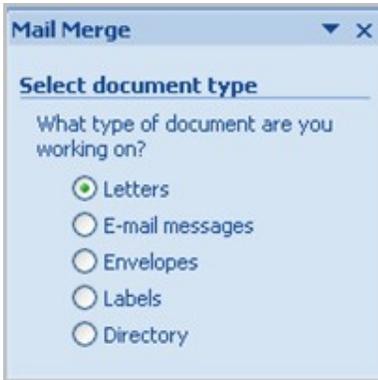


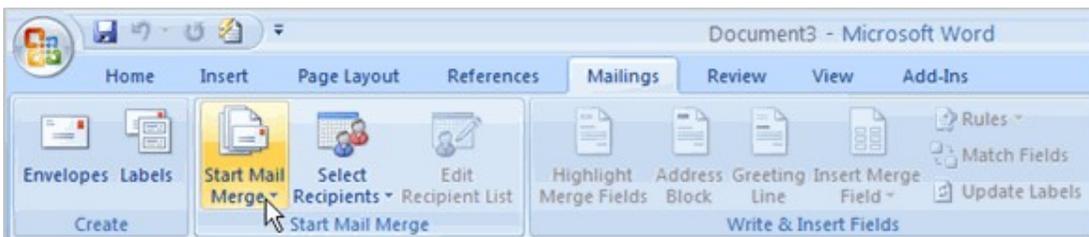
Introduction to Mail Merge



Mail Merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, and more using information stored in a list, database, or spreadsheet. In this lesson, you will learn how to use the **Mail Merge Wizard** to create a **data source** and a form **letter**, and explore other wizard features. Additionally, you will learn how to use the Ribbon commands to access Mail Merge tools outside of the wizard.

To use Mail Merge:

- Select the **Mailings** on the Ribbon.
- Select the **Start Mail Merge** command.



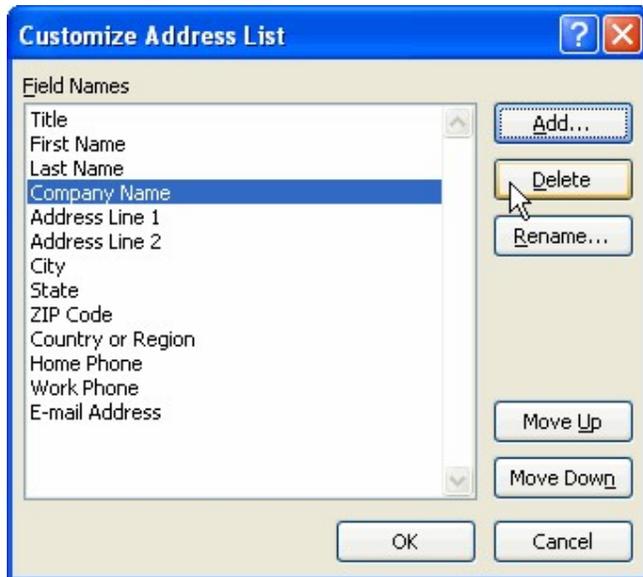
- Select **Step by Step Mail Merge Wizard**.

The Mail Merge task pane appears and will guide you through the **six main steps** to complete a merge. You will have several decisions to make during the process. The following is an example of how to create a form letter and merge the letter with a data list.

Steps 1-3

- Choose the type of document you want to create. In this example, select **Letters**.
- Click **Next:Starting document** to move to Step 2.
- Select **Use the current document**.
- Click **Next:Select recipients** to move to Step 3.
- Select the **Type a new list** button.
- Click **Create** to create a data source. The **New Address List** dialog box appears.
 - Click **Customize** in the dialog box. The **Customize Address List** dialog box appears.
 - Select any field you do not need, and click **Delete**.
 - Click **Yes** to confirm that you want to delete the field.
 - Continue to delete any unnecessary fields.
 - Click **Add**. The **Add Field** dialog box appears.
 - Enter the new field name.
 - Click **OK**.
 - Continue to add any fields necessary.
 - Click **OK** to close the **Customize Address List** dialog box.

To customize the new address list:



- Enter the necessary data in the New Address List dialog box.
- Click **New Entry** to enter another record.
- Click **Close** when you have entered all of your data records.
- Enter the file name you want to save the data list as.
- Choose the location where you want to save the file.
- Click **Save**. The Mail Merge Recipients dialog box appears and displays all of the data records in the list.
- Confirm that the data list is correct, and click **OK**.
- Click **Next: Write your letter** to move to Step 4.

Steps 4-6

- Write a letter in the current Word document, or use an open existing document.

To insert recipient data from the list:

- Place the insertion point in the document where you want the information to appear.
- Select Address block, Greeting line, or Electronic postage from the task pane. A dialog box with options will appear based on your selection.



OR

- Select More Items. The Insert Merge Field dialog box will appear.
- Select the field you want to insert in the document.
- Click **Insert**. Notice that a placeholder appears where information from the data record will eventually appear.
- Repeat these steps each time you need to enter information from your data record.
- Click **Next: Preview your letters** in the task pane once you have completed your letter.
- Preview the letters to make sure the information from the data record appears correctly in the letter.
- Click **Next: Complete the merge**.
- Click **Print** to print the letters.
- Click **All**.
- Click **OK** in the Merge to Printer dialog box.
- Click **OK** to send the letters to the printer.