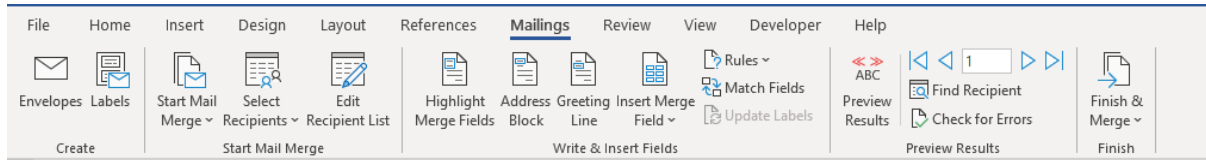


Problem: Microsoft Word - Date format doesn't appear correctly when merging data from Excel worksheets

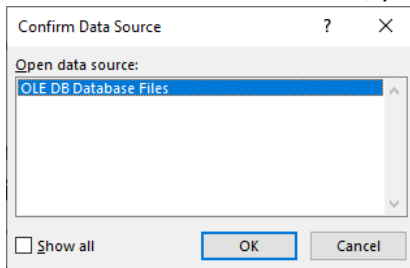
Step-by-Step Solution

Perform the first steps of the Mail Merge as usual;

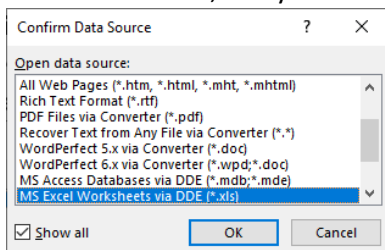


Mailings tab on Word ribbon

1. Open mail merge document or start new document and then select **Mailings** tab on ribbon.
2. Click **Start Mail Merge** button and then select document type (eg **Letters**)
3. Click **Select Recipients** on ribbon and then select **Use an Existing List...**
4. Browse to Excel file and select, you will see the following dialog box;

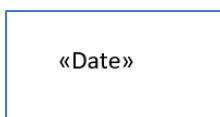


Select Show all, and you'll see the following;



Scroll down the list and select the highlighted item '**MS Excel Worksheets via DDE (*.xls)**'

5. Click **OK**
(At this point you may notice that the Excel file automatically opens, unless of course you already have it open. If it contains multiple worksheets, you may also be prompted to select the worksheet containing the merge data. If it's simply the first (and only) worksheet, just click **OK** to confirm the 'Entire Spreadsheet').
6. If the spreadsheet has opened, minimise it to return to your Word mail merge document
7. You should now be able to insert any required fields using the **Insert Merge Field** button
For example, a date field might appear as;



You should then find, if you click the **Preview Results** button on the ribbon, you should see the date in the correct UK format;

24/10/2019|

Note:

If you are using an older version of Word, and the date field does not show the UK format, try the following;

1. Click in the date field in your document

«Date»

2. Press **Alt F9** to display 'code' view;

{ MERGEFIELD Date }

3. Edit the code to force the date to appear in UK, rather than US format;

{ MERGEFIELD Date \@ "dd-MM-yyyy" }

4. Press **Alt F9** to close 'code' view and return to normal view
5. Click the **Preview Results** button to view the resulting date.