

Mail Merge

Mail Merge uses MS Excel to create a mailing list and then uses MS Word to create a form letter or envelope. Once the form letter or envelope is created in Word, you can then use the data from Excel to fill in fields to create personalized letters and envelopes.

Envelopes

- 1) Click Create a new document...
- 2) Click On my computer... under Templates
- 3) Click the Letters & Faxes tab
- 4) Click Envelope Wizard
- 5) Click Create envelopes for a mailing list
- 6) Click Envelope Options... to change the size of the envelope and printing options
- 7) Click Next: Select recipients
- 8) Click Browse...
- 9) Find the excel spreadsheet with your data on it and click Open
- 10) Select the table you would like to use and click OK
- 11) Select the recipients you would like to use and click OK
- 12) Click Next: Arrange your envelope
- 13) Click Address block...
- 14) Change the address block to fit your needs
- 15) Click Match Fields... to make sure your columns are matched up to the example
- 16) Click OK
- 17) Click OK
- 18) Click Next: Preview your envelopes
- 19) You can preview and envelope by clicking the arrows on either side of Recipient: 1
- 20) Click Next: Complete the merge
- 21) Click Print...
- 22) Click OK
- 23) Make sure you are printing to a printer that is not being used so that you can run the envelopes through without something else being printed over your job then click OK
- 24) Make sure your envelopes feed properly through the printer as it is printing

Form Letters

- 1) Generate your form letter leaving space for address, greeting and any other information that you would like to be unique on each letter.
- 2) Click Tools->Letters and Mailings->Mail Merge
- 3) Make sure Letters is selected and click Next: Starting Document
- 4) Select Use the current document
- 5) Click Next: Select recipients
- 6) Click Browse...
- 7) Choose the file with your recipient list and click OK
- 8) Select the recipients to use from the list and click OK
- 9) Click Next: Write your letter
- 10) Put the cursor where you would like to insert an item
- 11) Click the item that you would like to insert on the right
- 12) Repeat steps 10 and 11 for each unique file that you would like to insert.
- 13) Click Next: Preview your letters
- 14) Click Next: Complete the merge
- 15) Click Print...
- 16) Click OK
- 17) Make sure you are printing to a printer that is not being used so that you can run the letter head through (if necessary) without something else being printed over your job then click OK