

Creating Merged Letters

One popular use of the *Mail Merge* feature is to create form letters. *Mail Merge* allows you to set up one letter, which serves as your main document. Using data from a table or external database, you can print this letter with different information for each record in the database or table.

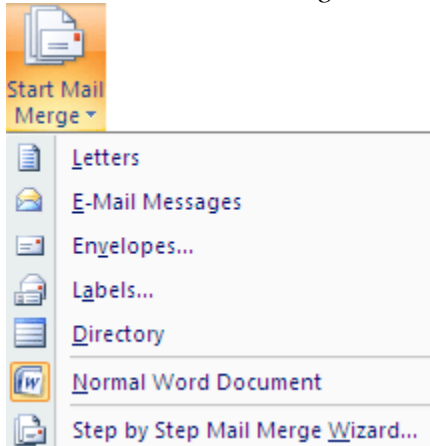
These instructions assume that you have an understanding of the Word *Mail Merge* process. If you need more information, refer to *Mail Merge: An Overview*.

1. Open a blank Word document
2. From the **Mailings** tab, in the *Start Mail Merge* group, click **START MAIL MERGE**

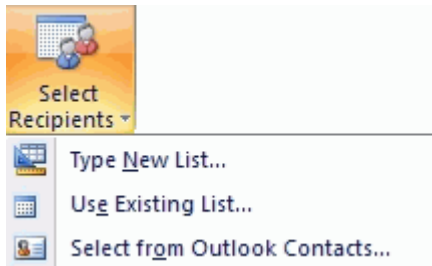


The *Start Mail Merge* sub-menu appears.

3. From the *Start Mail Merge* sub-menu, select **Letters**

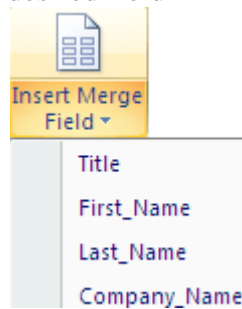


4. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select **Use Existing List...**

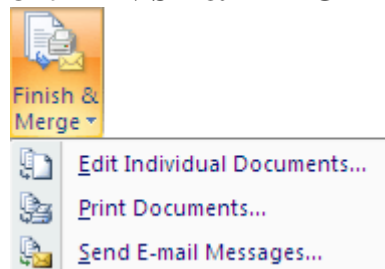


The *Select Data Source* dialog box appears.

5. From the *Look in* pull-down list, locate and select the file you will use for your list
6. Click **OPEN**
7. To select the recipient(s) you want to include in your mail merge,
 - a. In the *Start Mail Merge* group, click **EDIT RECIPIENT LIST**
 - b. Select the recipients
NOTE: A recipient is selected if the checkbox beside their entry is selected.
 - c. Click **OK**
NOTE: To edit the recipient information, refer to Working with the Recipients List.
8. If you have not already done so, in your document, type the text of your letters
9. To insert merge fields,
 - a. Position the insertion point at the proper place in your document
 - b. In the *Write & Insert Fields* group, click **INSERT MERGE FIELD** » select the desired field



10. When finished, click **PREVIEW RESULTS**
A preview of your first recipient's letter appears.
NOTE: For more information on editing the recipient information, refer to Working with the Recipients List.
11. OPTIONAL: To preview your document with other recipients' information, in the *Preview Results* section, click the arrows
12. To print the letters,
 - a. Click **FINISH & MERGE** » select *Print Documents...*



- The *Merge to Printer* dialog box appears.
- b. To print letters for all of your records, select **All**
To print a letter for only the record displayed, select **Current record**
To print letters for only certain records, type a range in the text boxes
 - c. Click **OK**
The *Print* dialog box appears.
 - d. Make any necessary adjustment
NOTE: Refer to Printing Options for Specific Pages for more information.
 - e. Click **OK**

To make changes to the letters,

- f. Click **FINISH & MERGE** » select *Edit Individual Documents...*
The *Merge to New Document* dialog box appears.
- g. Make the appropriate selection
- h. Click **OK**
- i. Make the appropriate changes in the new document that appears
- j. Save the documents

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