

Merging in Word – Creating Letters

Begin with a **New** document

Click on **Tools**

Click on **Mail Merge**

Main Document

Click - **Create**

Click – **Form Letters**

Click - **Active Window**

Data Source

Click - **Get Data**

Click - **Open Data Source**

Choose the drive where your chapter download excel spreadsheet is stored

In **List Files of Type**, Choose: **All Files**

Select your download file

Click OK

You will receive a message that Word found no merge fields. This is where you will create a form.

Click **Edit Main Document**

Create your form as you want it to appear by clicking on the **Insert Merge Field** button to place the merge fields in the proper place.

Click on **Tools**

Click on **Mail Merge**

Merge data with document by clicking on **Merge (#3)**

Merge all records

(Note: If you do not like the way it looks, close without saving and go to the form to change it the way that you want it to look).

Save the file with a new name

Please see examples below:

«FIRST» «MIDDLE» «LAST» «SUFFIX»

«DESIGNATION»

«COMPANY»

«TITLE»

«ADDRESS1»

«ADDRESS2»

«CITY», «STATEPROVINCE» «ZIP»

Dear: «FIRST»