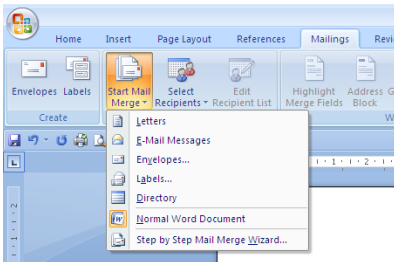


# Mail Merge in Microsoft Word 2007

- Make sure your list, spreadsheet or database containing your names and addresses is up to date and you know its file location. You can also use contacts from your Outlook address book. If you use a spreadsheet it helps to have the first row contain the column headings.
- Write your letter in the same way that you usually do and save the document



**Either**

- Click the **Mailings** tab,
- On the ribbon click **start mail merge** and then **letters**
- **select recipients**

**1)** To use an existing list

Choose **Use an existing list**

Browse to your document containing the names and addresses you want to use.

**Or**

**2)** To use Outlook contacts

Choose **Select from Outlook contacts**

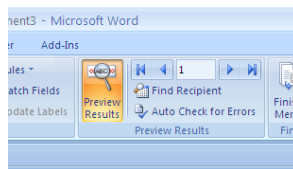
Choose the **Contacts Folder** you want to use

- At this point you can edit the list using **Edit recipient list**

Now here's the clever bit – you can now choose columns from your list or spreadsheet to fill in names and addresses.

- Click where you want the name to appear
- On the ribbon Click **insert merge field**
- Choose the column you need
- Insert any punctuation or returns you need
- Repeat the above until you have all the name, address and other information you need.

Now look at the result



- Click preview results to toggle between the field view and the actual document
- While in preview mode, you can view each letter by scrolling through the page numbers
- When you are happy with the layout of the fields you have inserted, click **Finish & Merge**
- Choose Edit Individual documents rather than **Print Documents** as this gives you the chance to review the whole document letter by letter. It also helps when printing as you can easily send a few pages to the printer rather than all at once.

You can also use mail merge to send customised emails – contact us for more information.