

Convert an ASCII Delimited File to WP Merge Format
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Q&A

Q: I periodically receive a mailing list in ASCII delimited format. When I retrieve it in WP, I see quotation marks rather than ENDFIELD and ENDRECORD codes. How can I make this type of file into a merge data file? – Joseph Tslyoni, Tempe, AZ

A: WordPerfect can merge directly with an ASCII delimited file without any initial conversion. However, if you'll be using the data often, you'll probably benefit in the long run by converting the ASCII file to WordPerfect merge format. The included ASC2MRG.WPM macro will do the job.

First, retrieve the ASCII delimited file. Now press Macro (Alt-F10), type "asc2mrg" and press (Enter). The ASCII file will be converted for you. When it's done, save it with a new name and merge as you normally would.

To merge with an ASCII delimited file without converting it to a merge file, press Merge/Sort (Ctrl-F9), (1) Merge. Type the name of your primary file and press (Enter). Type the name of your ASCII delimited file and press (Enter) again. At the Merge: DOS Text File screen, press (1) Field Delimiters. In the Begin field, type " and press Exit (F7). In the End field, type " and press Exit (F7) twice to begin the merge.