

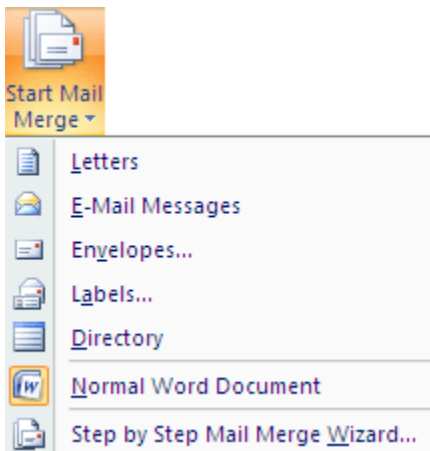
## Mail Merge: Creating Merged Letters

*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.

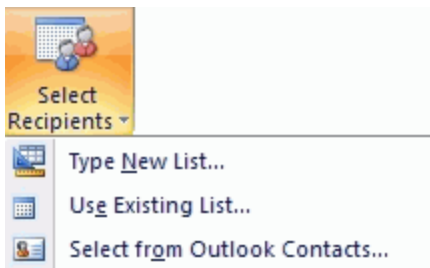
1. Open a blank Word document
2. From the Mailings tab, in the Start Mail Merge group, click **START MAIL MERGE**



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

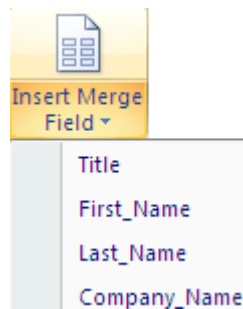


4. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select **Use Existing List...**

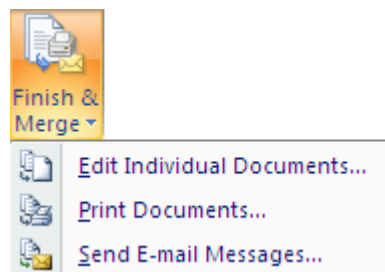


5. From the *Look in* pull-down list, locate and select the file you will use for your list
6. Click **OPEN**

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**
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.
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...*



- 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
- e. Click **OK**

To make changes to the letters:

- a. Click **FINISH & MERGE** » select *Edit Individual Documents...*  
The *Merge to New Document* dialog box appears.
- b. Make the appropriate selection
- c. Click **OK**
- d. Make the appropriate changes in the new document that appears
- e. Save the documents