

## How to Create and Merge an SK Writer Document

**Step 1.** Open SK Writer by clicking the notepad icon on the Membership Toolbar. 

**Step 2.** SK Writer is split into 2 sections. Left side is the “data” section with fields that can be merged and the right side is the document section where you create and edit your documents.

**Step 3.** When you want to insert a data field just find in on the left side of the screen and double click on it. This will insert the data field where you cursor was on the right side.

**Step 4.** Complete the document and format the document using the toolbar format buttons.



**Step 5.** After you complete the document make sure to insert a page break after the last line of text on the page. You can insert the page break by clicking **Insert | Page Break** from the menu bar at the top of the screen.

**Step 6.** Before you perform the merge you need to save the document. Click **File | Save**, choose a location to save the document and type a name for the document and then click Save.

**NOTE:** Make sure to remember the location and name of the document you saved. You will need this information when you are ready to merge. We suggestion saving your SK Writer documents in the My Documents folder.

**Step 7.** Close SK Writer and open **Groups Keeper**.

**Step 8.** Select a group you want to merge with from the list of Groups or create a new group to use. Run the group by double clicking on the group name.

**Step 9.** Once you are viewing the list of people or families that are found by the groups search you will see a **Merge** button at the bottom of the screen.

**Step 10.** Click the Merge button to open SK Writer in “merge mode”. You will need to browse for the document you saved. Once you find the saved document you want to merge into double click on it to start the merge. Once the merge is complete you will see the information for each person from group you were using for the merge. If everything looks good you are ready to print to letters.

**NOTE:** When merging if you get blank pages between each letter make sure to re-open the saved document, click after the last text in the document, hold down the delete key for about 5 seconds, and then reinsert the page break from Step 5. The page break will look like it inserted another blank page. You will only get a blank page if there were spaces after the page break.