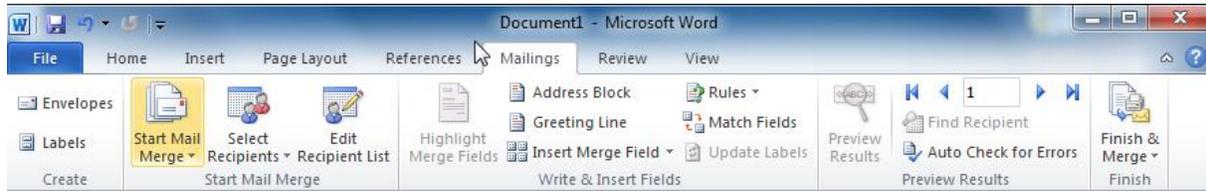


## Mail Merge: An Overview

The mail merge commands are available in the *Mailings* command tab on the *Ribbon*. This document uses the example creating a Mail Merge letter.

### To access the Mail Merge commands:

1. From the *Ribbon*, select the *Mailings* command tab



2. Click **START MAIL MERGE** , then select the desired options to create your mail merge

### STEP 1: Selecting the document type

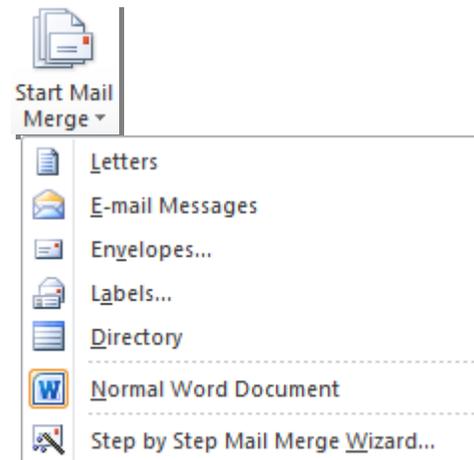
Your options for choosing a document type include the following:

**Letters:** allows you to tailor one letter to many individuals.

**E-mail messages:** allows you to personalize generic messages for individual recipients and send them via email.

**Envelopes:** allows you to print envelopes with different addresses.

**Labels:** allows you to print labels with different addresses.

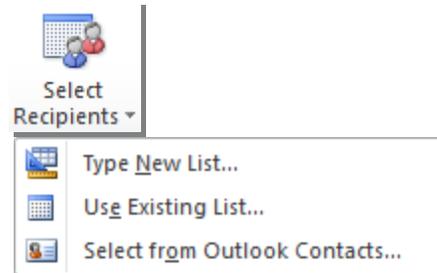


### STEP 2: Selecting the recipients

Your options for selecting recipients include the following:

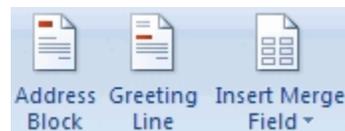
**Type a new list:** allows you to create your own list by typing each recipient.

**Use an existing list:** uses a previously saved list. Once you make this selection, the *Browse* link appears. Clicking it takes you to the *Select Data Source* dialog box, where you can choose the file you want to use. Once you have selected the list, Word brings up the *Mail Merge Recipients* dialog box, where you can choose which members of the list should be included in the merge, sort the order that the records will be created in, or edit the recipient list.



### STEP 3: Write and Insert Fields

During this step, you will be adding text and variable information to your document. To assist you in this, Word has a number of pre-formatted entries along with the fields from your recipient list. Using these fields ensures that the desired information from each entry will be inserted into your document.



### STEP 5: Previewing your documents

At this point, you are almost ready to merge. Before you do so, it is a good idea to preview your documents. Word will show you a preview of the document addressed to the first recipient, but also allows you to browse through the documents for the other entries by clicking the **PREVIOUS** or **NEXT** button. This allows you to locate specific recipients.



Based on what you see during this preview, you may decide to edit your document, edit the recipient list, or exclude one or more recipients from the merge.

### STEP 6: Finish and Merge

Once the merge is complete, you can print the merged documents or, prior to printing, you can edit individual documents. If you choose to edit individual letters, Word will open the letter being currently previewed for editing.

