

Mail Merge in Word 2008

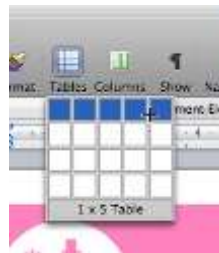
Hints and Tips

You have a letter that needs to go out to several people. How can you avoid having to write the letter several times each time addressed individually? Mail Merge is the answer.

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!



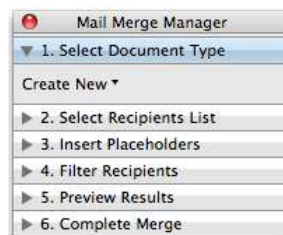
2. Type the headings with no spaces
3. Press the tab key to get a new row
4. Fill in the data

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.

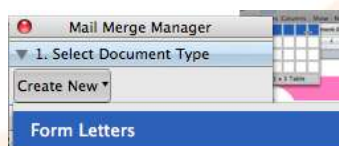
FirstName	Surname	Address	City	Postcode
Micky	Mouse	Mouse Mansion	Disneyworld	DW3 2WW
Minnie	Mouse	Mouse Mansion	Disneyworld	DW3 2WW
Fred	Flintstone	Bedrock Cave	Bedrock	BR1 2TT
Barny	Rubble	123 High Street	Bedrock	BR1 3EE

To start the Mail Merge:

1. Click the Tools menu
2. Select Mail Merge Manager



3. Click Create New



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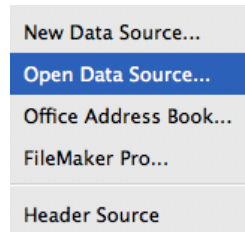
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4. Select Form Letters
5. Click on Select Recipients
6. Click Open Data Source



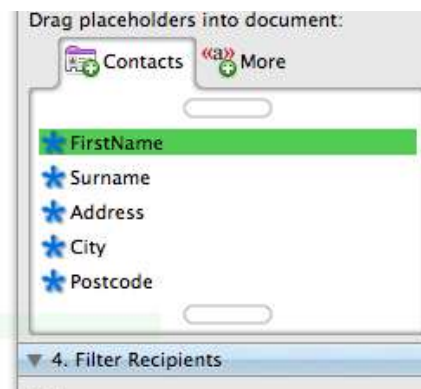
7. Select the document that has your table of names and addresses

Now set up the letter:

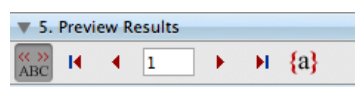
1. To add the fields drag them from the Mail Merge Manager to the document
2. Type the notation such as spaces and returns

«FirstName» «Surname»
«Address»
«City»
«Postcode»

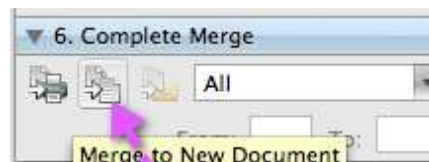
Dear
* FirstName



3. To see what your letter will look like click the ABC button in Preview Results



4. To complete the Merge Click on Merge to New Document



You will now have a new document, which consists of one letter for each record in your table!

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