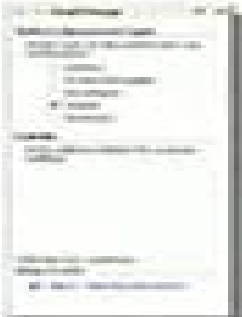




Mail Merge Basics

A mail merge is the process of merging a list of names and addresses with another document. You can begin a mail merge in Microsoft Outlook, Word, or Access 2002, but you must complete the mail merge in Word 2002. There are six major steps in every mail merge: select the document type, select the starting document, select recipients, insert merge fields, preview the documents, and complete the merge.



The Mail Merge Task Pane

The Mail Merge task pane allows you to follow step-by-step instructions provided by the Mail Merge Wizard. Your document remains open and visible while you use the wizard. To display the Mail Merge task pane, select Letters and Mailings from the Tools menu, and select Mail Merge Wizard from the resulting menu.

Creating Form Letters

Starting Mail Merge

1. Open Microsoft Word.
2. Select Letters and Mailings from the Tools menu.
3. Select Mail Merge Wizard from the resulting menu.
4. Select Letters under Select Document Type. *Note: If you have click on Preview at the bottom of the task pane, you go back to the previous step.*

Selecting the Starting Document

The starting document should be the basic type of the mail merge document that you want to create.

1. Click on **New Starting Document** at the bottom of the task pane.
2. Select one of the following under **Select starting document**:
 - Click on **Use the current document** to use the active document.
 - Click on **Open from a template** to use a template.
 - Click **Select template**.
 - Select a template from the **Select Template** dialog box.
 - Click the **OK** button.
 - Click on **Start from existing document**.
 - Select a file from the list under **Start from existing**.
 - Click the **Open** button.
 - *Optional:* If the document you want to use is not shown, click on **More Files**, and then click the **Open** button. Select the document, and then click the **Open** button.

Selecting the Recipients

1. Click on **Select Recipient** recipients at the bottom of the task pane.
2. Select one of the following under **Select recipients**:
 - Click on **Use an existing list** to use names and addresses from a file or database. Click on **Browse**, and in the **Select Data Source** dialog box, select a data source. Click the **Open** button.
 - Click on **Select from Outlook contacts** to select recipients from a list of contacts. Click on **Choose Outlook Folder**. Select a folder name and click the **OK** button.

- Click on **Type a new list** to create a new list.
 - Click on **Create**.
 - Enter the information you want to include, such as title, name, and address in the **New Address List** dialog box.
 - Click the **New Entry** button to insert it to the next entry.
 - Click the **Close** button when you are finished.
 - Enter a name for the address list in the **File name** box.
 - Click the **Save** button.
- 3. In the **Mail Merge Recipients** dialog box, select the recipients you want to include.
- 4. *Optional:* To test the list, click on the column heading of the list you want to test by.
- 5. Click the **OK** button when you are finished.

Inserting Merge Fields

1. Click on **Insert Merge** near bottom at the bottom of the task pane.
2. In the main document, enter the text that you want to appear on every letter.
 3. To insert the merge fields, click on the appropriate location in the document, and click on one of the following buttons:
 - Click on **Address Block** to insert a formatted address. (The Insert address block merge field, you can also press **Alt + Shift + F**, select the field and click the **OK** button.)
 - Click on **Creating line** to insert a formatted salutation.
 - Click on **Electronic postage** to insert electronic postage. (This insert insert electronic postage requires in order to use this feature.)
 - Click on **Postal fee code** to insert a US postal fee code.
 - Click on **New Name** for a list of additional fields.
 - *Optional:* Click on **More blocks**, select the merge fields to insert, and click the **Insert** button.)
 4. In the resulting window, select options, and click the **Match Fields** button. If any merge fields that you require are listed as "not available," click the arrow and select the appropriate field from the list. Then, click the **OK** button.

Previewing the Merged Document

1. Click on **Next: Preview** near bottom at the bottom of the task pane.
2. *Optional:* To scroll through the merged letters, click the **Back** and **Forward** buttons on the task pane.
3. *Optional:* Click on **Find a recipient** or click the **Find Entry** button on the Mail Merge toolbar to find a specific recipient. Enter the recipient's name, select a location to search, and click the **Find Next** button.
4. *Optional:* To make changes to your merged list, click on **Mail Merge Wizard**, click on **Find a recipient** in the Mail Merge Recipients dialog box, and click the **OK** button.
5. *Optional:* Click on **Exclude this recipient** to remove the recipient.

Completing the Merge

1. Click on **Next: Complete** the merge at the bottom of the task pane.
2. Click on one of the following:
 - Click on **Print** to merge to a printer. Select all records, the current record, or a range of records and click on **OK**.
 - Click on **Save** individual letters to personalize your letters or to save them for future use. Select all the current record, or a range of records, and click the **OK** button. This will open a new document with your merged letters. Save, print, or edit the new document just as you would with any Microsoft Word document. *Note: To make changes to all the letters, go back to the original main document.*

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