

Mail Merge Terminology

With Word's *Mail Merge* feature, you can take static text (e.g., a letter) or a static format (e.g., labels) and personalize it for multiple recipients. Understanding the terminology associated with this feature will help you as you create merged documents.

The Documents

Starting Document

Contains the format for the document with references to the recipient list.

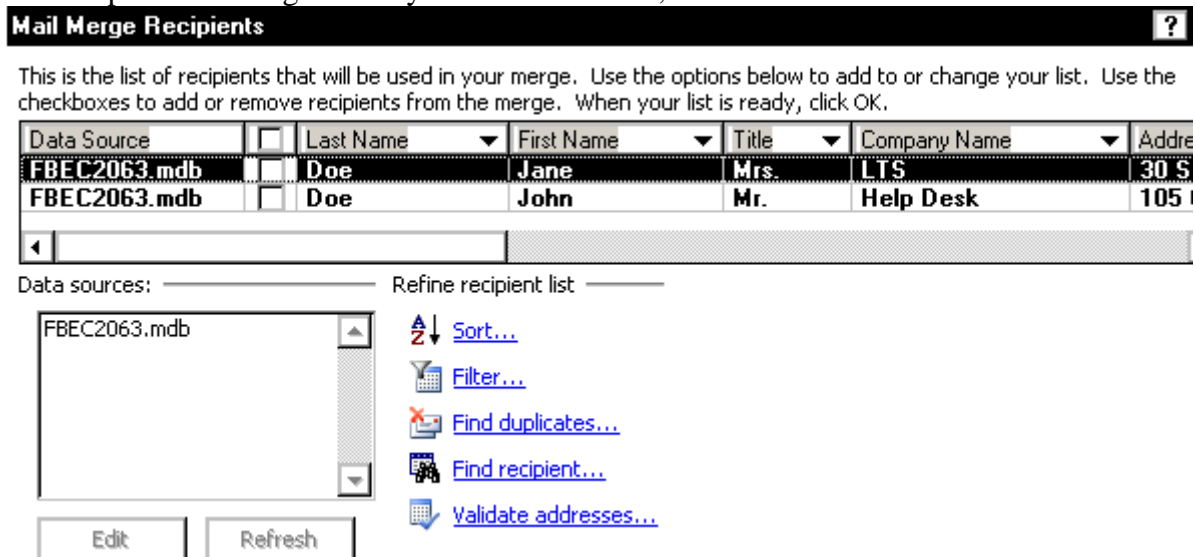
Recipient List

Contains the unique information of each record. It is merged with the main document to create the customized form letter or mailing list.

NOTE: The recipient list is sometimes referred to as the data source.

Components of the Recipient List

The recipient list is organized by fields and records, as shown here:



Mail Merge Recipients ?

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input type="checkbox"/>	Last Name	First Name	Title	Company Name	Address
FBEC2063.mdb	<input type="checkbox"/>	Doe	Jane	Mrs.	LIS	30 S
FBEC2063.mdb	<input type="checkbox"/>	Doe	John	Mr.	Help Desk	105 I

Data sources: FBEC2063.mdb

Refine recipient list

- [Sort...](#)
- [Filter...](#)
- [Find duplicates...](#)
- [Find recipient...](#)
- [Validate addresses...](#)

Edit Refresh

Recipient records

A record is made up of related information in the recipient list. For instance, if your recipient list contains members of a student organization, one record will consist of the information regarding one specific student. Record information runs horizontally across the data grid.

Fields

In the recipient list, a field is a subsection of a record, such as a name or zip code. Fields can be large or small. For example, a field can contain an entire address, or separate fields may break down the address into street address, city, state, and zip code. Separating the fields allows you to use them together as a group (e.g., print the entire address at the top of the letter) or use them individually (e.g., address the recipient by first and last name, or first name alone). It also allows you to sort your addresses according to name, state, or zip code. The nature of your task will determine how distinct your fields should be. Field information runs vertically down the data grid.

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