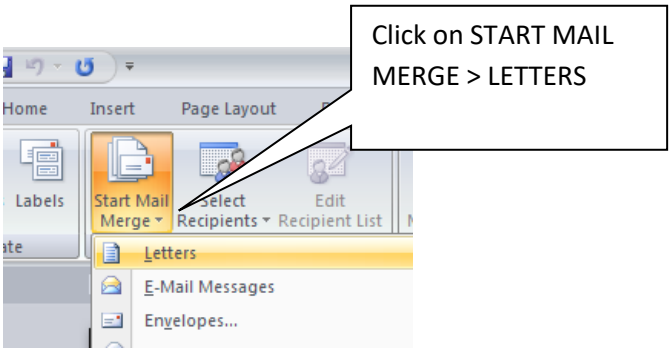
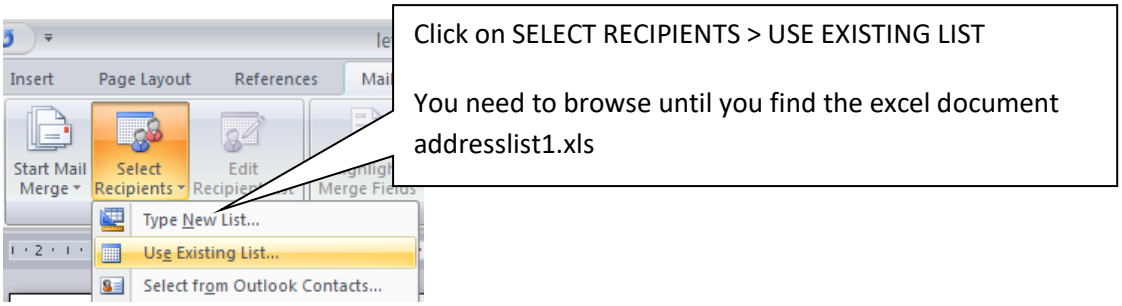
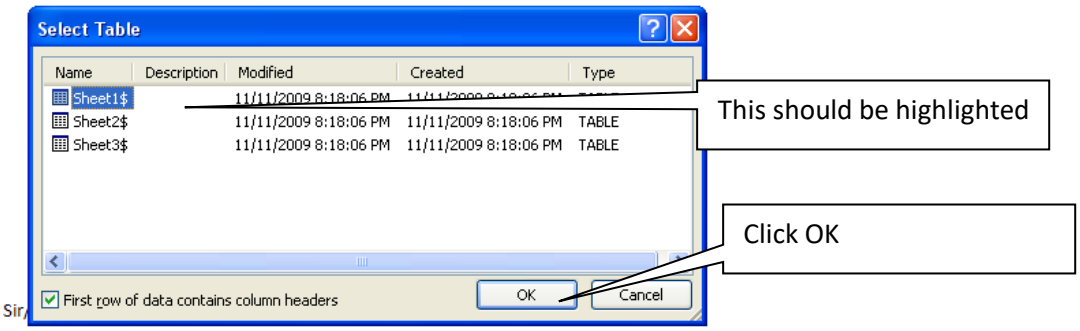
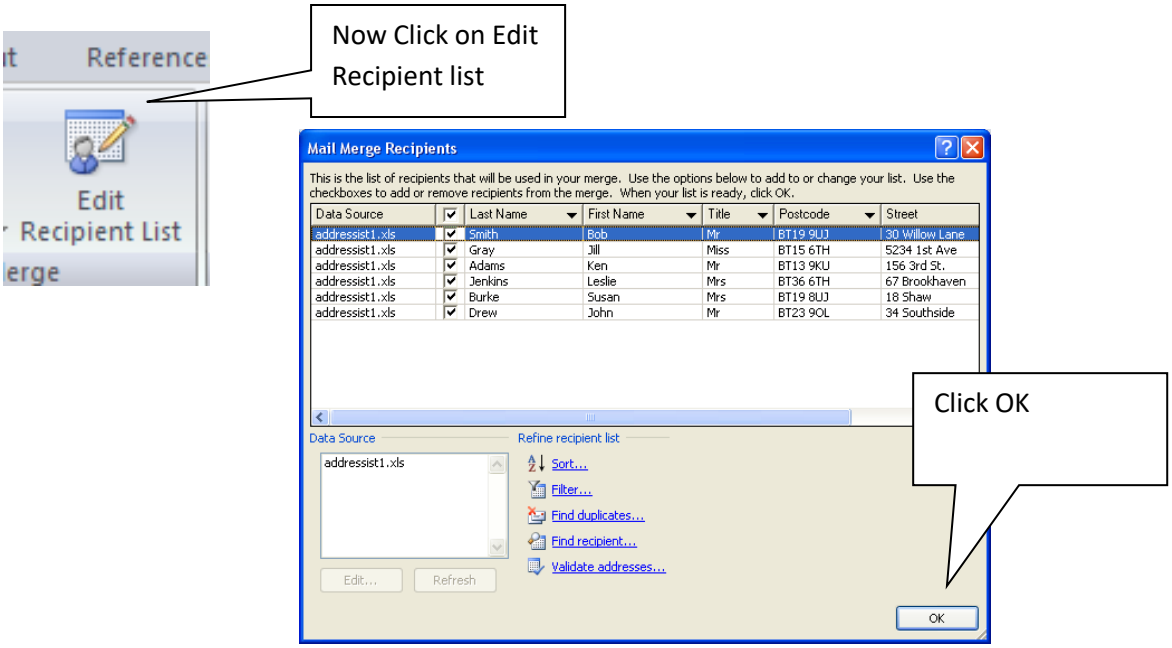
Mail Merge Help Sheet

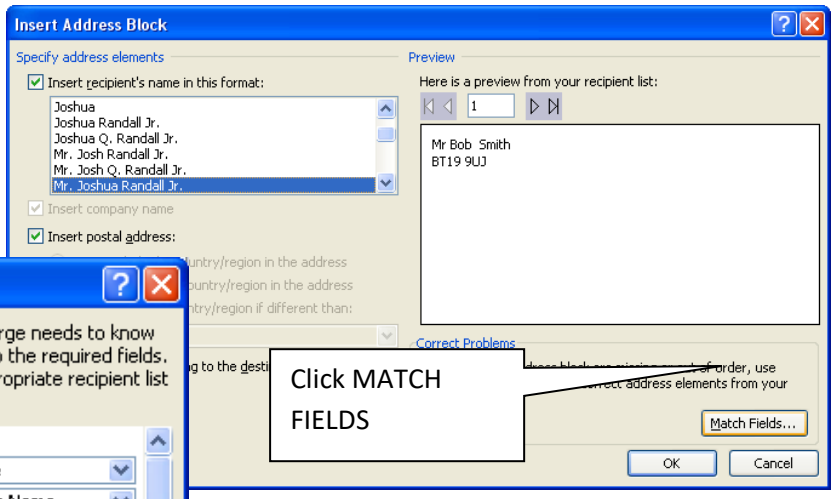
1. Download the **letter 1.doc** and **address list1.xls**
2. Open the document **letter 1** created in word.
3. Make sure the curser is flashing at the top left of the document (where you would want the address to be)
4. Click on the tab **MAILINGS**
5. 

6. 

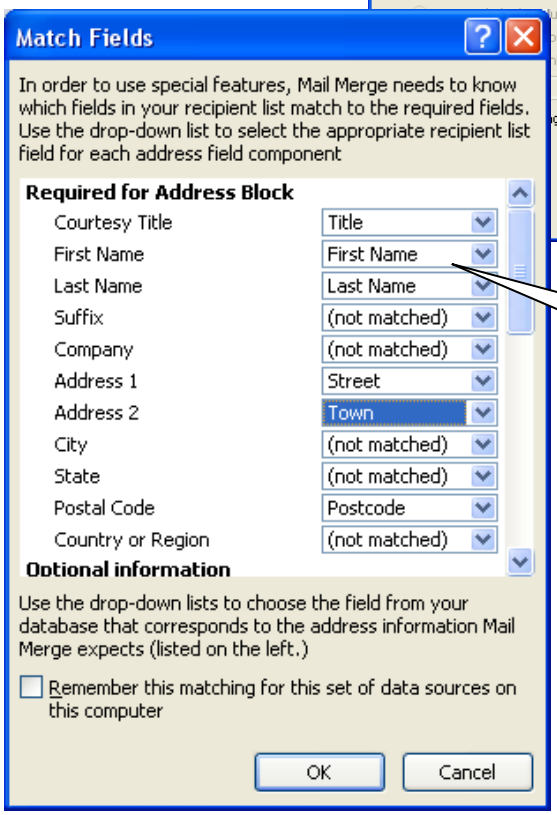
7. 

8. 

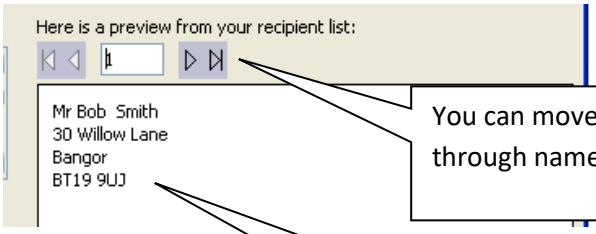
Click ADDRESS BLOCK



Click MATCH FIELDS



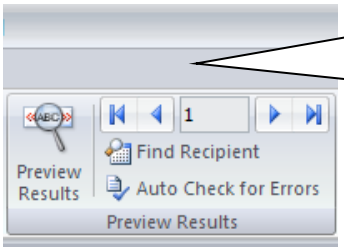
Make sure you have TITLE, STREET, TOWN, POSTCODE matched



You can move through names

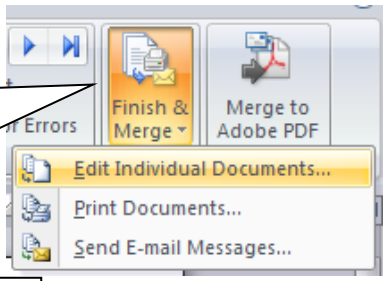
The addresses should look RIGHT!! **CLICK OK**

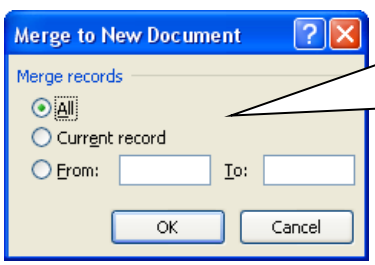
<AddressBlock> should show at the top of the letter.



Click Preview Results and scroll through to check the addresses are just right

Click FINISH AND MERGE > Edit Individual Documents





Click OK.

Save AS Merged Letter