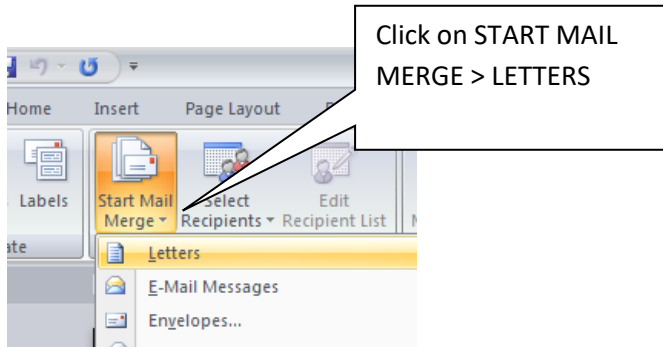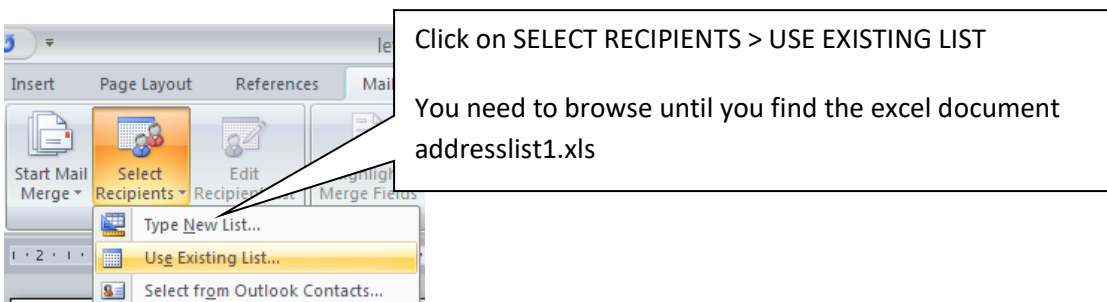## Mail Merge Help Sheet

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.

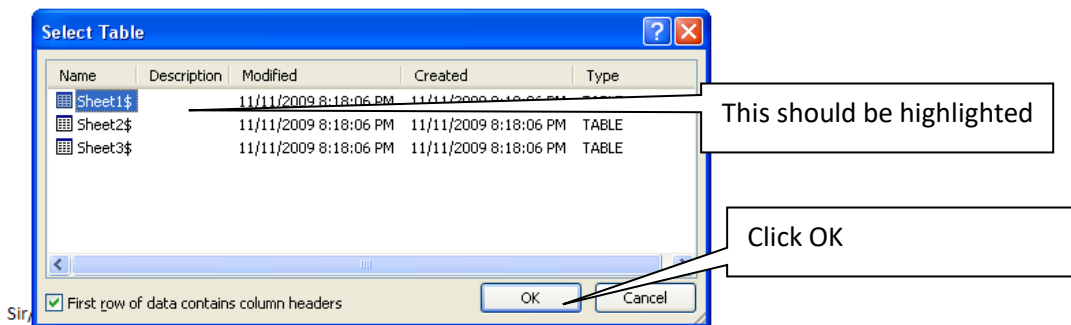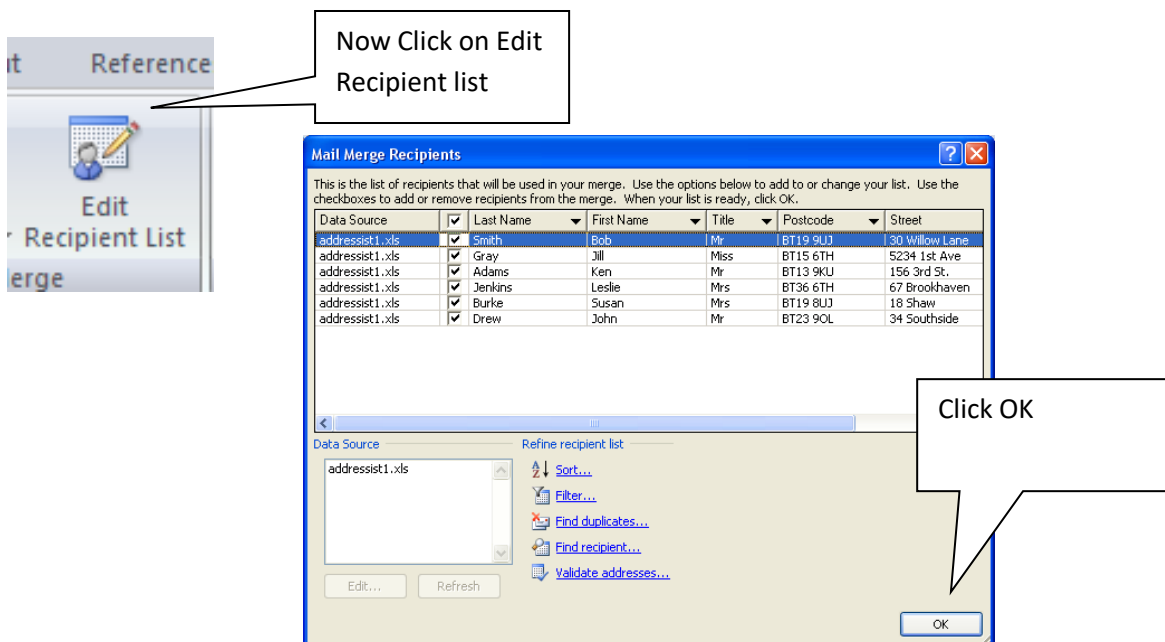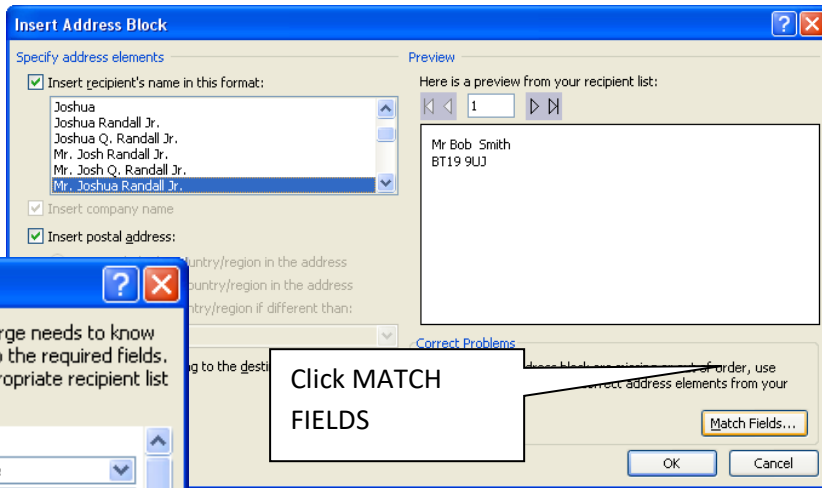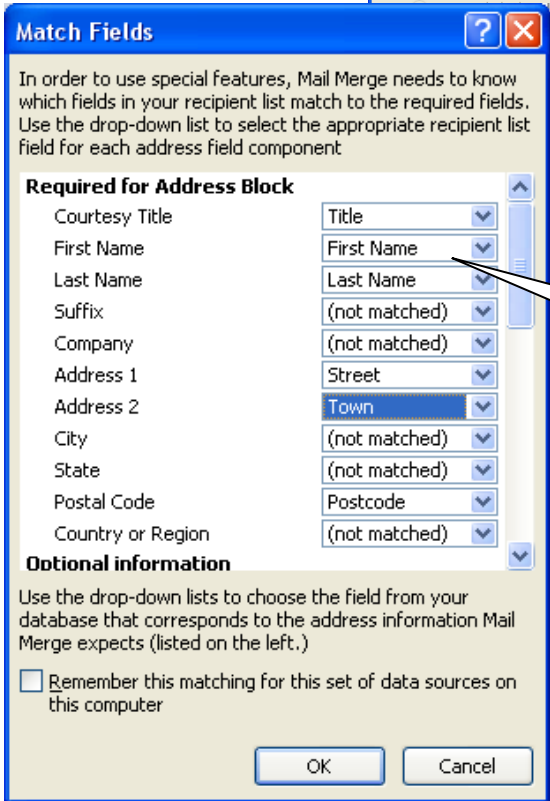Click on START MAIL MERGE > LETTERS

6.

Click on SELECT RECIPIENTS > USE EXISTING LIST

You need to browse until you find the excel document addresslist1.xls

7.

This should be highlighted

Click OK

8.

Now Click on Edit Recipient list

Click OK

Click ADDRESS BLOCK

Address Block

Insert Address Block

Specify address elements

☑ Insert recipient's name in this format:

Joshua
Joshua Randall Jr.
Joshua Q. Randall Jr.
Mr. Josh Randall Jr.
Mr. Josh Q. Randall Jr.
Mr. Joshua Randall Jr.

☑ Insert company name

☑ Insert postal address:

Preview

Here is a preview from your recipient list:

Mr Bob Smith
BT19 9UJ

Correct Problems

Click MATCH FIELDS

Match Fields...

OK   Cancel

Match Fields

In order to use special features, Mail Merge needs to know which fields in your recipient list match to the required fields. Use the drop-down list to select the appropriate recipient list field for each address field component

Required for Address Block

Courtesy Title	Title
Courtesy Title	Title
First Name	First Name
Last Name	Last Name
Suffix	(not matched)
Company	(not matched)
Address 1	Street
Address 2	Town
City	(not matched)
State	(not matched)
Postal Code	Postcode
Country or Region	(not matched)

Optional information

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

☐ Remember this matching for this set of data sources on this computer

OK   Cancel

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

Here is a preview from your recipient list:

|◁ ◁   1   ▷ ▷|

Mr Bob Smith
30 Willow Lane
Bangor
BT19 9UJ
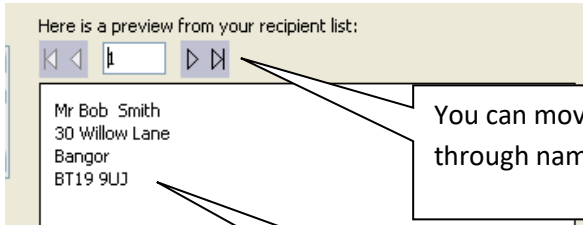
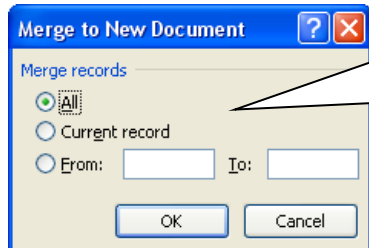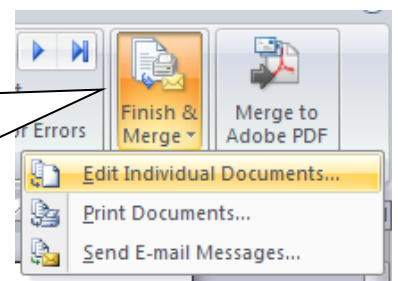You can move through names

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

<AddressBlock> should show at the top of the letter.
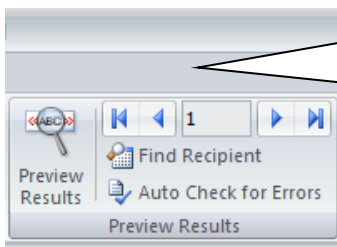
Click Preview Results and scroll through to check the addresses are just right

«ABC» |◁ ◁   1   ▷ ▷|

Preview Results
🔍 Find Recipient
📋 Auto Check for Errors

Preview Results

Click FINISH AND MERGE > Edit Individual Documents

▶ ▶|

Finish & Merge ▾   Merge to Adobe PDF

r Errors

📧 Edit Individual Documents...
🖨 Print Documents...
📧 Send E-mail Messages...

Merge to New Document

Merge records

⦿ All
◯ Current record
◯ From: _____ To: _____

OK   Cancel

Click OK.

Save AS Merged Letter