

FACILITIES MANAGEMENT COMPUTER SERVICES

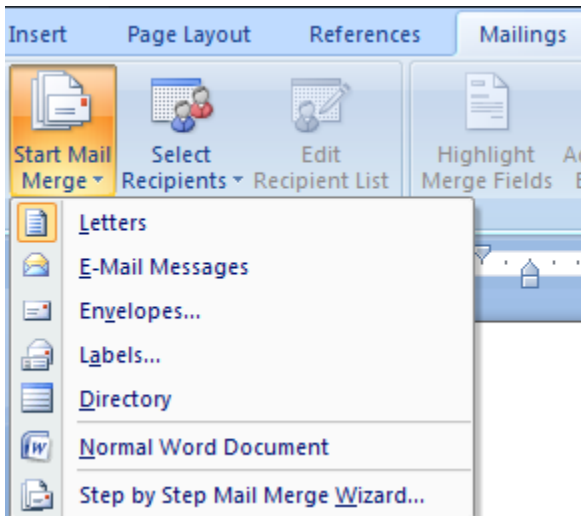
July 8, 2009

TIP OF THE WEEK

MAIL MERGE FEATURE

Starting Your Mail Merge Document

1. Click **Start Mail Merge** on the **Mailings** ribbon and select the type of document you'd like to create.

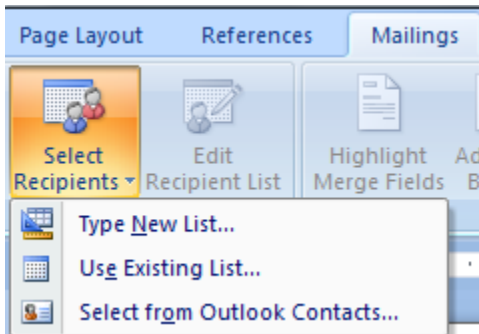


For example, you can select letters, envelopes, or labels. Or, select **Step by Step Mail Merge Wizard** for more help creating your document.

Selecting Recipients for Mail Merge Letters

1. Click **Select Recipients** on the **Mailings** ribbon to add recipients to the mailing.

You can opt to create a new database of recipients. You can also opt to use an existing list or Outlook contacts.



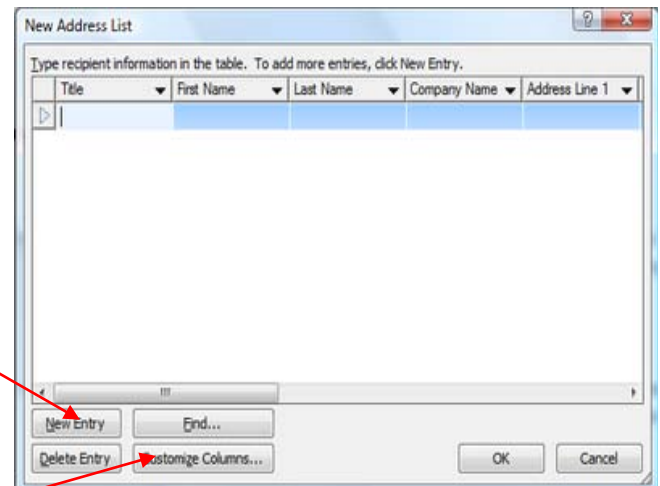
Adding Recipients to Your Mail Merge Database

1. In the **New Address List** box, begin entering your contacts.

You can use the Tab key on your keyboard to move between fields. Each set of fields is referred to as an entry. To add additional recipients, click the **New Entry** button. To delete an entry, select it and click **Delete Entry**. Click Yes to confirm the deletion.

You may wish to delete or add field types to your mail merge document.

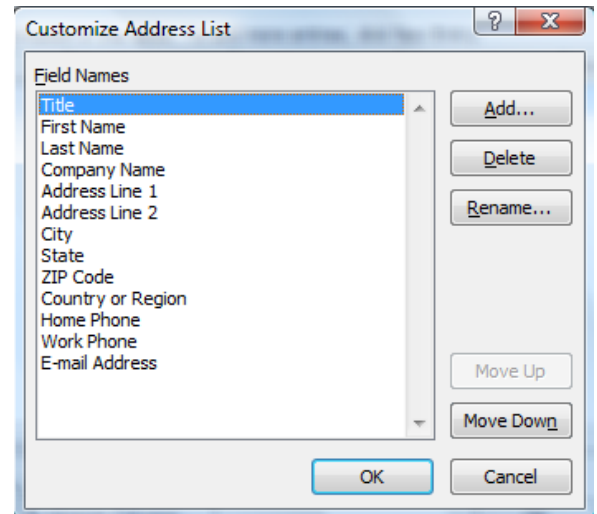
You can do that easily. Just click the **Customize Columns** button. The **Customize Columns** dialog box opens.



Adding and Deleting Mail Merge Fields

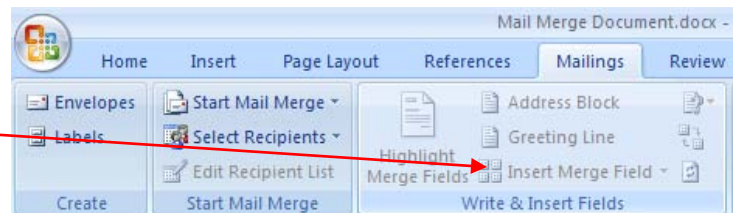
Then, click **Add**, **Delete** or **Rename** to alter the field types. You can also use the **Move Up** and **Move Down** buttons to rearrange the order of the fields. When you're done, click **OK**.

Once you've added all your recipients, click OK on the New **Address List** dialog box. Name the data source and click **Save**.



Inserting a Merge Field in Your Document

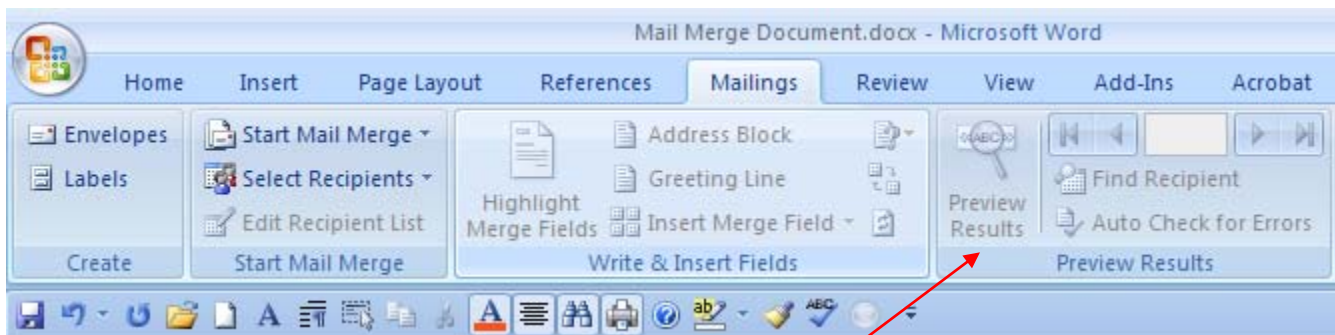
1. To insert a field into your document, click **Insert Merge Field** on the Mailings ribbon. Select the field you would like to insert. ~~The field name appears~~ where you have the cursor located in your document.



You can edit and format the text surrounding the field.

Formats applied to the field will carry over to your finished document. You can continue to add fields to your document.

Previewing Your Mail Merge Letters

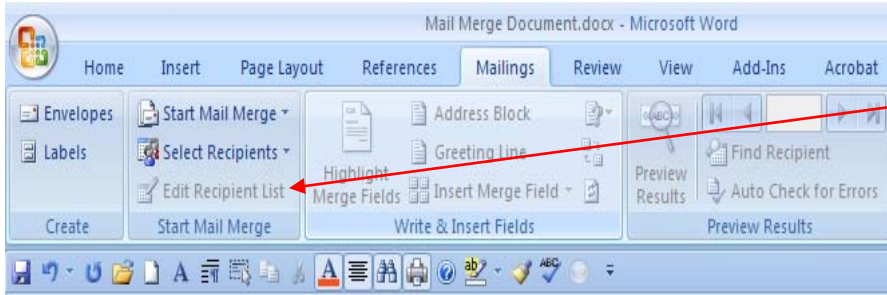


Before you print your letters, you should preview them to check for errors. In particular, pay attention to spacing and punctuation surrounding the fields. You will also want to make sure you have inserted the correct fields in the correct places.

To preview the letters, click **Preview Results** on the Mailings ribbon. Use the arrows to navigate through the letters.

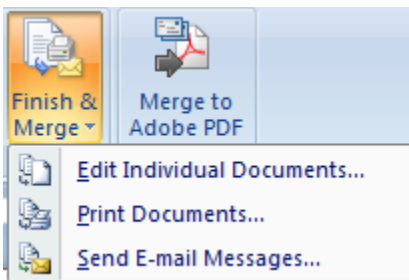
Correcting Errors in Mail Merge Fields

You may notice an error in the data for one of your documents. You cannot alter this data in the merge document. Instead, you'll need to fix it in the data source.

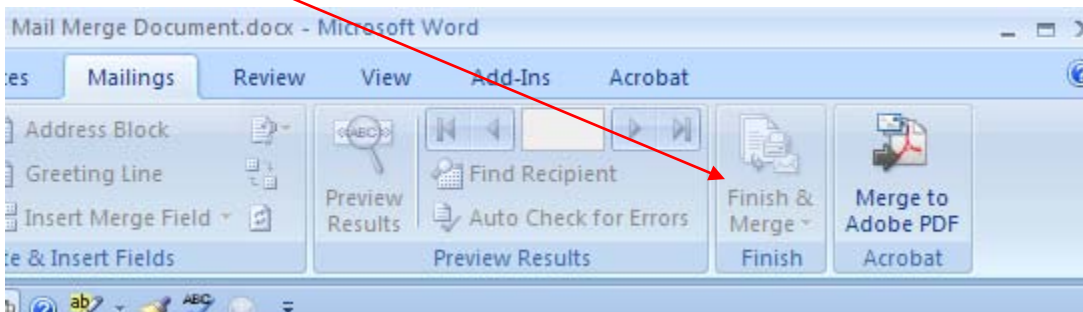


To do this, click **Edit Recipient List** on the Mailings ribbon. In the box that opens, you can alter the data for any of your recipients. You can also limit the recipients. Simply uncheck the box next to **recipients'** names to omit them from the merge operation. When you're done, click **OK**.

Finalizing Your Mail Merge Documents



After you've reviewed your documents, you're ready to finalize them by completing the merge. Click the **Finish & Merge** button on the Mailings ribbon.



You can opt to edit individual documents, print the documents, or email them. If you opt to print or email your documents, you'll be prompted to enter a range. You can opt to print all, one, or a set of contiguous letters. Word will walk you through the process for each.