

Mail Merge

You will need the folder called **MAIL MERGE**.

Mail merging allows you to create documents such as personalised letters by filling in details such as names and addresses from a data source of some kind (often a spreadsheet).

Merging from a spreadsheet:

Set up the mail merge

1. Open the **Wedding Letter** Word file
2. Click the **Mailings** tab on the ribbon
3. Click **Start mail merge > Letters**
4. Click **Select recipients > Use an existing list**

This will drop you into your documents. Navigate to find where you saved the mail merge files

5. Find the **Addresses** excel file and select it > click **Open > Click OK**

Add the Merge Fields

1. Click in the gap above the *Dear...* line where the address will go
2. Click **Insert Merge Field** and choose the **Title**
3. Add a space after the title
4. Click **Insert Merge Field** and choose **First Name**
5. Continue this until you have added the address – see the screenshot
6. Now click after the *Dear* and insert the **First Name** as a merge field

Finish the Merge

1. On the **Mailings** tab, click the **Preview Results** button. This will show you what the mail merge will look like. Use the **arrows** to the right of Preview Results to see what the mail merge will do.
2. Click **Finish & Merge > Edit individual documents > OK**
This will create a new document which could be used in any way necessary
3. Save this document

Merging using a Word document

1. Open the **Garden Centre Letter** document
2. Set up the mail merge using the **customers** Word document – use the same process
3. Add merge fields in place of the text at the top of the letter
4. Replace the word **Customer** in the salutation (the *Dear...* line) with the **First Name** merge field
5. Preview the letter and merge the letter to a new document (this means use **Edit individual documents**)