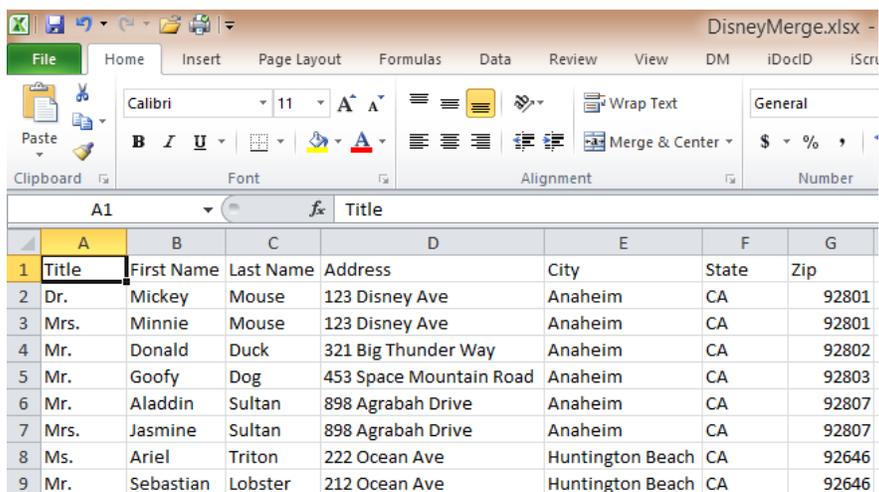


# Word 2010: Mail Merge

Let's talk about mail merges! Let's say you have a large amount of data, such as names and addresses in an Excel spreadsheet, which you would like to import into Word somehow into labels or envelopes. Do you have to manually type out each one? No way! That takes far too much time. Instead, use Word's very handy feature Mail Merge.

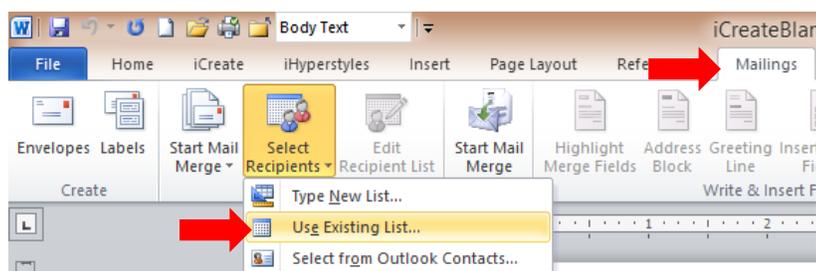
1) To start, make sure you have a source of data prepared. This can range from a table to a database file, but most commonly you'll be using Excel spreadsheets.

Make sure your spreadsheet has column titles to identify the information in each column, for example name, address, city, and so on. When you are finished inputting the information, save and close the Excel workbook.

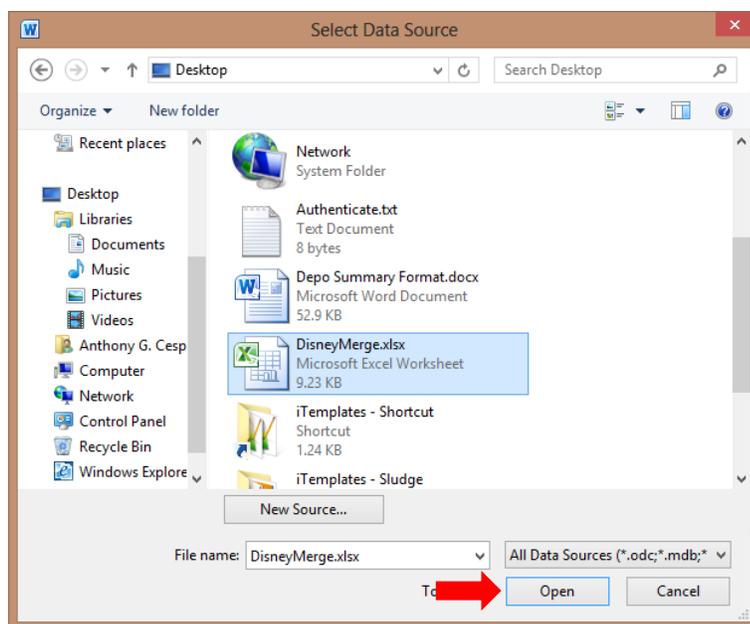


	A1	Title					
	A	B	C	D	E	F	G
1	Title	First Name	Last Name	Address	City	State	Zip
2	Dr.	Mickey	Mouse	123 Disney Ave	Anaheim	CA	92801
3	Mrs.	Minnie	Mouse	123 Disney Ave	Anaheim	CA	92801
4	Mr.	Donald	Duck	321 Big Thunder Way	Anaheim	CA	92802
5	Mr.	Goofy	Dog	453 Space Mountain Road	Anaheim	CA	92803
6	Mr.	Aladdin	Sultan	898 Agrabah Drive	Anaheim	CA	92807
7	Mrs.	Jasmine	Sultan	898 Agrabah Drive	Anaheim	CA	92807
8	Ms.	Ariel	Triton	222 Ocean Ave	Huntington Beach	CA	92646
9	Mr.	Sebastian	Lobster	212 Ocean Ave	Huntington Beach	CA	92646

2) Open a blank document in Microsoft Word and go to the Mailings ribbon. Click on the menu button named "Select Recipients" and select the option "Use Existing List."

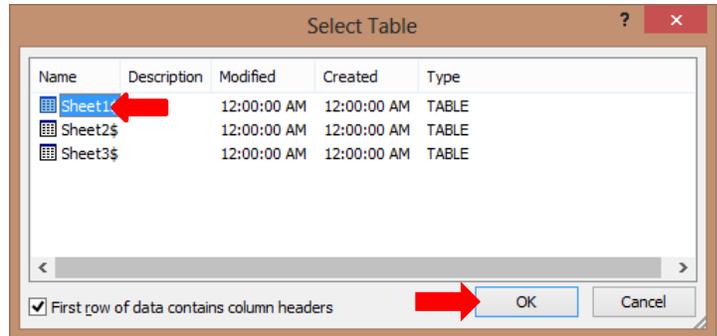


3) Word will now prompt you for the data source, which in this example is the Excel spreadsheet we created earlier. Browse to where you saved the spreadsheet, select it and click "Open."

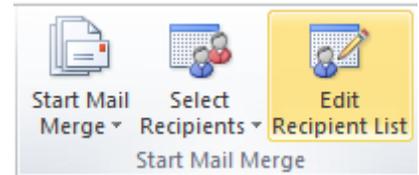


# Word 2010: Mail Merge

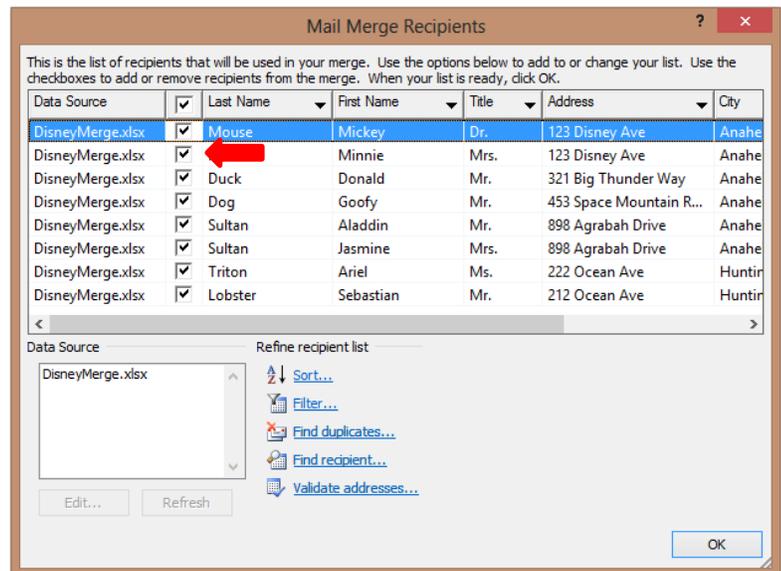
4) If your Excel spreadsheet has multiple sheets, Word will prompt you to select which sheet to pull the information from. If you did input data in multiple sheets, select the first option. In this example we will use "Sheet1" and then click "OK."



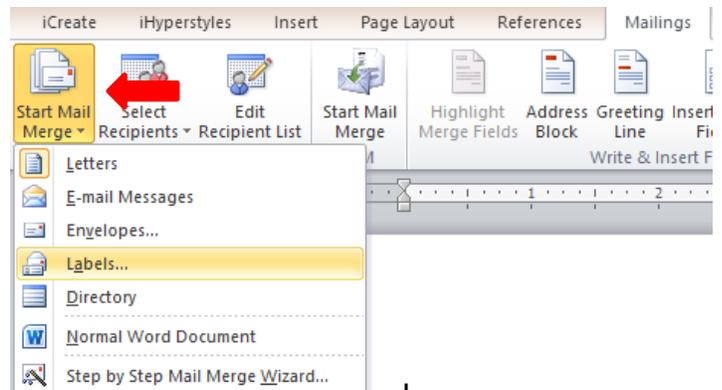
5) Let's say that the sheet you selected has more names than you would like to appear on the merge. Click on the "Edit Recipient List" button on your Mailings ribbon.



6) Uncheck the box next to any contact who you do not want to include in the mail merge.

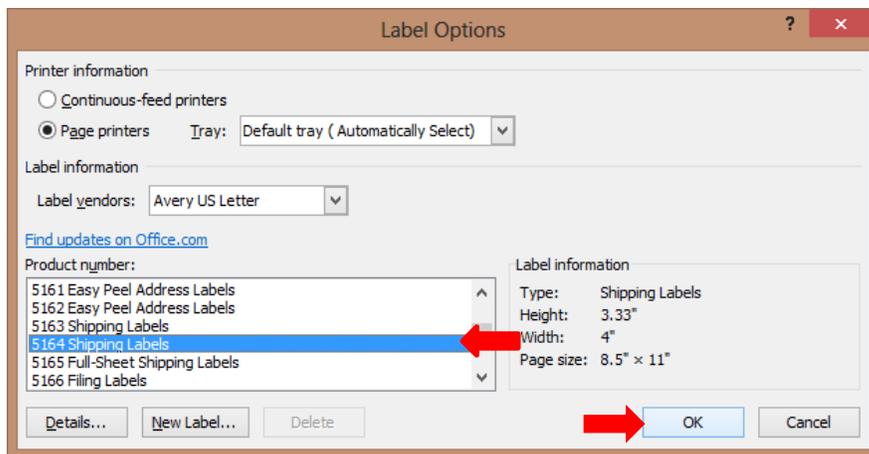


7) On the Mailings ribbon, click on the "Start Mail Merge" button. Word will now prompt you for what you would like to create, from letters to envelopes to labels. In this example, we'll click on "Labels" to create a set of labels.

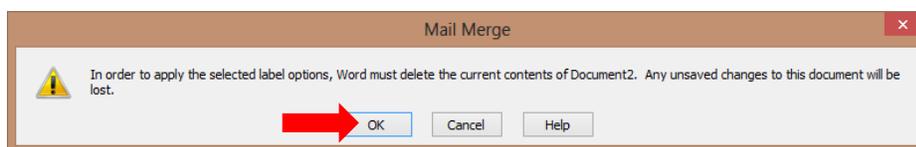


# Word 2010: Mail Merge

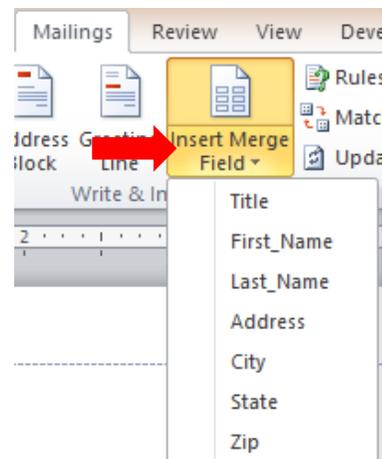
8) Next, Word will ask you which labels you would like to generate. Select the label template in the list on the left and then click "OK."



9) Word will then ask you to delete the contents of your document, which at this point should be a blank document. Click "OK" to move to the next step.



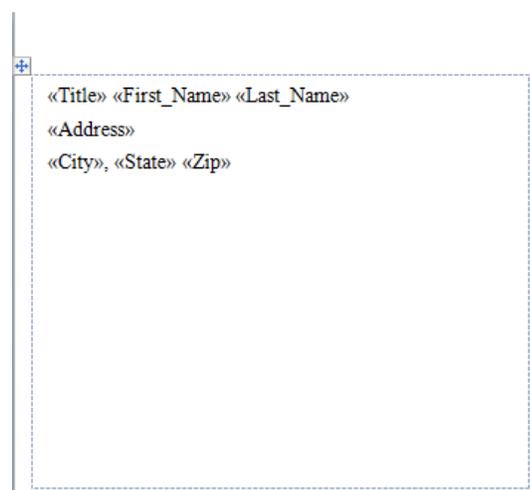
10) A set of the labels you selected will now appear. On the Mailings ribbon, click on the bottom half of the button named "Insert Merge Field." You will see a dropdown menu similar to the one on the right with the names of each of your columns from your data source. Clicking on any of these names will enter that field into your document. Use these fields to format how you would like your ideal label to look.



For example, if you would like to see "Mr. Mickey Mouse" in your label, click on Title, First Name, and Last Name. Add any spaces and punctuation in between the fields that you would like to see.

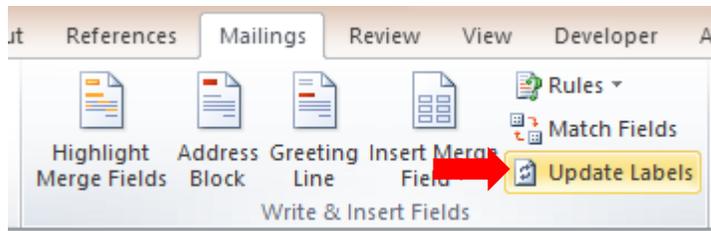
11) When fields are inserted into the document, they will look similar to the image on the right. With the current configuration, a contact would appear in a label with the formatting:

Mr. Mickey Mouse  
123 Disney Ave  
Anaheim, CA 90128

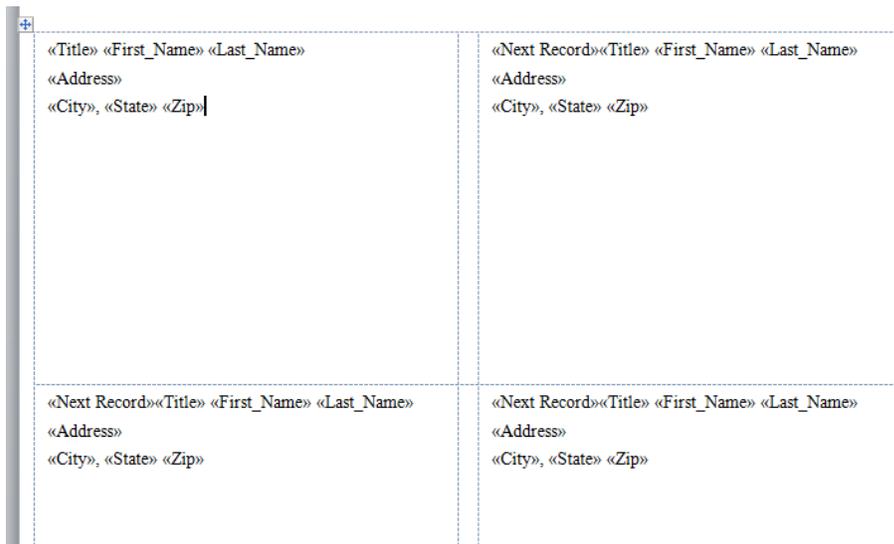


# Word 2010: Mail Merge

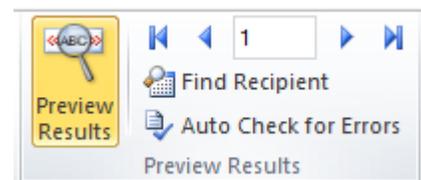
12) Once you have formatted the first label with the way you would like each of the labels to look, click on the "Update Labels" button on your Mailings ribbon. This will have each of the labels match the formatting of the first label you set up yourself, so you won't have to insert the merge fields for every single label.



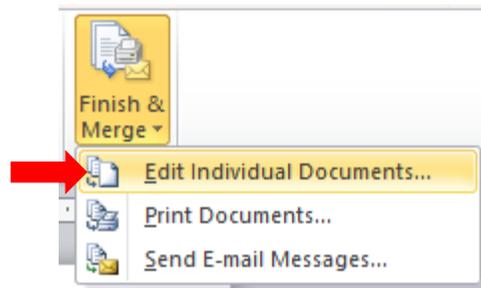
13) After you click on "Update Labels," each of the labels will resemble the example to the right.



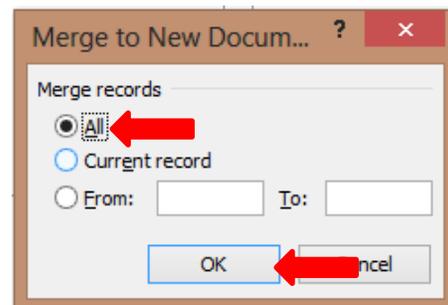
14) If you would like a preview of what your document would look like after the merge, you can click on the button that says "Preview Results." This will show you what your document will look like, but will not build the document yet. If you notice any mistakes with the formatting, correct them at this time.



15) To finalize your mail merge and create your merged document, click on the "Finish & Merge" button and click on "Edit Individual Documents."

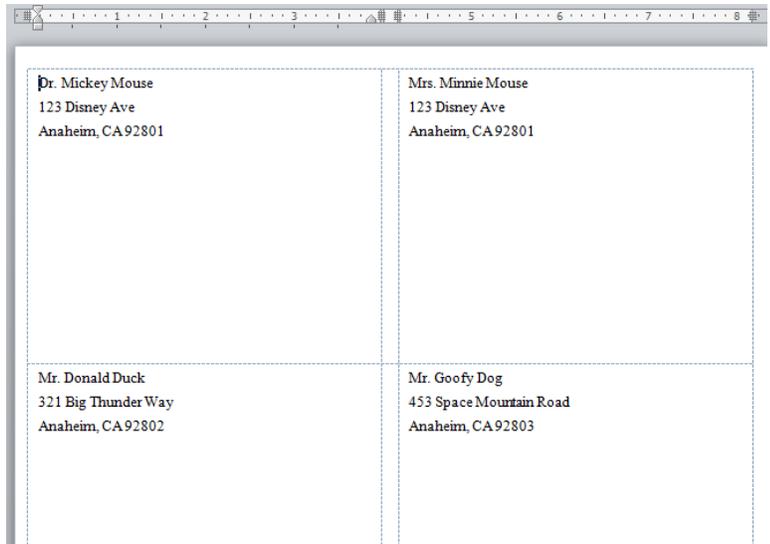


16) Word will then ask you which parts of data you would like to use. Select "All" and then click "OK."



# Word 2010: Mail Merge

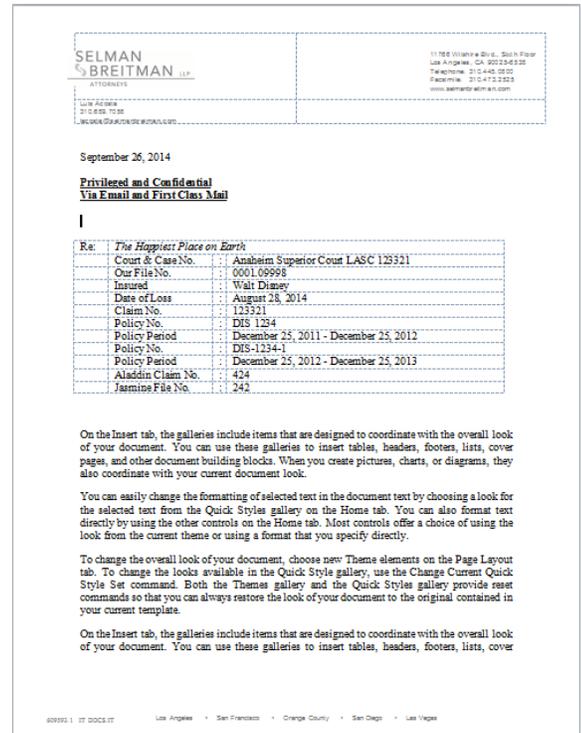
17) And that finishes merging the labels! The mail merge creates a new document, so feel free to save this document in case you need to use it again in the future.



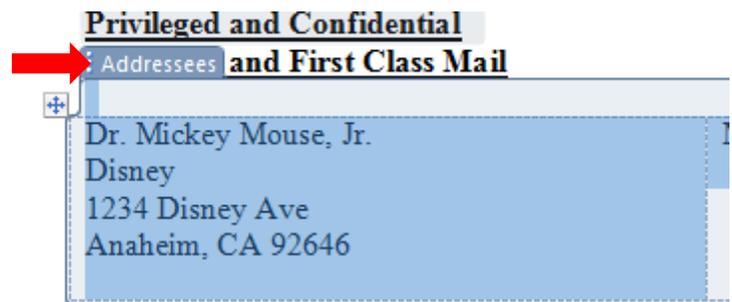
# Word 2010: Mail Merge

Okay, now that we've gotten the basics of mail merging out of the way, let's move on to creating a mail merge from an existing document. In this example, let's pretend that you've used our macros to create a letter that you would like to send out to many people, but you don't want to have to recreate the letter each time because the text will stay the same. In this instance, the best thing to do is to use a mail merge!

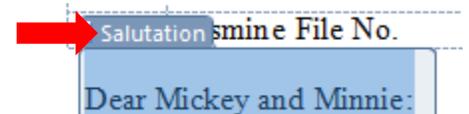
1) First things first, go into Docs and open the letter you've created and saved with the text you would like to send out. Then, repeat steps 1 – 6 outlined above, except without opening a blank document. Simply do those steps with your letter open.



2) There are a few fields in this letter we'll have to delete in order for the merge to work properly, starting with the addressees. Click in the blue box where the addressees are, then click on the small title of the box "Addressees" and hit the Delete key on your keyboard. This will remove the field and its contents.

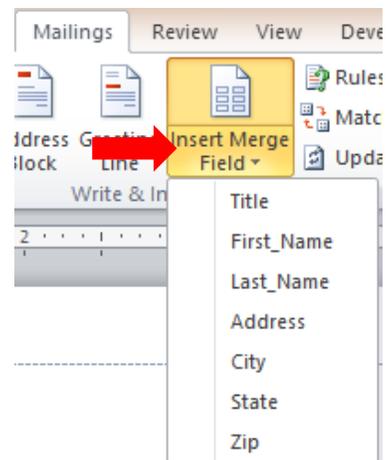


3) The same will have to be done for the Salutation field. Simply click in the blue box and then click on the word "Salutation" and hit the delete key on your keyboard.



# Word 2010: Mail Merge

4) Now it's time to format the addressees. Place your cursor in the blank space where the addressees were before you deleted them, then go to the Mailings ribbon and click on the bottom half of the "Insert Merge Field" button. Click on each of these options to enter the field into your letter, and format your addressee the way you would like them to appear in the letter.

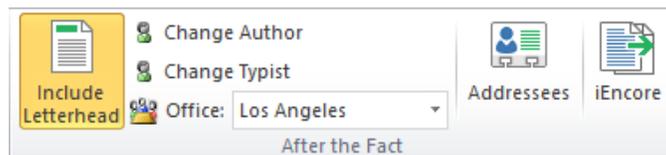


5) Next, click in the blank space where your salutation used to be, and then format that section using the "Insert Merge Field" options as well.

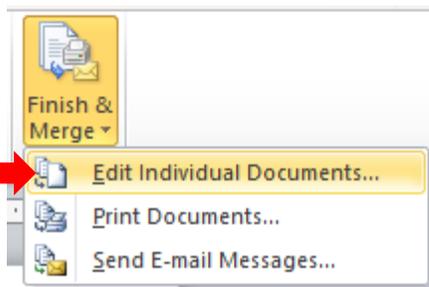
6) To see what your letter will look like when it's completed, click on the "Preview Results" button. Please note that this will not build the letter itself, but simply provide you with a preview. Use the left and right arrows on the ribbon to preview each contact one by one.



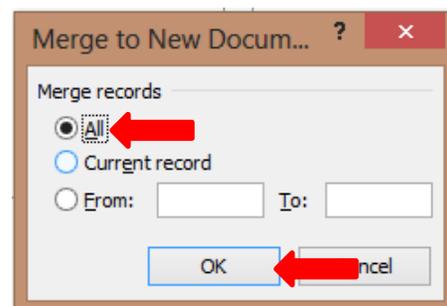
7) We're almost ready to build the final letters. Before we do that, you need to decide whether or not you want the letterhead on the completed letters. Once the letters are built, you will not be able to toggle the letterhead on and off. If you do not want letterhead on your letters, remove them on the iCreate ribbon.



8) To build the final letters, click on the "Finish & Merge" button on the Mailings ribbon, then select the "Edit Individual Documents" option.



9) Word will then ask you which contacts you would like to use. Simply select "All" and then click "OK."



# Word 2010: Mail Merge

10) And your final letters will be built, with or without letterhead depending on the option you selected earlier. Don't forget to save!

Law Offices  
316 East 73rd  
www.greeneandwheeler.com

September 29, 2014

**Privileged and Confidential**  
**Via Email and First Class Mail**

Dr. Mickey Mouse, Jr  
Disney  
1234 Disney Ave  
Anahiem, CA 92646

Re: *The Happiest Place on Earth*  
Court & Case No. : Anaheim Superior Court LASC 123321  
Our File No. : 0001.09998  
Insured : Walt Disney  
Date of Loss : August 28, 2014  
Claim No. : 123321  
Policy No. : DIS 1234  
Policy Period : December 25, 2011 - December 25, 2012  
Policy No. : DIS-1234-1  
Policy Period : December 25, 2012 - December 25, 2013  
Aladdin Claim No. : 424  
Jasmine File No. : 242

Dear Mickey:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.