Mail Merge Instructions

1.) Open Word, go to **Tools, Letters and Mailings, Mail Merge Wizard**

2.) Select **Letters** in the **Task Pane** on the right

3.) Click **Next: Starting document**

4.) Click **Next: Select recipients**

5.) You can select a list that you already have set up or create a new list.

**Note:** The recipient list is where you build all of your merge fields, including those for the body of the letter.

6.) To create a new list, select “**Type a new list**”. Click on **Create**. Enter appropriate data in form and click “**New Entry**” to move to next recipient record. To add additional fields not already on form, click **Customize**, then click **Add**.

7.) Click **Next: Write your letter**

8.) Insert date, Address block, Greeting line

9.) Type your letter, inserting merge fields wherever they are needed by clicking on the “**More items**” option.

10.) Click **Next: Preview your letters**, to make sure your merge fields are working correctly

**Note:** If commas or spaces or other corrections are needed before printing letters, toggle between “Write your letter” and “Preview your letter” until all corrections are made.

11.) After all corrections are made, click **Next: Complete the merge**

12.) At this point you can “**Edit individual letters**” if specialized changes are required and print from that point, or print directly from the merge without making changes from the “**Print**” option

It is important to remember that at any time in the process of setting up a merge, you can toggle back and forth through the steps and edit both your merge data information and the letter itself until you choose the “Print” option.

** You can also access other options by selecting – View, toolbars, mail merge.**