

Mail Merge

Updating Drainage Application using ISC data from ADAM



Outline

- What is mail merge and why use it?
- When to use mail merge
- How to use ADAM to pull ISC data for a network
- How to ensure ISC data from ADAM has all the necessary info
- Using Mail Merge to update Sections 3 and 6 of the Application

What is Mail Merge and Why use it?

- Mail merge lets you create a batch of documents that are personalized for each recipient. For example, landowner/applicant information can be imported into placeholders in the application for each location and/or signature.
 - The data source, will be the xlsx spreadsheet information that we are going to export from ADAM.
 - Placeholders--called merge fields--tell Word where in the document to include information from the data source.

When to use Mail Merge

SECTION 3 – APPLICANTS AND LOCATION OF WORKS

SECTION 3.1 - APPLICANTS AND LAND WHERE WORKS ARE LOCATED

Block 1.													
Names on title:													
LSD:		Qtr:		Sec:		Twp:		Rge:		Mer:		Ext:	
or other land description:									and Surface Parcel #:				
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.				
Road Allowance:													

When to use Mail Merge

SECTION 3 – APPLICANTS AND LOCATION OF WORKS

SECTION 3.2 - LAND THAT ARE IMPACTED BY THE DRAINAGE WORKS

Block # 1.													
Names on title:													
LSD:		Qtr:		Sec:		Twp:		Rge:		Mer:		Ext:	
or other land description:								and Surface Parcel #:					
For example, provide the river lot # or lot, block and plan								The number assigned by the ISC as appears on the legal title					
Road Allowance:													
How is/will/might this parcel be affected by the drainage works?						What kind of land control agreement is or will be in place?							
☐ Alteration of wetland						☐ Agreement in writing between landowners							
☐ Potential flooding of land						☐ Easement that can be/is registered on title							
☐ Use of ditch						☐ Use of works agreement if using a C&D or Watershed Association ditch							
						☐ RM Sanction							
						☐ Other:							

When to use Mail Merge

SECTION 6 – SIGNATURES

Individual Signature Page



Individual Signature Page for Application for Drainage Approval

I/We certify that the information contained in this application is complete and accurate.

I/We acknowledge and accept that I/We are required to reimburse Water Security Agency for the cost to register notices and/or certificates with ISC.

I/We acknowledge any information submitted in support of this application will be subject to disclosure under The Freedom of Information and Protection of Privacy Act and Regulations. If supporting information contains a confidentiality provision, the Applicant must provide a letter from the author of the information acknowledging the information is being provided to WSA and authorizing it to be made public.

I/We understand that by signing this Application that I/We are confirming that some portion of the drainage works may be constructed on our land and will remain on our land for the term of the approval and will bind any future owner of our land.

This application may be signed in counterpart and the counterpart documents will form one application.

Submission of applications by electronic means will be accepted and WSA will rely on those documents as original applications.

By signing this application form you consent to the use of the information disclosed for the purpose of obtaining a drainage approval and ongoing program improvement including conducting client satisfaction surveys.

All Variations of Applicant's Name as on Title		Applicant's Signature	
Contact Information:			
Mailing Address			
City		Province	Postal Code
Email Address (preferred method of communication)		Phone Number	
Dated at	, this	Day of	, 20
(City/Town)	(Province/State)	(Month)	

When to use Mail Merge

SECTION 6 – SIGNATURES

Corporate Signature Page and Local Government Signature Page

**Corporate Signature Page for
Application for Drainage Approval**

I/We certify that the information contained in this application is complete and accurate.
I/We acknowledge and accept that I/We are required to reimburse Water Security Agency for the cost to register notices and/or certificates with ISC.

I/We acknowledge any information submitted in support of this application will be subject to disclosure under The Freedom of Information and Protection of Privacy Act and Regulations. If supporting information contains a confidentiality provision, the Applicant must provide a letter from the author of the information acknowledging the information is being provided to WSA and authorizing it to be made public.

I/We understand that by signing this document that I/We are confirming that some portion of the drainage works may be constructed on the land and will remain on the land for the term of the approval and will bind any future owner of the land.

This application may be signed in counterpart and the counterpart documents will form one application. Submission of applications by electronic means will be accepted and WSA will rely on those documents as original applications.

By signing this application form you consent to the use of the information disclosed for the purpose of obtaining a drainage approval and ongoing program improvement including conducting client satisfaction surveys.

☐ *Please add additional signature pages if required.

Print All Variations of Corporation's Name		Print Name of Person Signing	
Signature			
Dated at		this	day of
(City/ Town)	(Province/State)		(Month)
I have the authority to bind the corporation		☐ Yes	☐ No
Mailing Address			
City		Province	Postal Code
Email Address (preferred method of communication)		Phone Number	

**Local Government Signature Page for
Application for Drainage Approval**

I/We certify that the information contained in this application is complete and accurate.
I/We acknowledge and accept that I/We are required to reimburse Water Security Agency for the cost to register notices and/or certificates with ISC.

I/We acknowledge any information submitted in support of this application will be subject to disclosure under The Freedom of Information and Protection of Privacy Act and Regulations. If supporting information contains a confidentiality provision, the Applicant must provide a letter from the author of the information acknowledging the information is being provided to WSA and authorizing it to be made public.

I/We understand that by signing this document that I/We are confirming that some portion of the drainage works may be constructed on the land and will remain on the land for the term of the approval and will bind any future owner of the land.

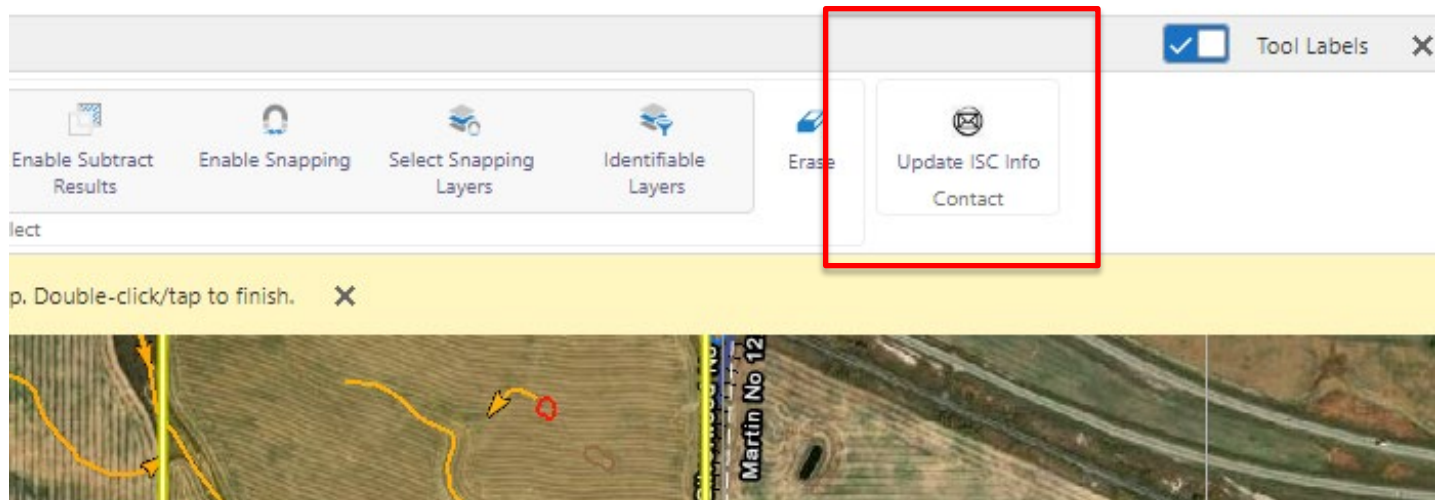
This application may be signed in counterpart and the counterpart documents will form one application. Submission of applications by electronic means will be accepted and WSA will rely on those documents as original applications.

By signing this application form you consent to the use of the information disclosed for the purpose of obtaining a drainage approval and ongoing program improvement including conducting client satisfaction surveys.

☐ *Please add additional signature pages if required.

Print Name of Local Government		Print Name of Person Signing	
Signature			
Dated at		this	day of
(City/Town)	(Province/State)		(Month)
I have the authority to bind the local government		☐ Yes	☐ No
Mailing Address			
City		Province	Postal Code
Email Address (preferred method of communication)		Phone Number	

**Prior to pulling any ISC information from ADAM be
sure to send an email
to: adam.app@wsask.ca
asking for them to update the ISC data for
all lands in
Provincial Drainage Number E5-xxxxxxx**



How to pull Landowner info using QS List

– Parcel Owner CSV

Step 1 – Select all Quarter Sections in the Network

- Using the Polygon Select Tool in Basic Tools Toolbar – Select the Network
 - In the Identify Results Panel click on the “>” sign beside Network Watershed
 - Click on the three dots “...” and click on “Copy to Drawing Layer”
- Click on Query in Basic Tools Toolbar
 - In Data Source scroll down and select “Quarter-Section”
 - In Map Area scroll down and select “All Polygon Drawings” - Click the Search Button
 - The results will appear in the Surface Parcels Panel with a bracket around the number of surface parcels within the network – check to make sure that is a number that seems reasonable

Step 2 - Click on the “QS List” button in the Basic Tools Toolbar

Step 3 - Click on the Parcel Owner CSV button

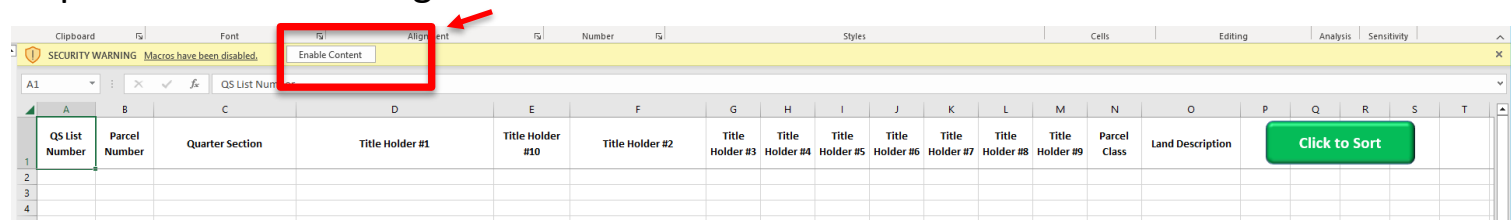
- Click the Continue button
 - ADAM will start processing CSV – you may need to wait a long time depending on the number of quarter sections in the network.
 - Once it is done the Download File Panel will appear
 - Click on the text that reads Download CSV File
 - Click the OK button
 - Go to your Downloads folder on your C:/ drive
 - Rename CSV file as ProvDrainageNumber_QS, e.g., E5-200003_QS and save it as an xlsx file extension

How to combine all 10 landowner (aka “Title Holder”) fields into one Owner Name field

Before you can combine the Excel spreadsheet created by the QS List - Parcel Owner CSV data with the Survey Parcel data you will need to combine all 10 landowner (aka “Title Holder”) fields into one Owner Name field

Step 1 – Download the “ADAM Mail Merge_Template” Excel spreadsheet – Add internet link

Ensure you click the “Enable Content” button in the yellow Security Warning on the Excel spreadsheet. See image below:



Step 2 – Open the Excel spreadsheet that you created and named in the previous slide (Slide 10), ProvDrainageNumber_QS, e.g., E5-200003_QS.xlsx.

Step 3 - Copy all the data from the “QS List - Parcel Owner spreadsheet” and paste it into the “ADAM_ORIGINAL” worksheet of the “ADAM Mail Merge_Template” Excel Spreadsheet

Step 4 – Click on the green button called “Click to Sort” at the top right hand of the “ADAM_ORIGINAL” worksheet

- A new worksheet should appear titled “ADAM_SORTED”. The info from “ADAM_SORTED” worksheet is what you will use to combine with the results of the Surface Parcel query

Step 5 – Create a new Excel spreadsheet and copy the info from the “ADAM_SORTED” worksheet into it

- Save this file as ProvDrainageNumber_ADAM_Sorted, e.g., E5-200003_ADAM_Sorted. Slide #10

How to pull Survey Parcel info

Step 1 – Ensure Survey Parcels Layer is selected

- Go to Layers Panel
- Click on “+” sign beside Cadastre
- Select Surface Parcels

Step 2 – Select all Survey Parcels in the network

- Using the Polygon Select Tool in Basic Tools Toolbar – Select the Network
 - In the Identify Results Panel click on the “>” sign beside Network Watershed
 - Click on the three dots “...” and click on “Copy to Drawing Layer”
- Click on Query in Basic Tools Toolbar
 - In Data Source scroll down and select “Surface Parcels”
 - In Map Area scroll down and select “All Polygon Drawings”
 - Click the Search Button
 - The results will appear in the Surface Parcels Panel with a bracket around the number of surface parcels within the network – check to make sure that is a number that seems reasonable

Step 3 – Export Surface Parcel info to xlsx

- Select the four lines at the top right of the Surface Parcels Panel “ ”
- Click on Export to xlsx
- A pop up box will appear that reads “The “.xlsx” file is about to be downloaded. Confirm?”
- Click the OK button
- Go to your Downloads folder on your C:/ drive
- Rename xlsx file as ProvDrainageNumber_SP, e.g., E5-200003_SP

How to combine the QS Parcel Owner Info with Survey Parcel info

Step 1 – Open up the Survey Parcel Excel file created in slide #11 (ProvDrainageNumber_SP, e.g., E5-200003_SP)

Step 2 – Open up ADAM_SORTED Excel file created in slide #10 (ProvDrainageNumber_ADAM_Sorted, e.g., E5-200003_ADAM_Sorted)

Step 3 – Copy all data from the ADAM_SORTED Excel file into the Survey Parcel Excel file, below the data already in the worksheet

Step 4 – Insert 12 columns between OWNDPRCLNO (column G) and PRCLCLSSCD (column H) in the Surface Parcel Excel file

Note: The field OWNPRCLNO in the Survey Parcel Excel file is the same as Parcel_Number in the ADAM_SORTED Excel file

Step 5 – Copy names of fields from ADAM_SORTED Excel field to new, empty, columns H to S

Step 6 – Move all fields from ADAM_SORTED Excel (green records) so that the Parcel Number field is lined up under the Parcel Number field – see image below.....

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	geometry	OBJECTID	PPID	EFFDT	EXPDT	FEATURE	OWNPRCLNO	Parcel No	Land Desc	LSD	Qua	Sec	Twp	Rge	Mer	Ext	Other	Owner Na	Parcel Cla	PRCLCLSS	PLAN	TWP	RGE	MER	PORTION	SECT	QSECT	LSD	QLSD	LC
2	Geocorte	304076	SFCOA0FY	37172		QSECPID	109111890													PARC	15	01	2	2	14	NE				
3	Geocorte	304511	SFCOA0FY	37172		QSECPID	109111890													PARC	15	01	2	2	13	SE				
4	Geocorte	304549	SFCOA0G1	37172		RSPPID	109150039													ROAD	94R49772	15	01	2	13	13	NE			
5	Geocorte	304722	SFCOA0FY	37172		QSECPID	109111913													PARC	15	01	2	2	13	NW				
6	Geocorte	304812	SFCOA0FY	37172		QSECPID	109111902													PARC	15	01	2	2	13	SW				
7	Geocorte	305679	SFCOA0FY	37172		QSECPID	109111924													PARC	15	01	2	2	13	NE				
8	Geocorte	305928	SFCOA0G1	37172		ORASPPIC														ALOW	15	01	2	8						
9	Geocorte	306158	SFCOA0G1	37172		ORASPPIC														ALOW	15	01	2	8						
10	Geocorte	960275	SFCOA0G6	37399		QSECPID														PARC	15	01	2	2	14	NW				
11	Geocorte	960287	SFCOA18X	37399		QSECPID	114197609													PARC	15	01	2	2	14	SE				
12	Geocorte	1656186	SFCOA0G1	39643		RSPPID	109150040													ROAD	94R49772	15	01	2	13	24	SE			
13	Geocorte	1690416	SFCOA0G1	39931		RSPPID	109150028													ROAD	94R49772	15	01	2	13	13	NW			
14	Geocorte	1690420	SFCOA0FY	39931		QSECPID	109112239													PARC	15	01	2	2	24	SE				
15							Parcel No	Land Desc	LSD	Qua	Sec	Twp	Rge	Mer	Ext	Other	Owner Na	Parcel Class												
16							1.09E+08	NE		13	15	1	2				Jones, James Keith													
17							1.09E+08	NE		13	15	1	2				Her Majesty the Queen (Saskatchewan)													
18							1.09E+08	NW		13	15	1	2				PRANKE, BRUNO; PRANKE, HARVEY													
19							1.09E+08	NW		13	15	1	2				Her Majesty the Queen (Saskatchewan)													
20							1.09E+08	SE		13	15	1	2				WOLF FAMILY ACRES LTD.													

How to combine the QS Parcel Owner Info with Survey Parcel info (cont'd.)

Step 6 – Select entire worksheet and sort by the field OWNPRCLNO. Note: you will likely have to expand the width of the OWNPRCLNO field to see all of Parcel Number records from ADAM_SORTED Excel spreadsheet. See image below for the result of the sort:

1	geometry	OBJECTID	PPID	EFFDT	EXPDT	FEATUREC	OWNPRCLNO	Parcel Nu	Land Desc	LSD	Qua	Sec	Twp	Rge	Mer	Ext	Other	Owner Na	Parcel Cla	PRCLCLSS	PLAN	TWP	RGE	MER	PORTION	SECT	QSECT	LSD	QLS
2	Geocorte	304511	SFCOA0FY:	37172		QSECP	109111890																						
3							109111890	SE	13	15	1	2					WOLF FAMILY ACRES LTD.			PARC		15	01	2		2 13	SE		
4	Geocorte	304812	SFCOA0FY:	37172		QSECP	109111902													PARC		15	01	2		2 13	SW		
5							109111902	SW	13	15	1	2					WOLF FAMILY ACRES LTD.			PARC		15	01	2		2 13	NW		
6	Geocorte	304722	SFCOA0FY:	37172		QSECP	109111913													PARC		15	01	2		2 13	NE		
7							109111913	NW	13	15	1	2					PRANKE, BRUNO; PRANKE, HARVEY			PARC		15	01	2		2 13	NE		
8	Geocorte	305679	SFCOA0FY:	37172		QSECP	109111924													PARC		15	01	2		2 13	NE		
9							109111924	NE	13	15	1	2					Jones, James Keith			PARC		15	01	2		2 24	SE		
10	Geocorte	1690420	SFCOA0FY:	39931		QSECP	109112239																						
11							109112239	SE	24	15	1	2					Jones, Brenda Mary; Jones, James Keith												
12							109136673	SW	13	15	1	2					Her Majesty The Queen in Right of Saskatchewan												
13							109143389	SE	24	15	1	2					CANADIAN PACIFIC RAILWAY COMPANY												
14	Geocorte	1690416	SFCOA0G1	39931		RSPPID	109150028													BOAD	94849777	15	01	5		13 13	NW		

Step 7 – Combine rows with same OWNPRCLNO together

e.g., move ADAM_SORTED Excel (green records) records (columns G to R) with same OWNPRCLNO into columns H to S of Survey Parcel info (yellow rows).

See image below for result of moving records:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
1	geometry	OBJECTID	PPID	EFFDT	EXPDT	FEATUREC	OWNPRCLNO	Parcel Number	Land Desc	LSD	Qua	Sec	Twp	Rge	Mer	Ext	Other	Owner Na	Parcel Cla	PRCLCLSS	PLAN	TWP	RGE	MER	PORTION	SECT	QSECT	LSD
2	Geocorte	304511	SFCOA0FY:	37172		QSECP	109111890	109111890	SE		13	15	1	2				WOLF FAMILY ACRES	PARC			15	01	2	2 13	SE		
3	Geocorte	304812	SFCOA0FY:	37172		QSECP	109111902	109111902	SW		13	15	1	2				WOLF FAMILY ACRES	PARC			15	01	2	2 13	SW		
4	Geocorte	304722	SFCOA0FY:	37172		QSECP	109111913	109111913	NW		13	15	1	2				PRANKE, BRUNO; PR	PARC			15	01	2	2 13	NW		
5	Geocorte	305679	SFCOA0FY:	37172		QSECP	109111924	109111924	NE		13	15	1	2				Jones, James Keith	PARC			15	01	2	2 13	NE		
6	Geocorte	1690420	SFCOA0FY:	39931		QSECP	109112239	109112239	SE		24	15	1	2				Jones, Brenda Mary	PARC			15	01	2	2 24	SE		
7	Geocorte	1690416	SFCOA0G1	39931		RSPPID	109150028	109150028	NW		13	15	1	2				Her Majesty the Que	ROAD			94849772	15	01	2	13 13	NW	
8	Geocorte	304549	SFCOA0G1	37172		RSPPID	109150039	109150039	NE		13	15	1	2				Her Majesty the Que	ROAD			94849772	15	01	2	13 13	NE	
9	Geocorte	1656186	SFCOA0G1	39643		RSPPID	109150040	109150040	SE		24	15	1	2				Her Majesty the Que	ROAD			94849772	15	01	2	13 24	SE	
10	Geocorte	960287	SFCOA18X	37399		QSECP	114197609	114197609	SE		14	15	1	2				WOLF FAMILY ACRES	PARC			15	01	2	2 14	SE		
11	Geocorte	304076	SFCOA0FY:	37172		QSECP																15	01	2	2 14	NE		
12	Geocorte	305928	SFCOA0G1	37172		ORASPPIC																15	01	2	8			
13	Geocorte	306158	SFCOA0G1	37172		ORASPPIC																15	01	2	8			
14	Geocorte	960275	SFCOA0G6	37399		QSECP																15	01	2	2 14	NW		

Step 8 – Select and delete columns I to Q (which are the legal land location, including: Qua, Sec, Twp, Rge, Mer, Ext, Other) **from the ADAM_Sort**. As this data is duplicated in the Surface Parcel data, and you want to use the legal land location from the Surface Parcel for the mail merge. So, you will be using the: QSECT, SECT, TWP, RGE, MER, Extension fields for the mail merge.

Step 9 – Save Excel spreadsheet as 3.1Merge.xlsx

How to Use Mail Merge in MS Word to populate Section 3

Step 1 – Download most recent version of the Drainage Application from the [Qualified Persons Resources Webpage](#) and save it to your Drainage Network Folder E5-xxxxxxx

Step 2 – click on the mail merge icon in the section you will be filling in with the mail merge info, e.g., 3.1, 3.2, or the signature pages in Section 6.

For example, if you are using a mail merge to fill in Section 3.1, you will want to click on the Word icon in the table at the bottom of the page that has the following text “Section 3.1 Mail merge – Locked.docx” (see below)

 Section 3.1 Manual.docx	To manually enter additional landowner ISC information into Section 3.1 double click on the Word icon to the left of this cell. The attached Word template will allow you to enter ISC information for many landowners. If you need to add information for more than five landowners, you can select the table in the attached document, copy it, and paste the copied records after the existing table. Once you have entered all of the ISC information for the additional landowners into this attached document you will want to copy and paste the information from the attached document at the bottom of this section, and prior to Section 3.2. This will ensure all of your information in section 3.1 is directly in the document and all pages have the correct page numbering.
 Section 3.1 Mail merge - Locked.docx	To use mail merge to automate word to enter landowner ISC information into Section 3.1 double click on the Word icon to the left. The attached Word template can be used in a mail to automatically enter additional landowner ISC information to Section 3.1. Once you have completed the mail merge and all of the ISC information for the additional landowners is complete, you will want to copy and paste the results of the mail merge to the bottom of this section, and prior to Section 3.2. This will ensure all of your information in section 3.1 is directly in the document and all pages have the correct page numbering.

When the Section 3.1 Mail merge – Locked.doc document is open it looks the image below:

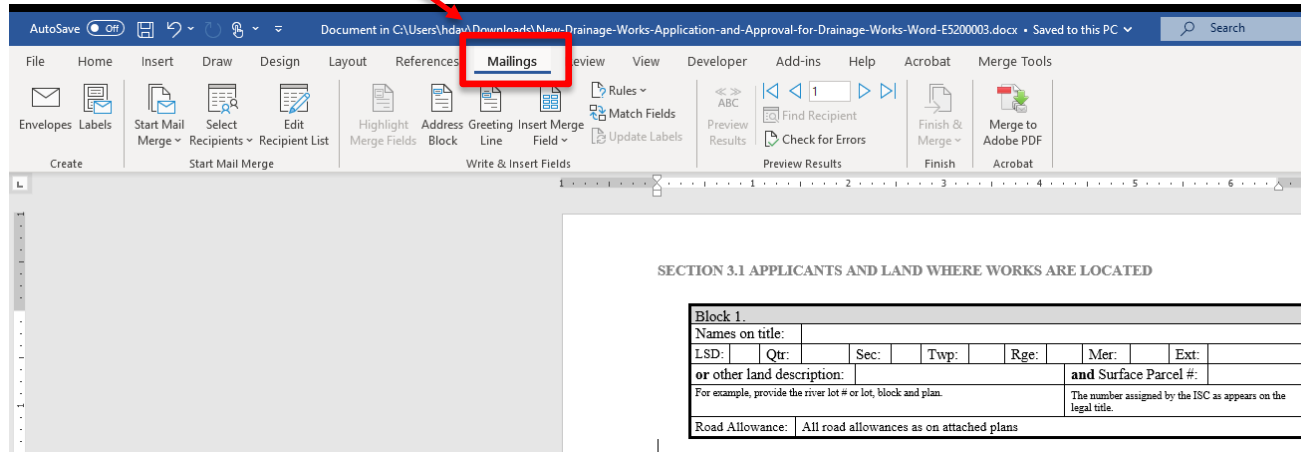
SECTION 3.1 APPLICANTS AND LAND WHERE WORKS ARE LOCATED

Block 1.									
Names on title:									
LSD:	Qtr:	Sec:	Twp:	Rge:	Mer:	Ext:			
or other land description:						and Surface Parcel #:			
For example, provide the river lot # or lot, block and plan.						The number assigned by the ISC as appears on the legal title.			
Road Allowance:		All road allowances as on attached plans							

How to Use Mail Merge in MS Word to populate Section 3

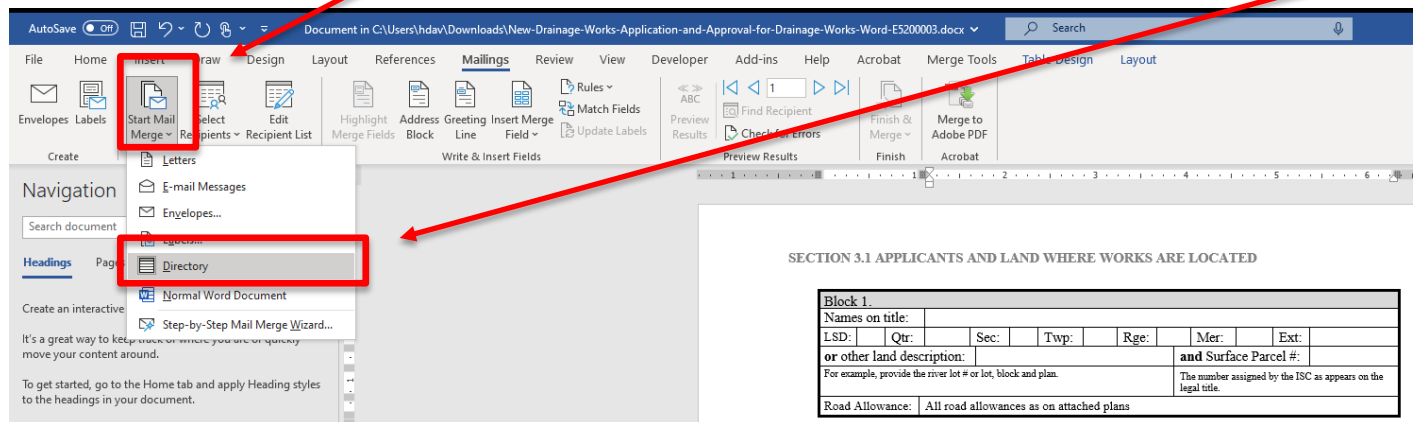
(cont'd.)

Step 3 – Click on the Mailings in the Word document pull down menu



This will open the Mailings ribbon

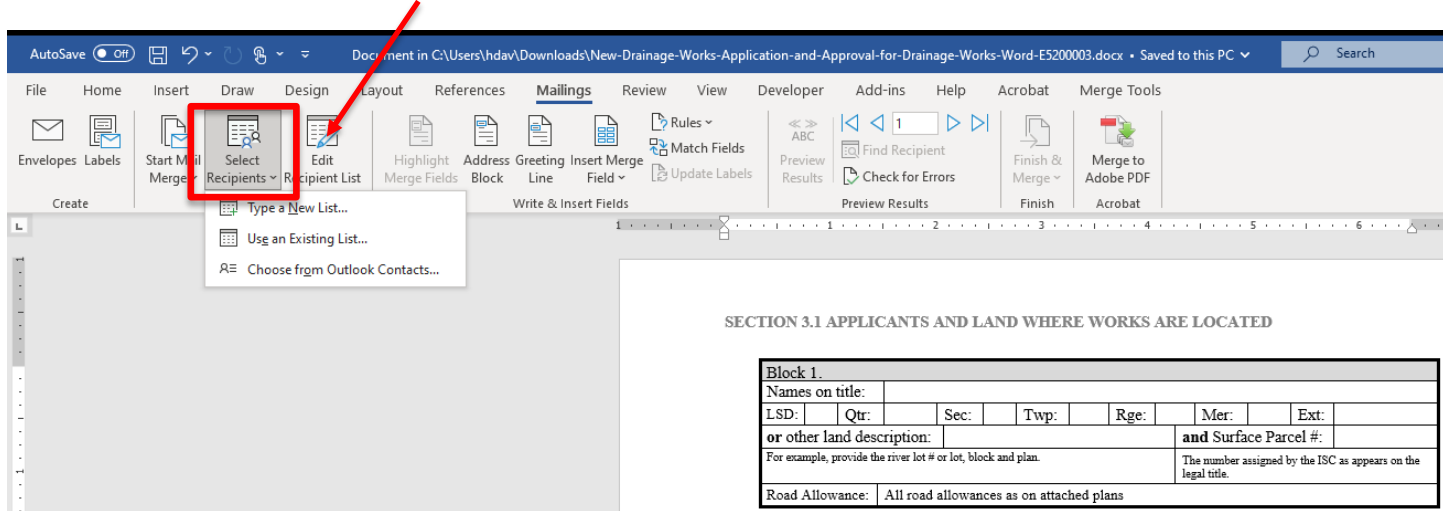
Step 4 – Click on the Start Mail Merge in the Mailings ribbon and choose Directory



How to Use Mail Merge in MS Word to populate Section 3

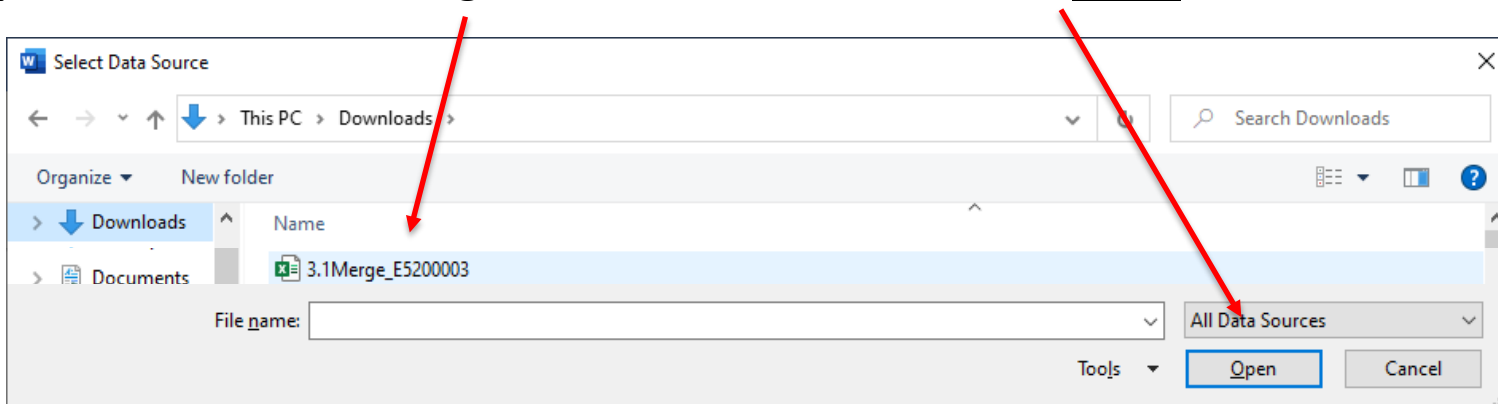
(cont'd.)

Step 5 – Click on the Select Recipients and choose “Use an Existing List...”



This will open a Select Data Source Pop-up Window

Step 6 – Browse to 3.1Merge Excel file, select it, and click Open

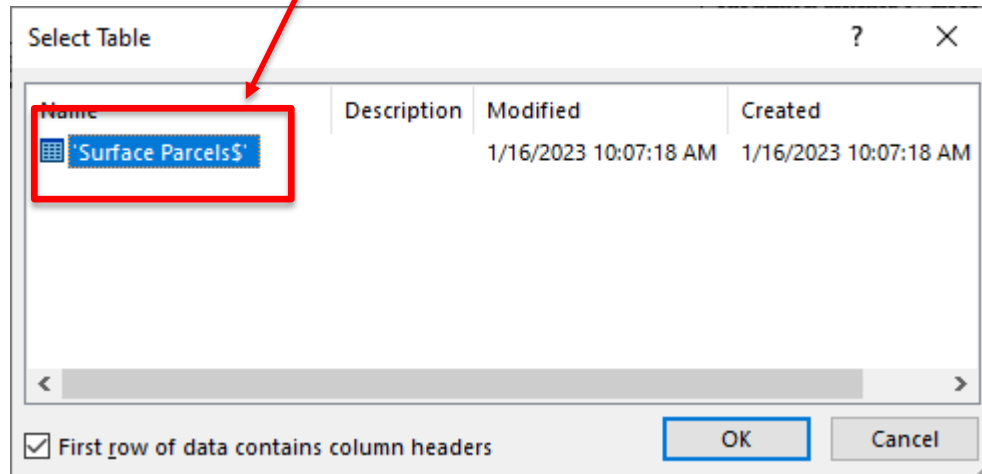


How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Step 6 will bring up a Select Table Pop-up window

Step 7 – Click on the Surface Parcels Table and click OK. Note: There should only be one table/worksheet in this spreadsheet

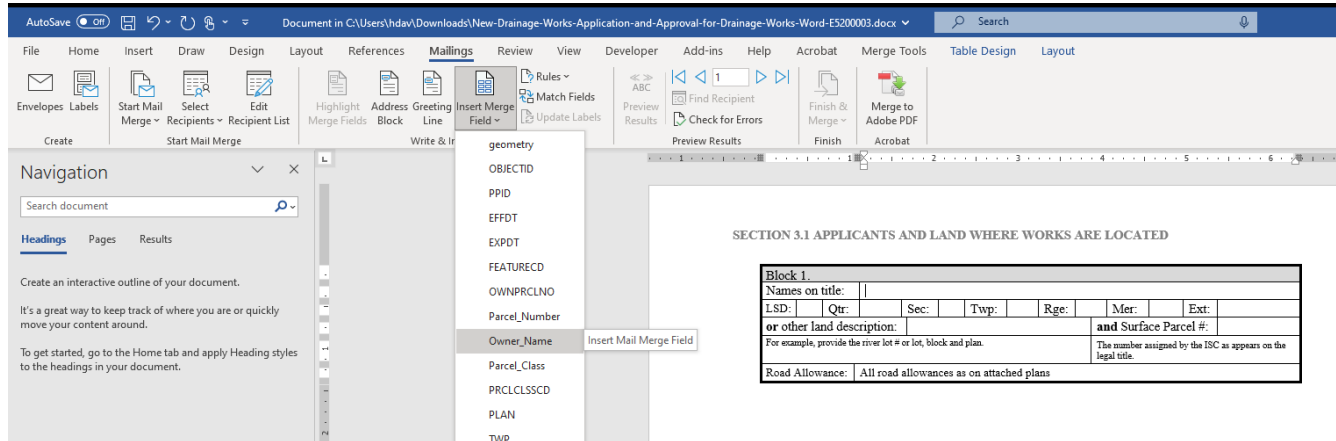


Now you're ready to start Inserting Merge fields into Block 3.1. See Step 8 on the next slide...

How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Step 8 – Click in the cell beside “Name on Title” field in Block 1 and then click on the Insert Merge Field and choose . Note: There should only be one table/worksheet in this spreadsheet



- This will insert a placeholder for the <<Owner_Name>> in the cell, see image below.

SECTION 3.1 APPLICANTS AND LAND WHERE WORKS ARE LOCATED

Block 1.													
Names on title:		«Owner_Name»											
LSD:		Qtr:		Sec:		Twp:		Rge:		Mer:		Ext:	
or other land description:								and Surface Parcel #:					
For example, provide the river lot # or lot, block and plan.								The number assigned by the ISC as appears on the legal title.					
Road Allowance:		All road allowances as on attached plans											

How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Step 9 – Continue to Insert Merge Fields in the corresponding fields

geometry
OBJECTID
PPID
EFFDT
EXPDT
FEATURECD
OWNPRCLNO
Parcel Number
Parcel Class
PRCLCLSSCD
PLAN
TWP
RGE
MER
PORTIONCD
SECT
ASSECT
LSD
QLSD
LOT
BLOCK
SURVPRCL
SURVPRCLNM
ROADALLOW
RIVERLOT
STLANE
EXTENSION
LLD
PRCLSTACD
Chana

SECTION 3.1 APPLICANTS AND LAND WHERE WORKS ARE LOCATED

Block 1.													
Names on title: 1 «Owner_Name»													
LSD: 2	AL	Qr: 3	QSE	Sec: 4	S	Twp: 5	T	Rge: 6	R	Mer: 7	M	Ext: 8	EXTENSION
or other land description: 9 «PLAN»										and Surface Parcel # 10			Parcel_Numb
For example, provide the river lot # or lot, block and plan.										The number assigned by the ISC as appears on the legal title.			
Road Allowance:										All road allowances as on attached plans			

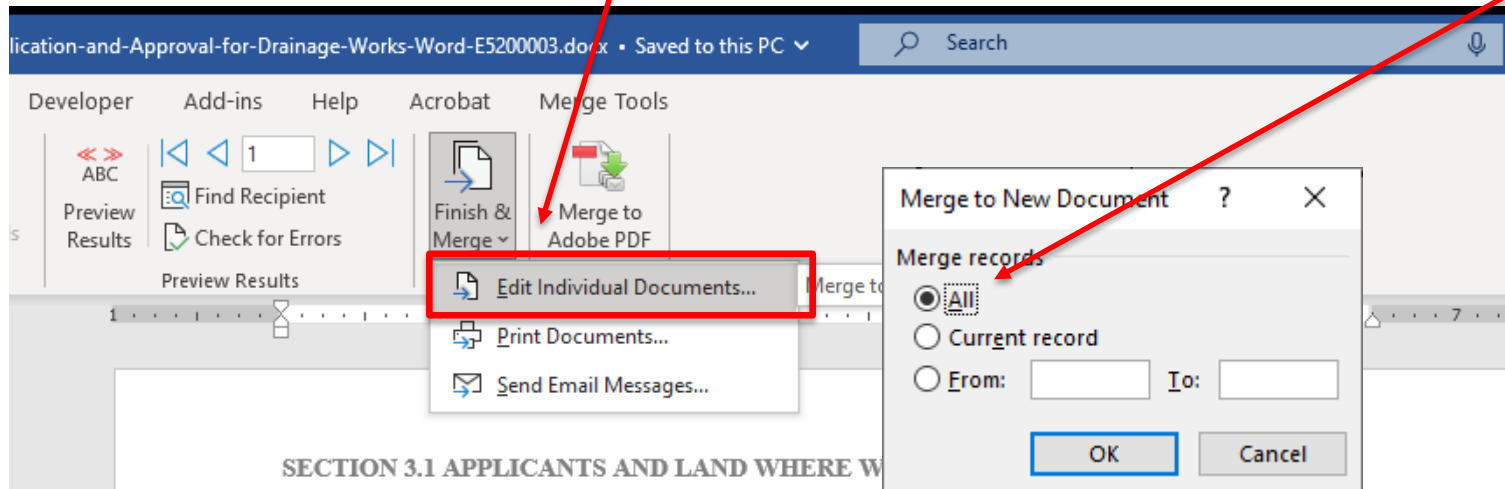
Note: Field 9 – or other land description can be filled by the Plan Field, or the Lot Field or the Block Field – So, you will need to go back to the 3.1Merge Excel spreadsheet to see if which of these fields has any data. If more than one field does, you will want to include both merge fields in this cell.

How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Step 10 – Once all field are inserted into the corresponding fields then click on “Finish and Merge” and select “Edit Individual Documents”.

A Merge to new Document pop-up window will appear, be sure that the All radio button is selected and click OK.



Block 1.													
Names on title:		«Owner_Name»											
LSD:	«L	Qtr:	«QSE	Sec:	«S	Twp:	«T	Rge:	«R	Mer:	«M	Ext:	«EXTENSION
or other land description:									«PLAN»		and Surface Parcel #:		«Parcel_Numb
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.				
Road Allowance:		All road allowances as on attached plans											

How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Result – Word creates a new Word document (Word give this merged document a default name of “Directory1”, see below) which has is populated with all the merged blocks that correspond to the number of rows in the 3.1Merge Excel spreadsheet. Note: It’s always to confirm that this is the case. For this example, there were 13 rows in the 3.1Merge Excel spreadsheet and there were 13 blocks in the Section 3.1 Merged document.

Directory1 - Word

SECTION 3.1 APPLICANTS AND LAND WHERE WORKS ARE LOCATED

Block 1.

Names on title:	WOLF FAMILY ACRES LTD.											
LSD:	Qtr:	SE	Sec:	13	Twp:	15	Rge:	01	Mer:	2	Ext:	0
or other land description:									and Surface Parcel #:			109111890
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans												

Block 2.

Names on title:												
LSD:	Qtr:	WOL	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0
or other land description:									and Surface Parcel #:			109111902
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans												

Block 3.

Names on title:												
LSD:	Qtr:	PRA	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0
or other land description:									and Surface Parcel #:			109111913
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans												

Block 4.

Names on title:												
LSD:	Qtr:	Jones	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0
or other land description:									and Surface Parcel #:			109111924
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans												

Block 5.

Names on title:												
LSD:	Qtr:	Jones	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0
or other land description:									and Surface Parcel #:			109112239
For example, provide the river lot # or lot, block and plan.									The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans												

How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Step 11 - Click Save and save the “Directory1” Word document as 3.1MailMerge_Provincialdrainage number, e.g., 3.1MailMerge_E5200003

Directory1 - Word

Search

References Mailings Review View Developer Add-ins Help Acrobat Merge Tools Table Design Layout

Paragraph Styles

SECTION 3.1 APPLICANTS AND LAND WHERE WORKS ARE LOCATED

Block 1.													
Names on title: WOLF FAMILY ACRES LTD.													
LSD:	Qtr:	SE	Sec:	13	Twp:	15	Rge:	01	Mer:	2	Ext:	0	
or other land description:										and Surface Parcel #:		109111890	
For example, provide the river lot # or lot, block and plan.										The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans													
Block 2.													
Names on title:													
LSD:	Qtr:	WOL	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0	
or other land description:										and Surface Parcel #:		109111902	
For example, provide the river lot # or lot, block and plan.										The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans													
Block 3.													
Names on title:													
LSD:	Qtr:	PRA	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0	
or other land description:										and Surface Parcel #:		109111913	
For example, provide the river lot # or lot, block and plan.										The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans													
Block 4.													
Names on title:													
LSD:	Qtr:	Jones	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0	
or other land description:										and Surface Parcel #:		109111924	
For example, provide the river lot # or lot, block and plan.										The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans													
Block 5.													
Names on title:													
LSD:	Qtr:	Jones	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0	
or other land description:										and Surface Parcel #:		109112239	
For example, provide the river lot # or lot, block and plan.										The number assigned by the ISC as appears on the legal title.			
Road Allowance: All road allowances as on attached plans													
Block 6.													
Names on title:													
LSD:	Qtr:	Her	Sec:		Twp:	15	Rge:	1	Mer:	2	Ext:	0	

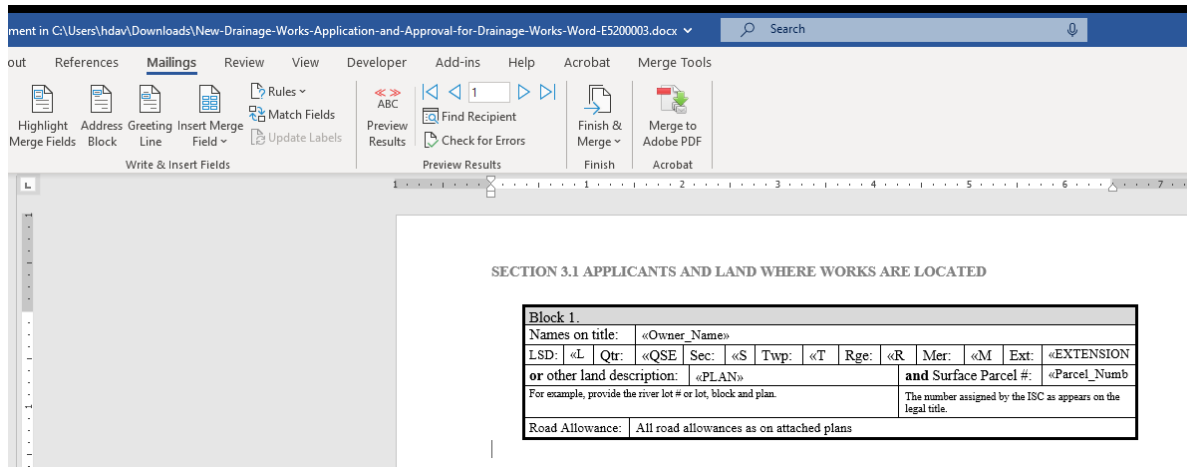
by: Investigate

Display Setting

How to Use Mail Merge in MS Word to populate Section 3

(cont'd.)

Step 12 – Before you can paste info from the Directory/3.1MailMerged Word document below Section 3.1 of the drainage application you need to close the document where you pasted the merge fields



Step 13 - Copy all of the rows from the 3.1MailMerge_E5200003 Word document and paste them below Section 3.1 in the drainage application

- Click in Block 1. and then Scroll down to the end of the merged blocks, hold down the shift and click on the last cell and click copy.

How Mail Merged info should be populated in Section 3.1

Step 14 – Save revised drainage application with Provincial drainage number in the name.

Once you have copied the merged data after Section 3.1 it should look like the image below.

00003 ▾

Search

Add-ins Help Acrobat Merge Tools Table Design Layout

ABBCCD AABBC AaBbCcDd AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc

leading 1 ¶ Heading... ¶ Normal Title ¶ No Spac... Heading 2 Subtitle Subtitle Em... Emphasis Intense E... Strong

Styles

1 2 3 4 5 6

For example, provide the river lot # or lot, block and plan.

The number assigned by the ISC as appears on the legal title.

Road Allowance:

To manually enter additional landowner ISC information into Section 3.1 double click on the Word icon to the left of this cell. The attached Word template will allow you to enter ISC information for many landowners. If you need to add information for more than five landowners, you can select the table in the attached document, copy it, and paste the copied records after the existing table. Once you have entered all of the ISC information for the additional landowners into this attached document you will want to copy and paste the information from the attached document at the bottom of this section, and prior to Section 3.2. This will ensure all of your information in section 3.1 is directly in the document and all pages have the correct page numbering.

 Section 3.1 Manual.doc

 Section 3.1 Mail merge - Locked.doc

To use mail merge to automate word to enter landowner ISC information into Section 3.1 double click on the Word icon to the left. The attached Word template can be used in a mail to automatically enter additional landowner ISC information to Section 3.1. Once you have completed the mail merge and all of the ISC information for the additional landowners is complete, you will want to copy and paste the results of the mail merge to the bottom of this section, and prior to Section 3.2. This will ensure all of your information in section 3.1 is directly in the document and all pages have the correct page numbering.

Application and Approval for Drainage Works 2020/2016

Page 3

Provincial Drainage Number: _____

Block 1.

Names on title: WOLF FAMILY ACRES LTD.									
LSD:	Qtr:	SE	Sec:	13	Twp:	15	Rge:	01	Mer: 2 Ext: 0
or other land description:								and Surface Parcel #: 109111890	
For example, provide the river lot # or lot, block and plan.									
Road Allowance: All road allowances as on attached plans									

Block 2

Names on title: WOLF FAMILY ACRES LTD.									
LSD:	Qtr:	SW	Sec:	13	Twp:	15	Rge:	01	Mer: 2 Ext: 0
or other land description:								and Surface Parcel #: 109111902	
For example, provide the river lot # or lot, block and plan.									
Road Allowance: All road allowances as on attached plans									