



# 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:

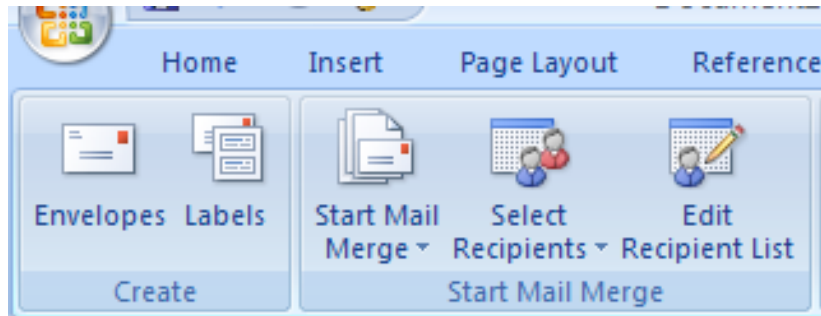
1. Creating a list of your names and addresses. This can be in the form of a table in Word, a sheet in Excel, a table in Access or any address book such as Outlook. In this exercise we will be using a table in Word.

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).

Sample Table

| 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        |           |

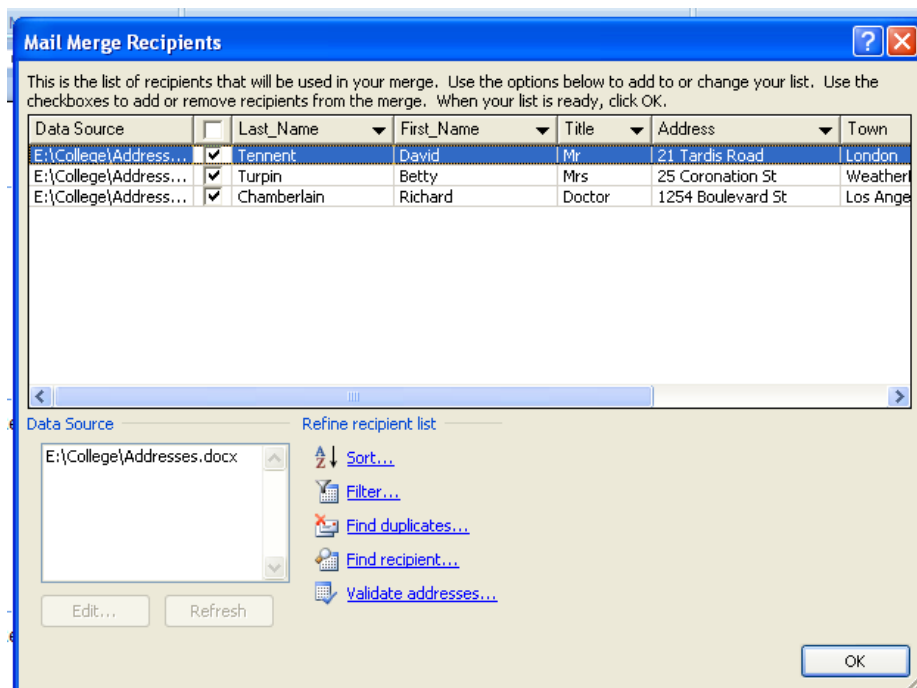
2. Open a new document, a saved letter or create a letter.
3. Use the Mail Merge wizard or the tools on the mailings ribbon.



- 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.

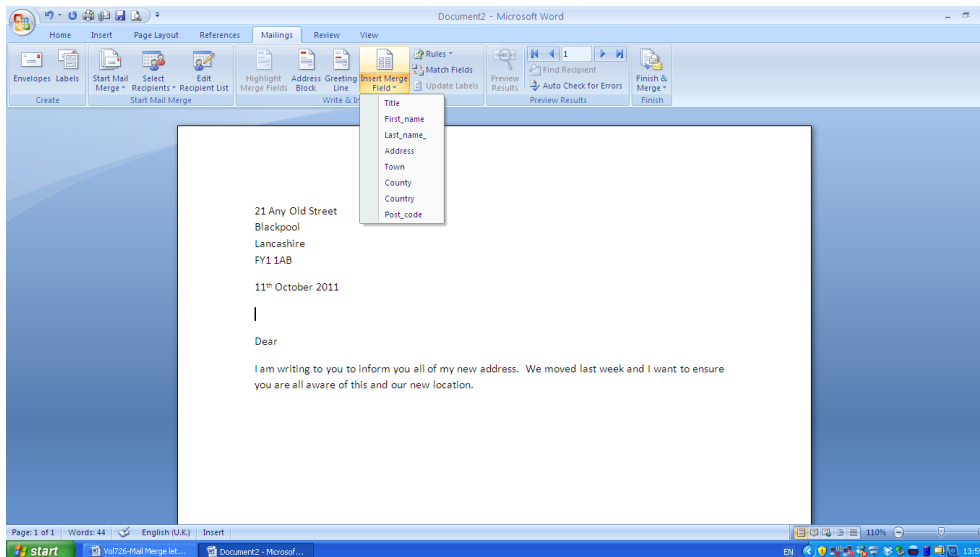
- c. Click on the "Edit Recipients" button.



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.

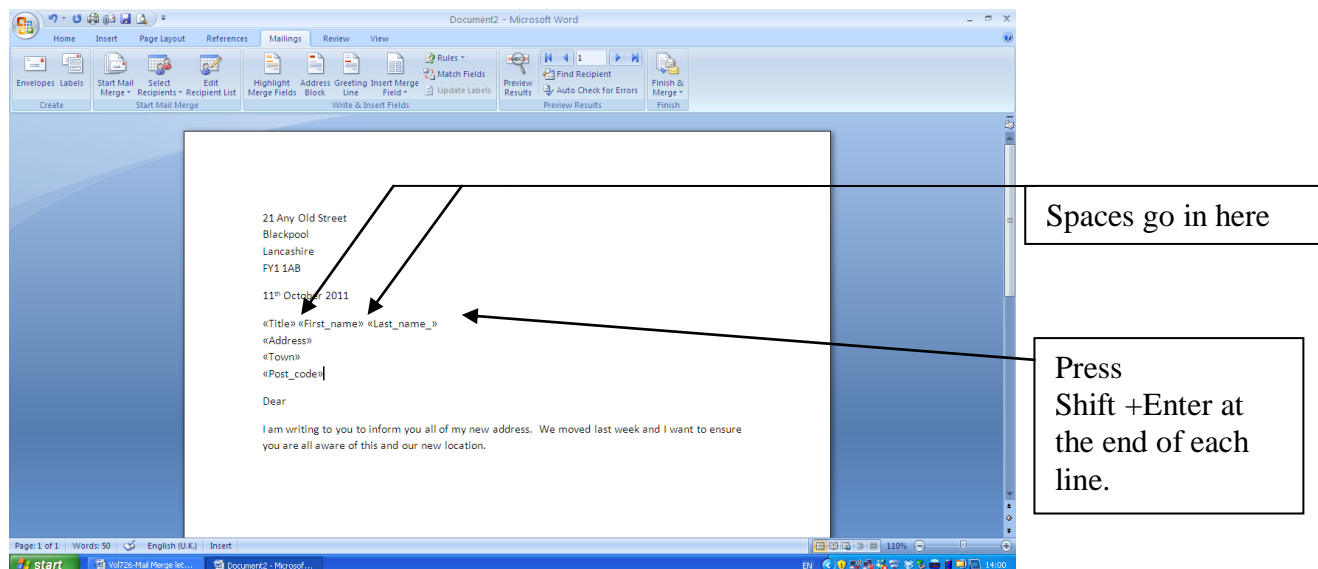
Click OK .

- d. Position the cursor 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.



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.

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

Clicking the print button will print them.