

Travelling IT Notes

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Mail merge Letters

Create a letter and merging with an address list

When you want to create a letter to send to people in your address list, you can use mail merge to create a letter addressed to each person in your list. Each letter contains an address from your list.

The mail merge process entails the following overall steps:

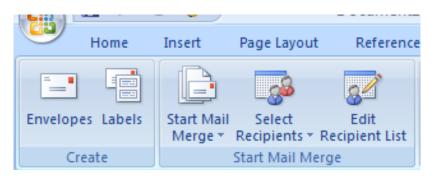
 Creating a list of your names and addresses. This can be in the form of a table in Word, a sheet in Excel, a table in Access or any address book such as Outlook. In this exercise we will be using a table in Word.

The table should be set up with fields for each data item that appears on the label. The table must be at the top of the document (i.e. nothing must come before it such as a blank line or a space and the first row must contain the field names).

Title	First Name	Last Name	Address	Town	County	Post Code
Mr	David	Tennent	21 Tardis Road	London		W12 4AB
Mrs	Betty	Turpin	25 Coronation St	Weatherfield	Manchester	MN6 2WE
Doctor	Richard	Chamberlain	1254 Boulevard St	Los Angeles	USA	

Sample Table

- 2. Open a new document, a saved letter or create a letter.
- 3. Use the Mail Merge wizard or the tools on the mailings ribbon.



a. Click on the "Start Mail Merge" button and select Letters.

b. Click the "Select Recipients" button. Then select "Use existing list"

In the dialogue box, select the location of your table of names and addresses and open the file.

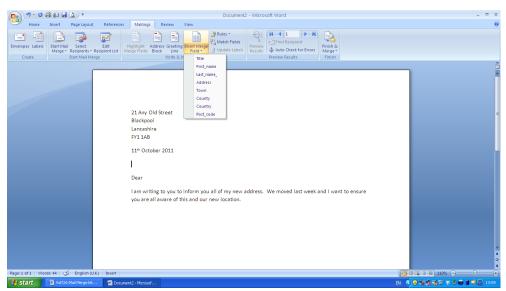
c. Click on the "Edit Recipients" button.

ľ	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 🔽 Last_Name 👻		First_Name 🛛 👻	Title 👻	Address 👻	▼ Town	
	E:\College\Address		Tennent	David	Mr	21 Tardis Road	London
	E:\College\Address		Turpin	Betty	Mrs	25 Coronation St	Weather
	E:\College\Address	V	Chamberlain	Richard	Doctor	1254 Boulevard St	Los Ange
	<						>
e	Data Source		Refine recipio	ent list		, ,	
	E:\College\Addresses	. doc	× ⊼ ∯↓ <u>Sort</u>				
	Enfectingen indiresses						
			Filter	<u></u>			
	End duplicates						
	Eind recipient						
	Edit	Refre	sh 💷 Validat	e addresses			
e							
	ОК						ОК

A tick in the box against each name shows that a letter will be produced. If you do not want a letter for a person, click on the tick to remove it. The drop down arrows on each field name can be used to sort the list.

Click OK .

d. Position the curson at the point you want to insert the name and/or address. The "Insert Merge Field" button is now used to insert the appropriate fields. Use the bottom part of the button (on the text).



Enter each field required for the address on the label. Use spaces and the enter button to get the correct layout. (spaces between fields on the same line and enter to move a field to the next line.)

The layout should look like the picture below.

Home Insert Page Layout Reference	Document2 - Microsoft Word	_ C X	
	Highlight Address Greeting Inset Merge Highlight Address Greeting Inset Merge Block Line Frieds Block Lin		
	21 Any Old Street Blackpool Lancashire FY1 1AB 11° October 2011 «Title» «First name» «Last name.»	-	Spaces go in here
	eAddress eAddress «Town» «Post_code» Dear I am writing to you to inform you all of my new address. We moved last week and I want to ensure you are all aware of this and our new location.		Press Shift +Enter at the end of each line.
Page: 1 of 1 Words: 50 🧭 English (U.K.) Insert	ment2 - Morozof		

Click the "Preview Results" button to see a sample letter. Make any changes necessary and then click the Finish and Merge button. Then click "Edit Individual Letters" and OK on the next dialogue box.

PGW Jan 2010

One letter will be produced for each person in the list.

Clicking the print button will print them.