

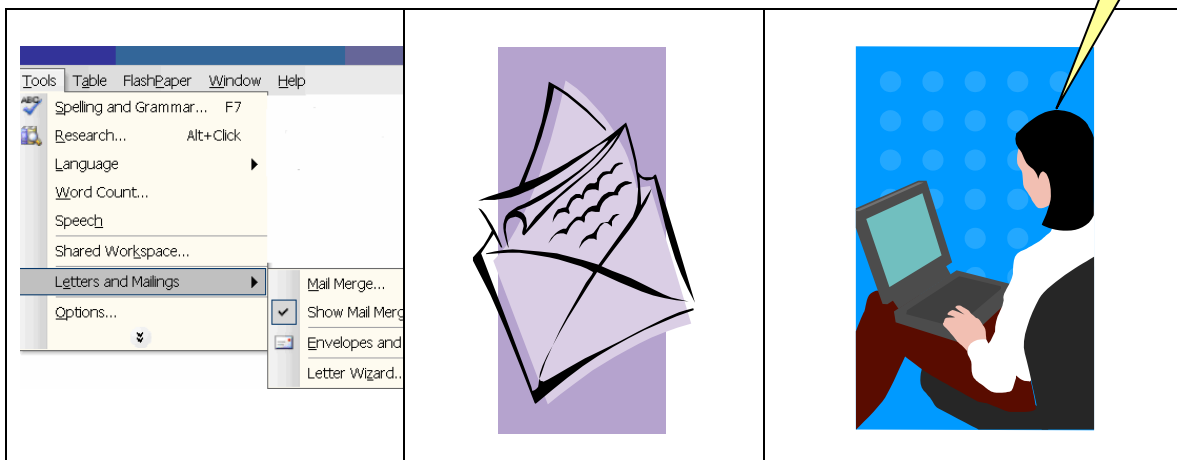
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There are various ways to create a mail merge for letters. You can go step by step or Use the mail merge tool bar. It is always easiest to have the source data file completed.

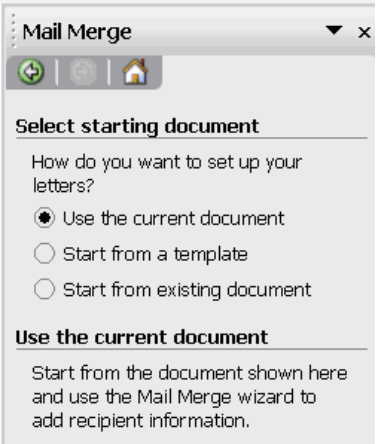



In this example however, we will start from the bare bones and assume your source file has not been created.

To begin the process, go into Tools, Letters and Mailings, Mail Merge.

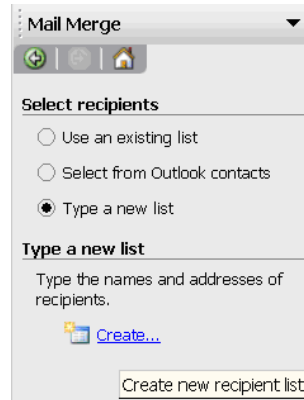


This action will populate a screen to the right of your document, that you can easily follow.

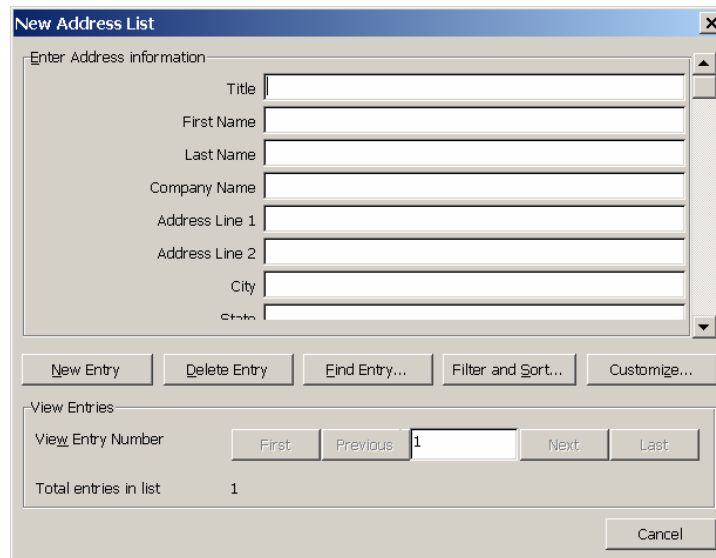
	<p>You can utilize the current document you are in, get an existing document or use one Of the many templates available.</p> <p>The bottom of the screen prompts you with a series of Next “clicks” to move onto the next screen. </p>
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You have the option of selecting from an Existing list, where you would have to browse and select your recipients from a previous file ...or you can select type a new list. In this example we will type a new list. Select the appropriate radio button and double click on Create.



You can now enter the data with regard to Addressing information as shown in the entry box below.

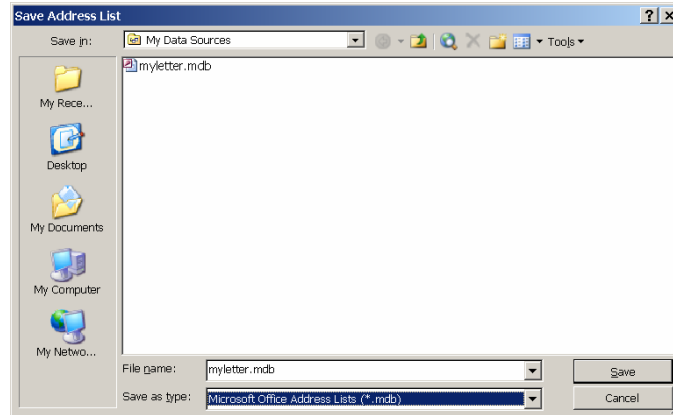
The image shows a 'New Address List' dialog box. It has a title bar with a close button. The main area is titled 'Enter Address information' and contains several text input fields: Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, City, and State. Below these fields is a row of five buttons: 'New Entry', 'Delete Entry', 'Find Entry...', 'Filter and Sort...', and 'Customize...'. At the bottom, there is a 'View Entries' section with a 'View Entry Number' field set to '1' and buttons for 'First', 'Previous', 'Next', and 'Last'. Below that, it shows 'Total entries in list' as '1'. A 'Cancel' button is located at the bottom right.

Begin entering your data, when completed with each entry select New entry. When complete, hit close and it will bring up a save Address List box. You can name your source file and it will be in a folder under "My Data Sources".

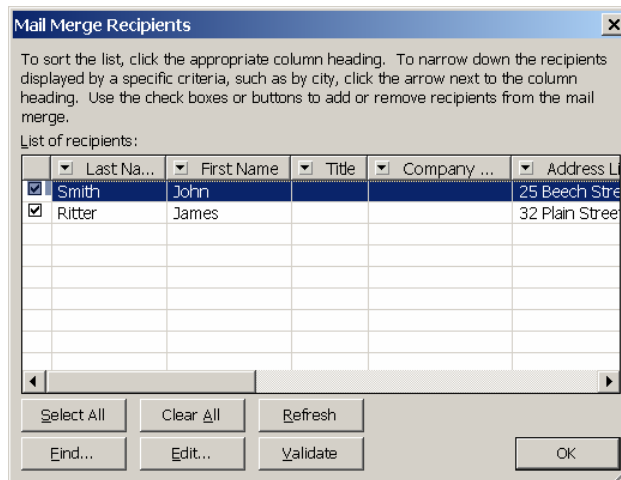
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The list of Recipients will be populated, You have the option to select them all or uncheck recipients that you do not want to be a part of the merge.



The next step will be to write your letter. Select that option from the lower right hand corner of the screen.

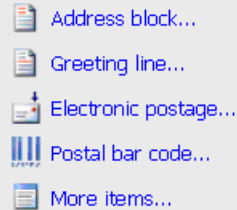
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Step 3 of 6

➤ Next: Write your letter

➤ Previous: Starting document

Begin your letter by typing the date, then select Address line and Greeting line as displayed below.



October 11, 2005

«AddressBlock»

«GreetingLine»

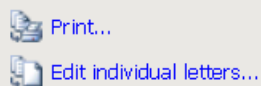
Begin typing your letter after the greeting line. When completed, go on to Next

➤ Next: Preview your letters

If the preview looks ok, then merge the remaining data.

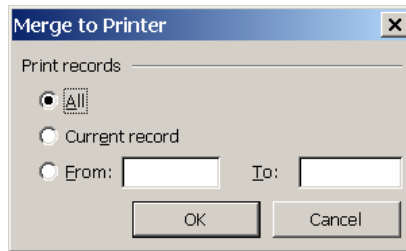
➤ Next: Complete the merge

You then have the option to Print the letters or Edit individual letters if necessary.



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Once you select print, you have the option of printing selected records, or printing all of the records.



Thank you for participating in the class

Contact User Services for assistance with all your desktop needs

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