

Mail Merge in Word 2007

Hints and Tips

You know the drill, you need to send an urgent letter out to a group of people and you don't need to spend the time writing out 20 or more individual letters. Mail Merge to the rescue!

First off you need to know where the list of names and addresses is. It helps to create a table and save this somewhere on your system. You can then refer to it when setting up the Mail Merge.

To create a table:

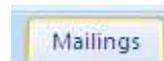
1. Drag the required number of columns out on the Table Icon. You only need one row!
2. Type the headings with no spaces
3. Press the tab key to get a new row
4. Fill in the data

Make sure that the table is at the very top of the document!! This is important, as this is where the mail merge will look for the field names.

FirstName	Surname	Address	City	Postcode
Micky	Mouse	Mouse Mansion	Disneyworld	DW3 2WW
Minnie	Mouse	Mouse Mansion	Disneyworld	DW3 2WW
Fred	Flintstone	Bedrock Cave	Bedrock	BR1 2TT
Barny	Rubble	123 High Street	Bedrock	BR3 4YY

To perform the Mail Merge

1. Click the Mailings Tab



You now have the Mailings Tab open and you will simply follow the icons from left to right



2. Click Start Mail Merge and select the Letters option if this is what you wish to create



call us now on
020 8203 1774

or email us at
enquiries@theittrainingsurgery.com

 Learning &
Performance Institute

theIT
training
surgery
learn only what you need
when you need **IT**

Mail Merge in Word 2007

Hints and Tips

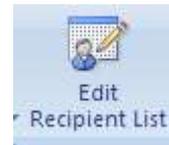
3. The Select Recipients Icon is now available



4. Navigate to the document that holds the list of names and addresses

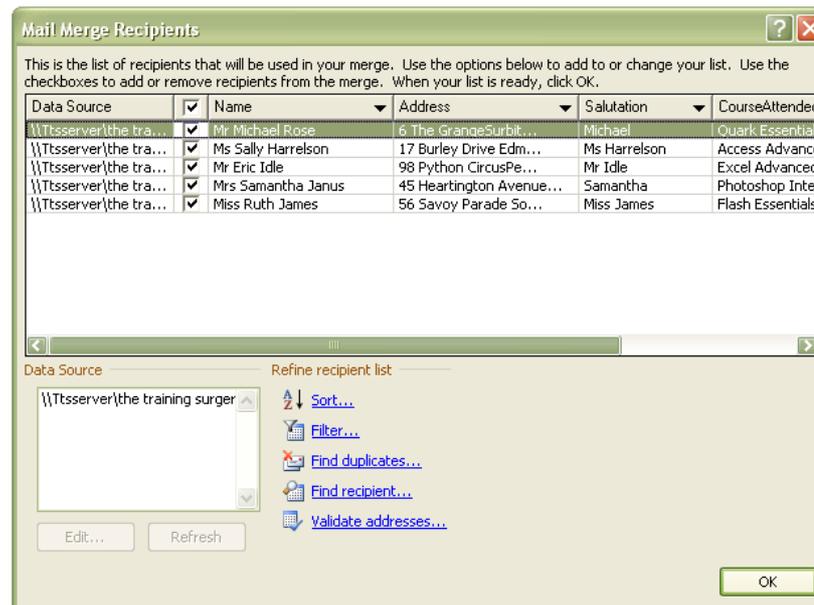
(This is usually a table)

5. Click Edit Recipient List



Check that the people you wish to write to are in the list and there is a tick by their name.

If you wish to omit someone from the merge take the tick out!



6. Click OK
7. You now have a choice of how to add the fields to the letter

In my example I am going to use Insert Merge Field as I have more control over how my letter is addressed this way. This allows you to pick individual merge fields Sets up the greeting line: Dear Sir/name

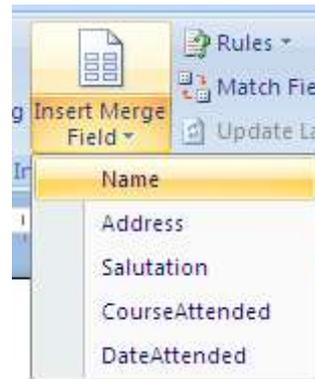
Mail Merge in Word 2007

Hints and Tips

8. Click Insert Merge Field



9. Select the field that you wish to add



10. Type in any spaces that you need and make sure you add in line spaces for example so that address goes on the next line

The fields will look like this

«Name»
«Address»

Dear «Salutation»,

11. Type your letter

12. To see how your letter will look click on the Preview Results icon



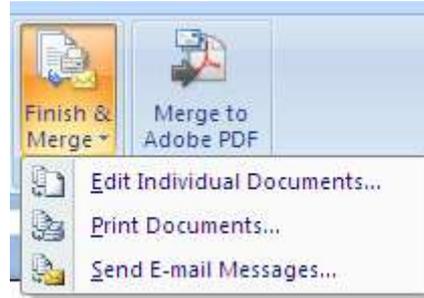
Mr Michael Rose
6 The Grange
Surbiton
Su71By

Dear Michael

Mail Merge in Word 2007

Hints and Tips

13. To finish off the merge click on the Finish and Merge icon and make a selection
14. It is highly recommended that you select Edit Individual Documents – this merges all the names and addresses to your letter and creates a new document called Letters1 (or similar)



The Merged Document can now be printed. Do not save the merged document as this could end up being a very large document with many pages. You can save the original document with the fields in it and use it again and again.

TIP: You can set up your data (the list of names and addresses) in a Table, in Excel and you can Mail Merge from your Contact Folder in Outlook.

call us now on
020 8203 1774

or email us at
enquiries@theittrainingsurgery.com

 **Learning &
Performance Institute**

**theIT
training
surgery**
learn only what you need
when you need **IT**