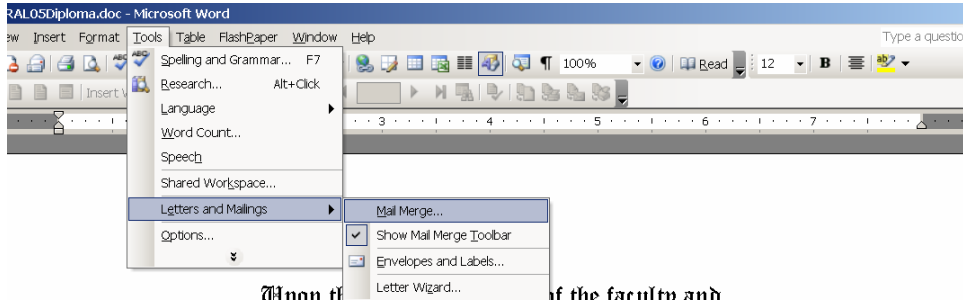


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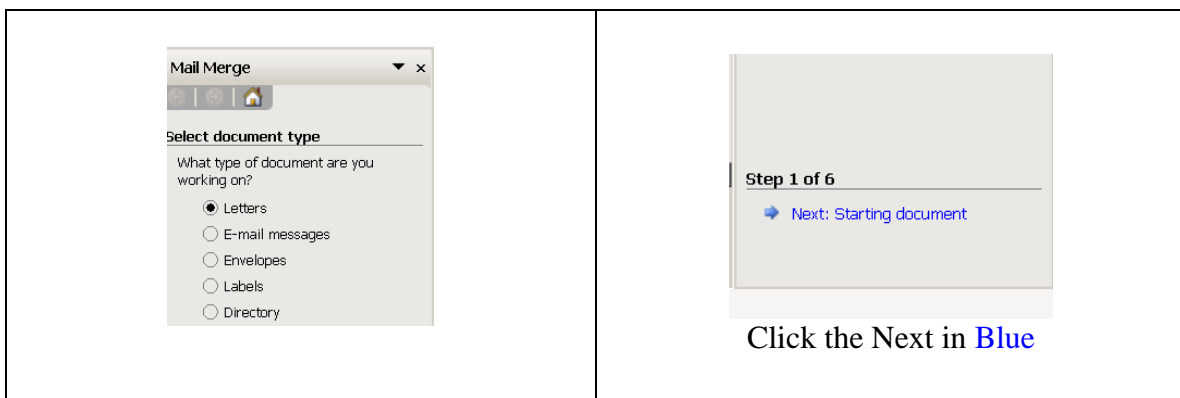
Open your Word Document, which is the destination of the data from your source which can be in an Excel or Word document.

Select Tools, Letters and Mailings, Mail Merge



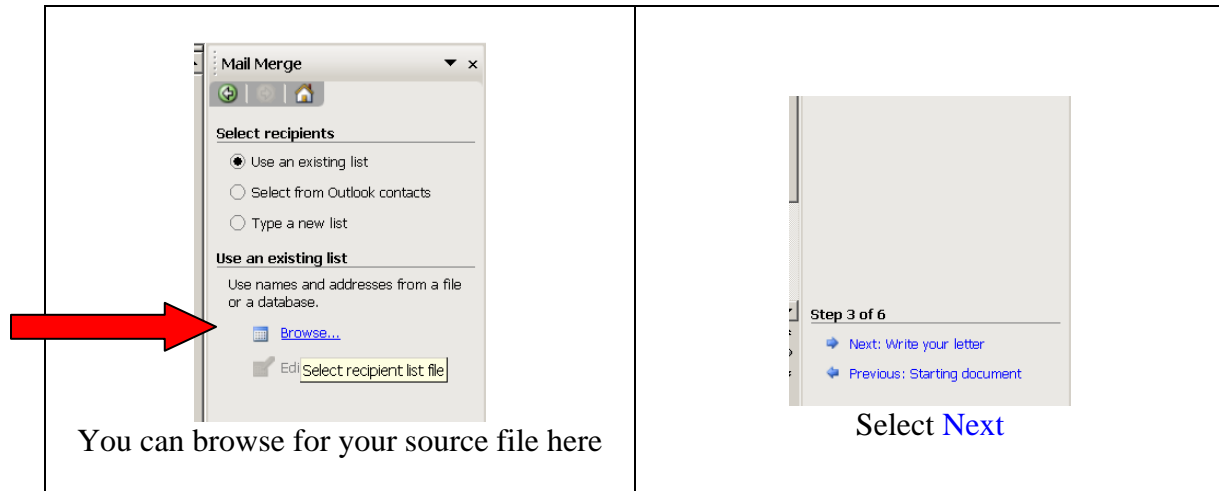
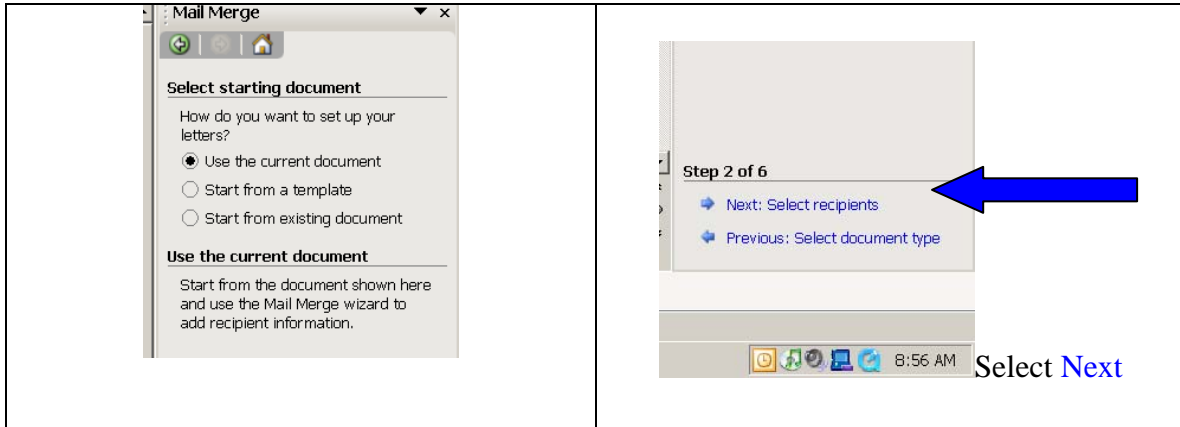
Upon the recommendation of the faculty and
under the authorization granted by the Board of Governors of
the California Community Colleges, hereby confers upon
«First_Name» «Middle_Name» «Last_Name»
the degree of
«Degree»
«Major»
with all rights, privileges and honors appertaining thereto.
Given at Mission Viejo, California this
«Completion_Date»
«Honor»

Select the document type. In the example above that would be letters.

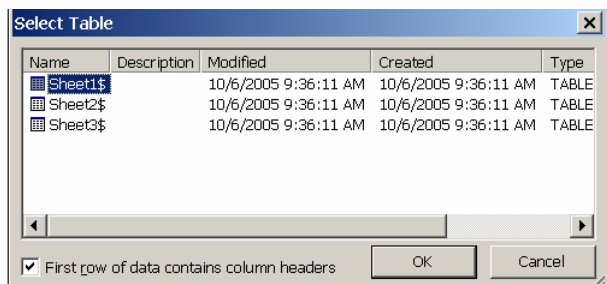


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You now must determine whether or not your destination document is going to be a blank page that you will create or a template that you have already created. In this example, you are utilizing a template.



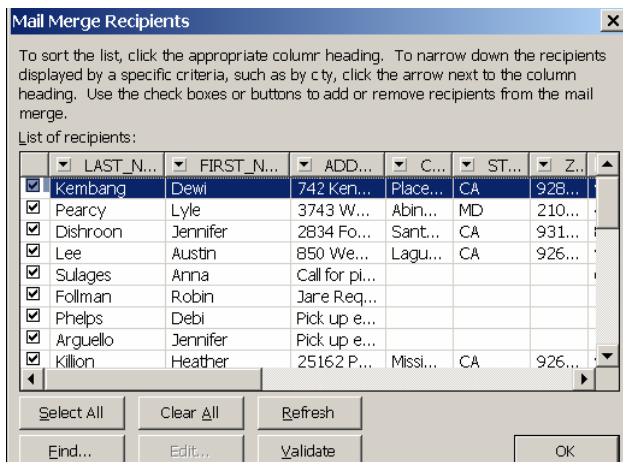
Once you select next, the following pop up box will be generated.



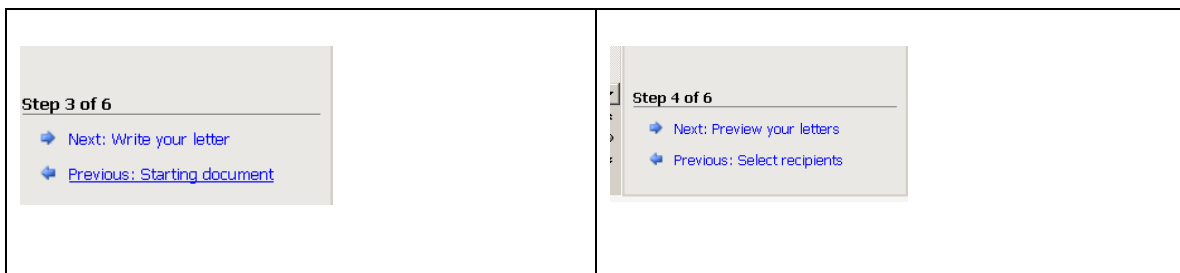
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If you have header columns in your source file, make sure you have a check mark in where it displays “First row of data.....” Also you most likely will be merging the first sheet. That is highlighted by default.

Once you select Sheet1\$ another pop-up box will be generated. It is here that you will select how many data fields in the source you want to merge. You can select all of them and print, or you can clear all and manually select how many you want to merge.



Once you have determined which recipients will be merged, click ok.
Select [Next: Write your letter and then Preview it](#)



When you preview you document, it will show only the first recipient. If that is ok, then Complete the merge and print. Windows XP also has additional features to allow you to edit individual records if they require personalization. In this case you could modify each major description if tweaking became necessary.

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Thank you for participating in the class

Contact User Services for assistance with all your desktop needs

X4397