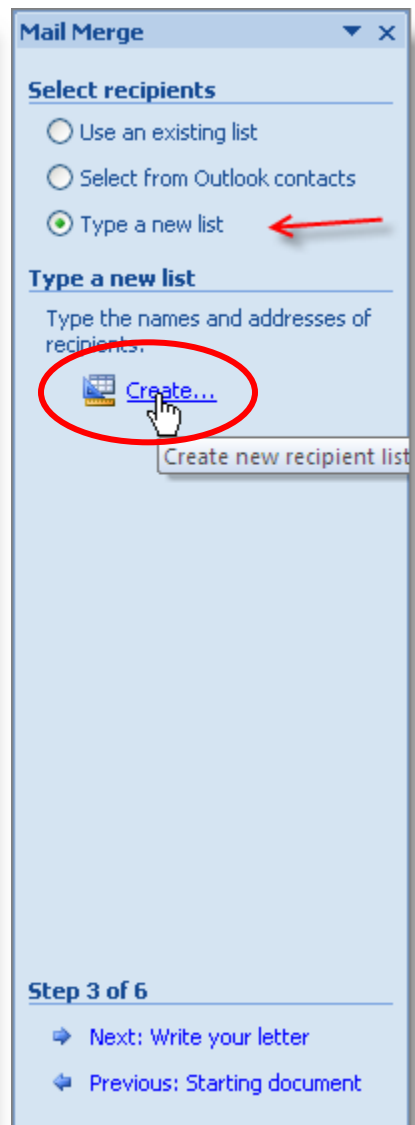
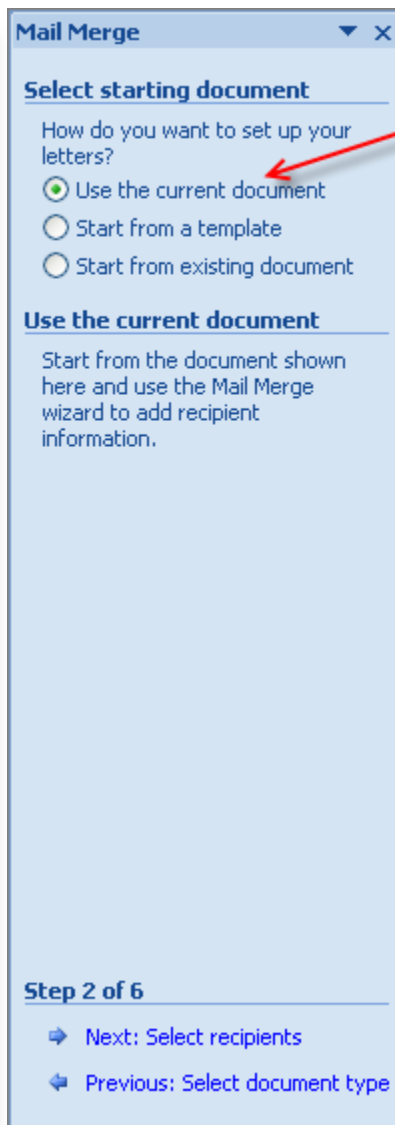
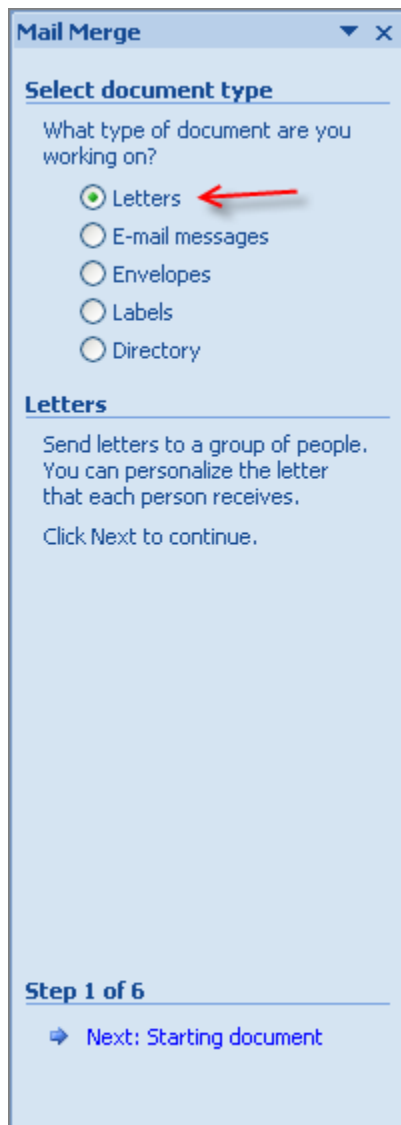
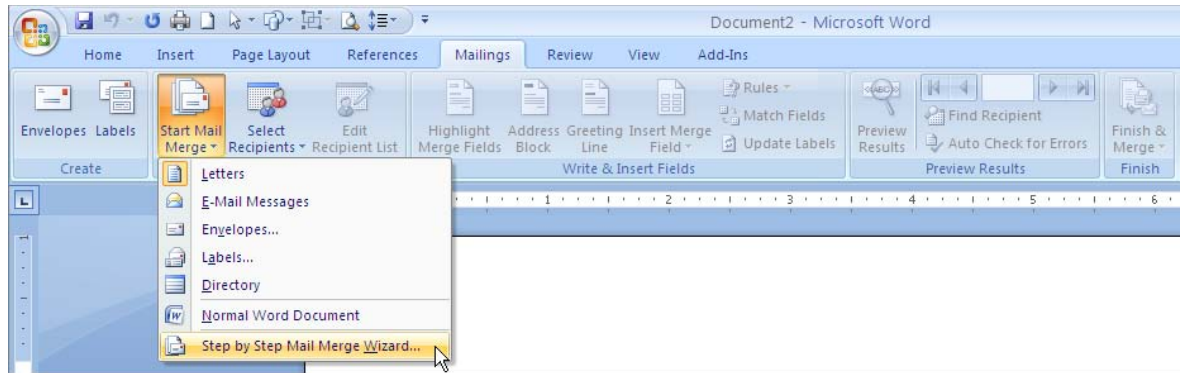


MAIL MERGE NOTES

- Create a new folder in your H: drive—MAIL MERGE
- Mailings Tab → Start Mail Merge → Step by Step Mail Merge Wizard



New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company Name	Address Line 1

Customize Address List

Field Names

- First Name
- Last Name
- Company Name
- Address Line 1
- City
- State
- ZIP Code
- Home Phone
- E-mail Address

Buttons: Add..., Delete, Rename..., Move Up, Move Down, OK, Cancel

1. Delete unneeded fields & Add new fields

2. Enter DATA

3. OK & Save in your MAIL MERGE FOLDER.

Buttons: Find..., Customize Columns..., OK, Cancel

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

Write Letter using the appropriate fields

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

- Next: Complete the merge
- Previous: Write your letter

OR

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

- Print...
- Edit individual letters...

Merge to new document

Step 6 of 6

- Previous: Preview your letters