” button. This will determine the License Type.

The screenshot shows the 'Settings' window for the SharePoint Document Merge deployment. It includes the following sections:

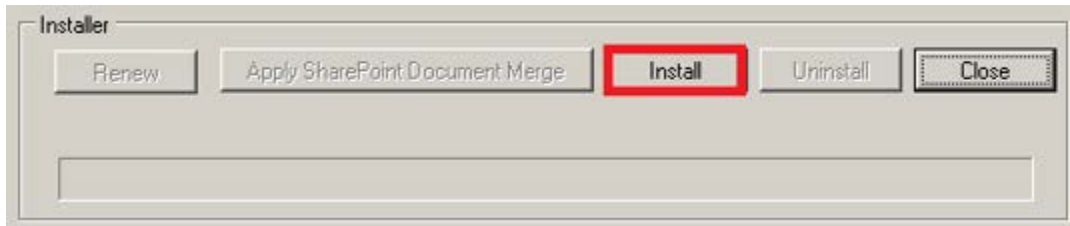
- SharePoint Online:** Fields for License Key\* (2564e20bc046458c4bab2fbd1fff391e3bd3917e76a1bc739c13a56f), SiteUrl\* (https://cirrussoft.sharepoint.com/SPDM/), UserName\* (user@cirrussoft.onmicrosoft.com), and Password\* (masked with dots). A red box highlights the 'Connect' button.
- License:** Radio buttons for Single Site List, Single Site, and Site Collection.
- Installer:** Buttons for Renew, Apply SharePoint Document Merge, Uninstall, and Close.

The Trial License can only be applied to one list per site. It will only allow you to merge the first 5 rows for Merge Selected Items. You cannot Bulk Merge with the Trial. The Trial will expire after 30 days.

If the License condition is “Not Activated and Not Installed” then it will enable “Apply SharePoint Document Merge” button, click on “Apply SharePoint Merge Document” to activate the License.

This screenshot focuses on the 'License' and 'Installer' sections. In the 'License' section, the 'Single Site List' radio button is selected, and a dropdown menu shows 'Test List'. A red box highlights this dropdown. In the 'Installer' section, the 'Apply SharePoint Document Merge' button is highlighted with a red box, indicating it is active.

After successful activation “Install” button will be enabled click on “Install” button to install the License.



After successful installation click on “Close” to close the form. **SharePoint Document Merge** is now installed to the specified SharePoint Site Single List!



**\* Installation conditions for a Trial (Single Site List License):**

*If the License condition is “Activated but Not Installed” then it will enable “Install” button only, click on the Install button to install the license.*

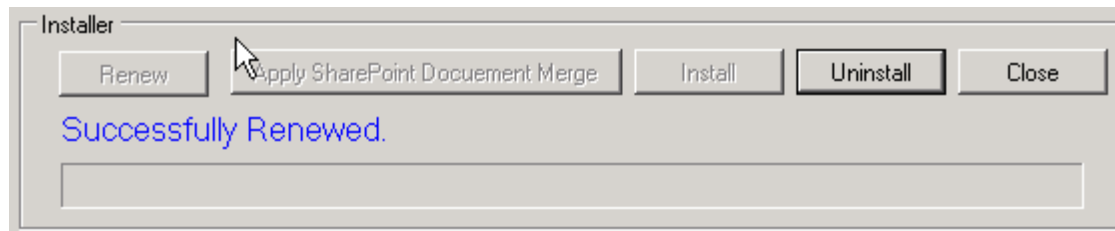
## Renewing a SharePoint Document Merge License

To Renew your **SharePoint Document Merge** License Type visit your secure members area (<https://sharepointdocumentmerge.com>) and obtain your License Key. Contact us for offline activation.

Complete the **SharePoint Document Merge Deployment Form** with the required values and then click on the “Connect” button. This will determine the License Type, in this case Renewal.

Click “Renew”. **SharePoint Document Merge** functionality is enabled.

After successful renewal click on “Close” to close the form. **SharePoint Document Merge** functionality is enabled.



## SharePoint Document Merge Uninstallation (SharePoint Online)

The Uninstallation process will remove **SharePoint Document Merge** from your SharePoint environment. Open the **SharePoint Document Merge Deployment Form**.



Complete the **SharePoint Document Merge Deployment Form** with the required values and then click on the “Connect” button. This will determine the License Type.

Settings

\* indicates the required fields

SharePoint Online

License Key\*

Site Url\*

User Name\*

Password\*

License

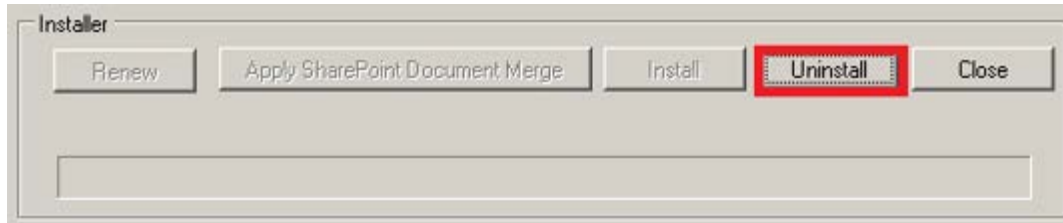
Single Site List

Single Site

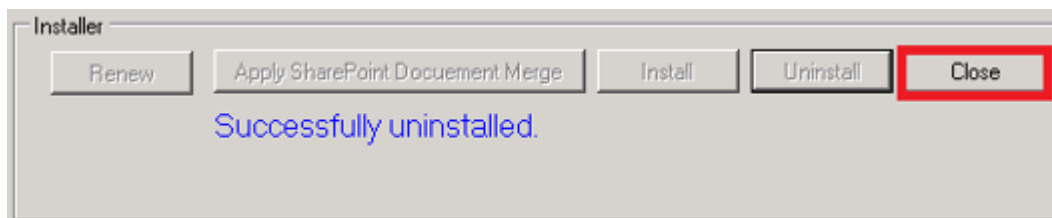
Site Collection

Installer

After you click on the “Connect” button and the License is activated and installed the “Uninstall” button will be enabled.







Click "Uninstall".



After successful uninstallation click on "Close" to close the form. **SharePoint Document Merge** is now uninstalled.

Locate the unzipped package containing the following files;

-  SharePointDocumentMerge\_License.pdf
-  setup.exe
-  README.txt
-  DocumentMergeSetup.msi

Re-run the "setup.exe". This will initiate the **SharePoint Document Merge** installation wizard. Following the on screen prompts to remove the windows installer.

## How to Use SharePoint Document Merge

Create your Word, Excel and PowerPoint document template/s with the layout as required. Use the List Column **Internal Name** as Merge Field Name (Word) or Place holder (Excel, PowerPoint) where you want the list data to appear in the document template.

### Find the List Column Internal Name

When you create a Column on a List, both its Display Name and **Internal Name** are set to the same value. However, the **Internal Name** contains converted values for some characters, most notably a space ' ' is converted to '\_x0020\_'. So if the Display Name is 'Product Description', then the **Internal Name** will be 'Product\_x0020\_Description'. If you change the Display Name, the **Internal Name** stays the same!

A simple way to find the **Internal Name** is to go to List Settings, and then click on the column name in which you are interested. On the Edit Column page, the URL will end in something like:

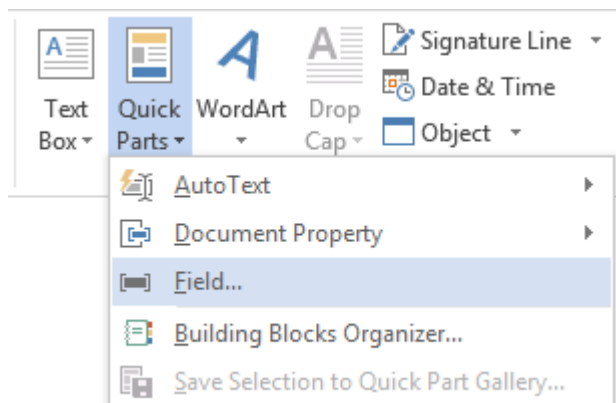
`/_layouts/15/FldEdit.aspx?List=%7BD58F8F2A%2DEB69%2D4F6D%2D9296%2D2A36C6A58DA8%7D&Field=FirstName`

“FirstName” is the **Internal Name** to be used as the Merge Field Name (Word) or Place holder (Excel, PowerPoint).

### Create a Microsoft Word Template

Open or create any Microsoft Word document with your required layout and use the Merge Field (with Internal SharePoint List Column Name) where you want the list data to appear.

- Go to Insert -> Quick Parts -> Field...



- Select Merge Field and give the Field Name as the SharePoint Internal List Column Name.

## Sales Contract

This Sales Agency Agreement

BETWEEN: <<FirstName>> under the laws of the [STATE/PROVINCE]

AND: [AGENT NAME] (the [AGENT NAME] of the [STATE/PROVINCE],

NOW, THEREFORE, in consideration of the sum of [AMOUNT] contained the parties hereto

**Field**

Please choose a field	Field properties	Field options
Categories: Mail Merge	Field name: FirstName	<input type="checkbox"/> Text to be inserted <u>b</u> efore: <input type="checkbox"/> Text to be inserted <u>a</u> fter: <input type="checkbox"/> Mapped field <input type="checkbox"/> Vertical formatting
Field names: AddressBlock Ask Compare Database Fill-in GreetingLine If <b>MergeField</b> MergeRec MergeSeq Next Nextif Set SkipIf	Format: (none) Uppercase Lowercase First capital Title case	

- Click Ok. Apply Merge Fields (corresponding to the SharePoint List data) as required for the layout of the template and save the document as .docx. This template is now ready to be used for **SharePoint Document Merge**.

### Create a Microsoft Excel Template

Open or create any Microsoft Excel document with your required layout and use the Place Holder << and >> (with Internal SharePoint List Column Name) where you want the list data to appear.

- Go to particular Cell and put a Place Holder as blow e.g. <<FirstName>> (Excel does not support Merge Field).

## INVOICE

### Your Company Name

*Your Company Slogan*

Street Address  
 City, ST ZIP Code  
 Phone  
 Fax

**DATE:** September 9, 2015

**INVOICE #** 100

**FOR:** Project or Service Description

**BILL TO:** <<FirstName>>  
 Company Name  
 Street Address  
 City, ST ZIP Code  
 Phone

DESCRIPTION	AMOUNT
-------------	--------

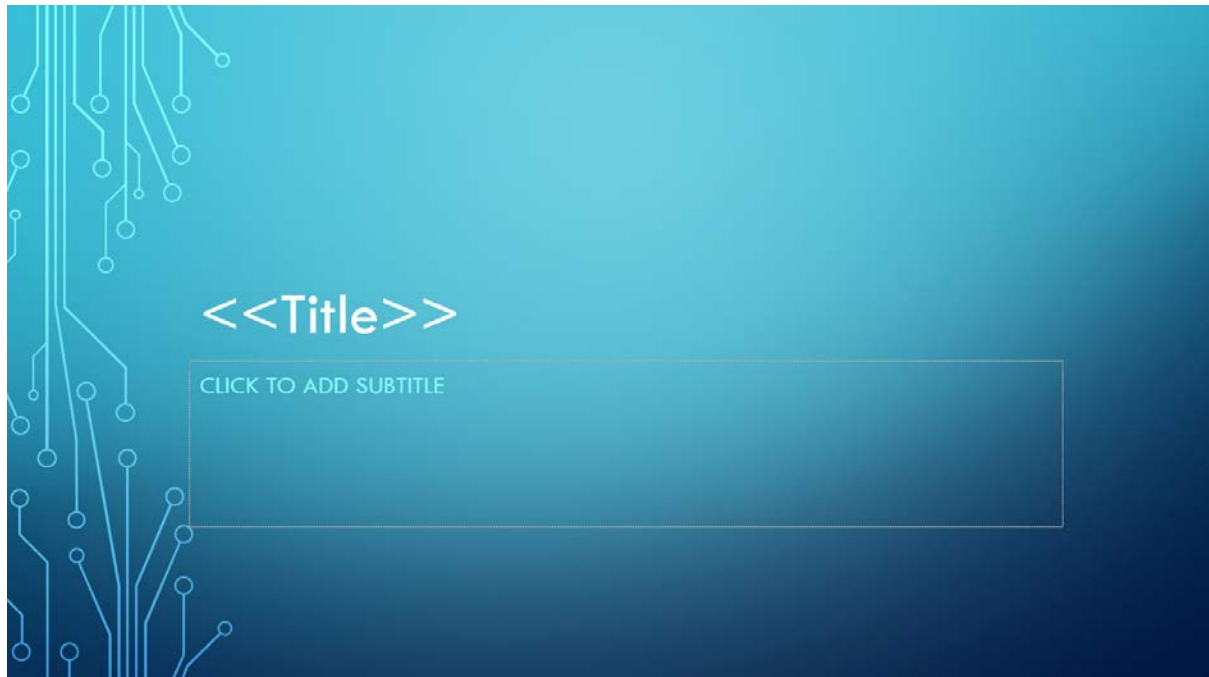
- Apply Place Holders (corresponding to the SharePoint List data) as required for the layout of the template and save the document as .xlsx. This template is now ready to be used for **SharePoint Document Merge**.



## Create a Microsoft PowerPoint Template

Open or create any Microsoft PowerPoint document with your required layout and use the Place Holder << and >> (with Internal SharePoint List Column Name) where you want the list data to appear.

- Go to particular Cell and put a Place Holder as blow e.g. <<Title>> (PowerPoint does not support Merge Field).



- Apply Place Holders (corresponding to the SharePoint List data) as required for the layout of the template and save the document as .pptx. This template is now ready to be used for **SharePoint Document Merge**.

## Using SharePoint Document Merge within SharePoint

Once installed (with the appropriate License Type) **SharePoint Document Merge** options are made available on all List Items Context Menu and the Lists Ribbon Menu. Also, for Word Documents within Document Libraries.


Define Word and/or Excel and/or PowerPoint templates and store them in Document Libraries, then easily merge those templates with data from SharePoint Lists. Automatically generate and output the populated documents to a user specified SharePoint Document Library.

Select multiple SharePoint list items or Bulk Merge an entire List. A document for each list row (based on your selected template) will be automatically created and stored with a customisable file name to be easily identified.


### Merge a List Item to a Document Template

- Go to the required SharePoint List.
- Click on the Context Menu of the Item you want to Document Merge.
- Click Document Merge.

# Customer Data

 new item or edit this list

All contacts ...

✓		Last Name	First Name	Company	Business Phone
✓		Bailey	Stephanie	Company	123456789
		Burke		pany	123456789
		Butler		pany	123456789
		Crouch		pany	123456789
		Espino		pany	123456789
		Fowler		pany	123456789
		Gardner		pany	123456789
		Lewis		pany	123456789
		Parker		pany	123456789
		Perry		pany	123456789

- View Item
- Edit Item
- Export Contact
- Document Merge
- Compliance Details
- Workflows
- Shared With
- Delete Item

- The SharePoint Document Merge options window will appear. Choose as required and click “Merge Item(s) to Document”.

**Document Template Library:** Select the SharePoint Document Library that the Word/Excel/PowerPoint Document Template is stored in.

**Document Template File:** Select the Word/Excel/PowerPoint Document Template file name from a SharePoint Document Library.






**Output Library:** Select the SharePoint Document Library where you want to save the Merged Word/Excel/PowerPoint Document.

**Merge to 1 Single Document:** Check this option to create a Single Word Document containing multiple Word documents merged to 1 from the Template and List items selected. (Only applies when a Word document Template is selected).

**Display Images for Image Hyperlinks:** Check this option if you to display images instead of the hyperlink. The image must be located in a SharePoint document library and the user must have permission to access (.png, .jpg, .jpeg, .bmp, .ico, .gif are supported formats).

**Custom File Name:** By default the Merged Word/Excel/PowerPoint Document is saved with a file name of the following construct 'TemplateName\_BinaryTimeStamp'. Check this option to create a custom file name. File name can contain multiple field Internal Names enclosed in '<<' and '>>'. E.g. <<FirstName>><<LastName>>.

Once processing is complete the Documents will be saved in the user specified SharePoint Document Library with the List Items replacing any Merge Fields (Word) Place Holders (Excel, PowerPoint).

- ✓  Name
-  InvoiceTemplate\_20150909151937211 ✖
-  InvoiceTemplate\_Bailey\_Stephanie ✖
-  SalesContract\_20150909152050633 ✖
-  SalesContract\_Bailey\_Stephanie ✖

## INVOICE

### Your Company Name

*Your Company Slogan*

Street Address  
City, ST ZIP Code  
Phone  
Fax

*DATE:* September 9, 2015

*INVOICE #* 100

*FOR:* Project or Service Description

*BILL TO:* **Stephanie**  
Company Name  
Street Address  
City, ST ZIP Code  
Phone

DESCRIPTION	AMOUNT
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## Sales Contract

This Sales Agency Agreement ("Agreement") is made and effective this [DATE],

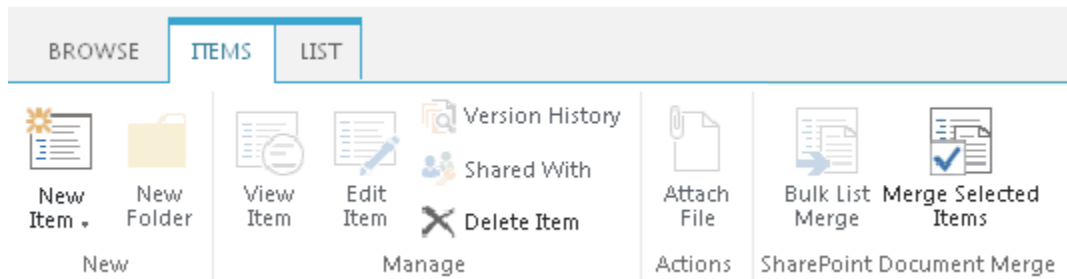
BETWEEN: Stephanie Bailey (the "Principal"), a corporation organized and existing under the laws of the [STATE/PROVINCE], with its head office located at:

AND: [AGENT NAME] (the "Agent"), a corporation organized and existing under the laws of the [STATE/PROVINCE], with its head office located at:

## Merge Multiple List Items to a Document Template (create multiple documents)

You can create a selection of Merged Documents by selecting multiple List Items and clicking the “Merge Selected Items” Ribbon Menu button.

- Go to the required SharePoint List.
- Select the required List Items and click on the “Merge Selected Items” Ribbon Menu button.
- The SharePoint Document Merge options window will appear. Choose as required and click “Merge Item(s) to Document”.

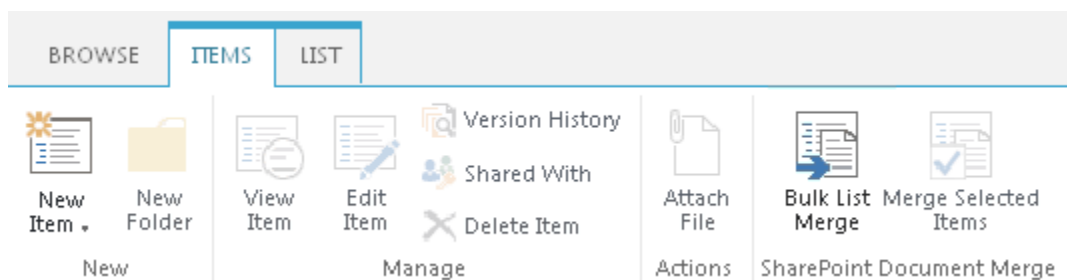


Once processing is complete the Documents (one for each List Item row) will be saved in the user specified SharePoint Document Library with the List Items replacing any Merge Fileds (Word) Place Holders (Excel, PowerPoint).

## Merge All List Items to a Document Template (create multiple documents)

You can automatically generate a Document for ALL List Items by clicking the “Bulk List Merge” Ribbon Menu button.

- Go to the required SharePoint List.
- Click on the “Bulk List Merge” Ribbon Menu button.
- The SharePoint Document Merge options window will appear. Choose as required and click “Merge Item(s) to Document”.

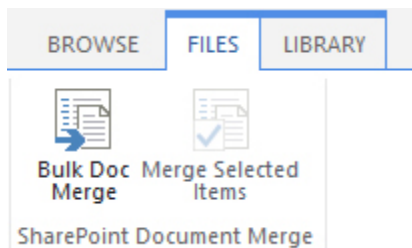


Once processing is complete the Documents (one for each List Item row) will be saved in the user specified SharePoint Document Library with the List Items replacing any Merge Fileds (Word) Place Holders (Excel, PowerPoint).

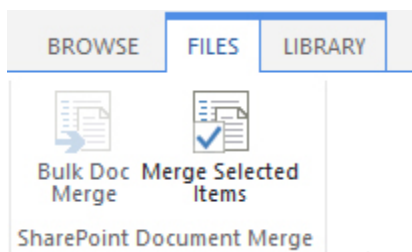
## Merge Multiple Word Documents to a Single Word Document

Once installed **SharePoint Document Merge** options are made available within Document Libraries on the Files Context and Ribbon Menu. This allows you to merge multiple Word documents to a single word document.

You can choose to “**Bulk Doc Merge**” or “**Merge Selected Items**”.

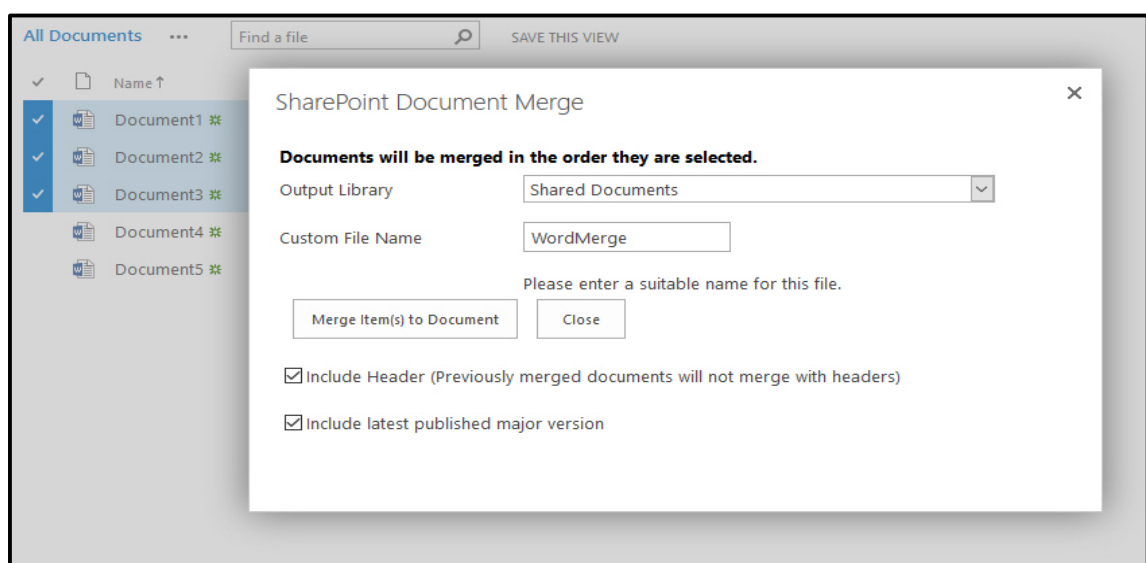


**Bulk Doc Merge** will merge all Word Documents within a document library. The order the Word documents are appended into a single Word document will be determined by the Document ID set when each document has been uploaded.



**Merge Selected Items** will merge the selected Word Documents within a document library. The order the Word documents are appended into a single Word document will be determined by the order they are selected.

- The SharePoint Document Merge options window will appear. Choose as required and click “Merge Item(s) to Document”.



**Output Libray:** *Select the SharePoint Document Library where you want to save the Merged Word Document.*

**Custom File Name:** *Choose a custom file name for the Merged Word Document.*

**Include Header (Previously merged documents will not merge with headers):** *Check this option to include Word document header information. Word documents Previously created from Document Merge cannot be merged with each other if header infomration is include. 2 Merged Word documents will cause corrupt output file if header infomration is included. If no header infirmation is required then you can merge previoulsy merged Word documents.*

**Include latest published major version:** *Check this option to include the latest published version of the Word document when mergeing Word documents. This applies when versioning is turned on for a document library.*

## SharePoint Document Merge Support

Thank you for choosing **SharePoint Document Merge**.

If you require any further assistance please visit our online Support Centre or Contact Us.

<https://cirrussoft.support>

<https://sharepointdocumentmerge.com>