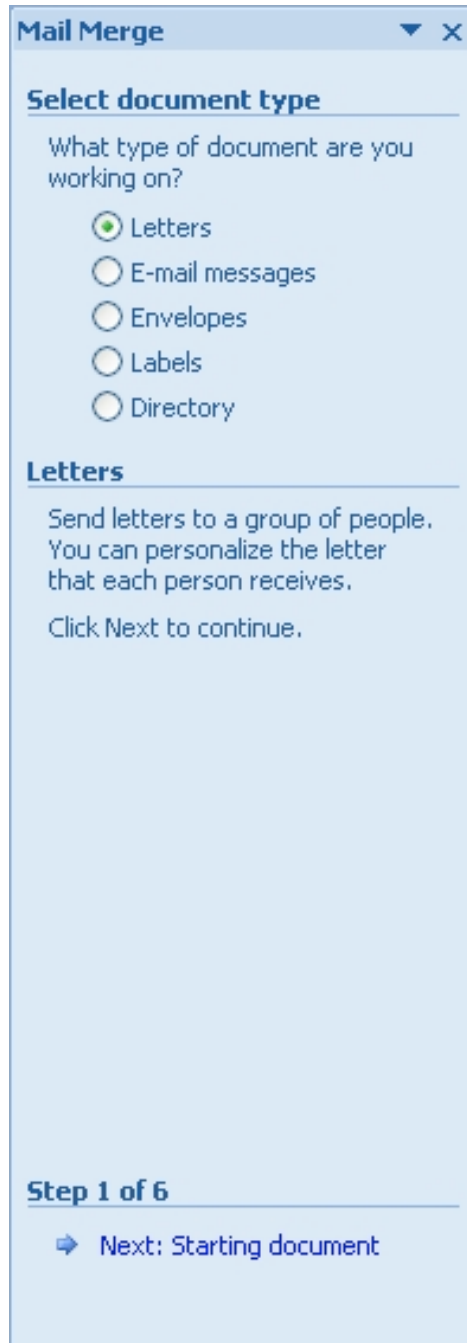
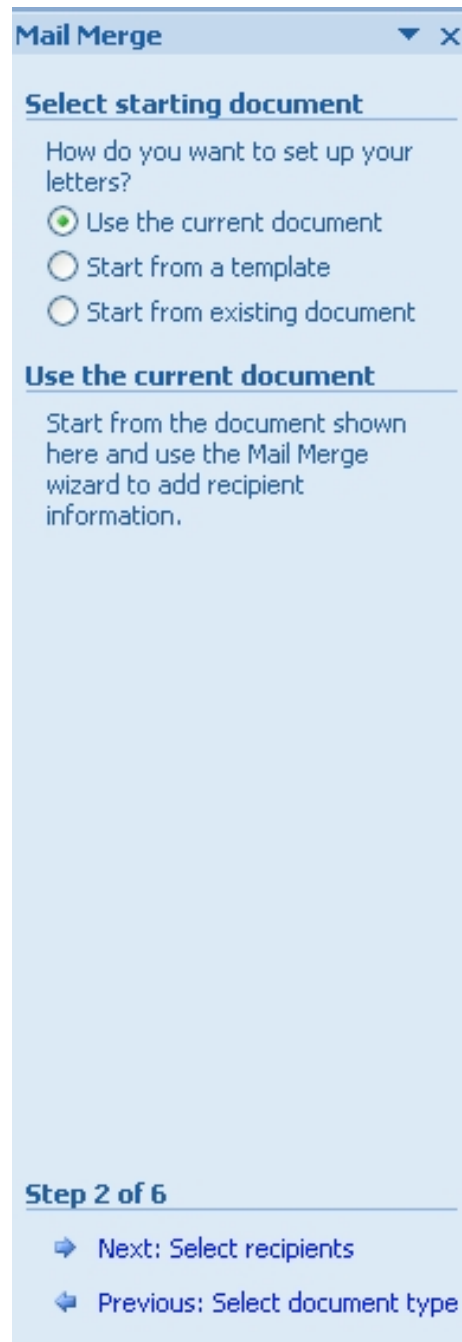


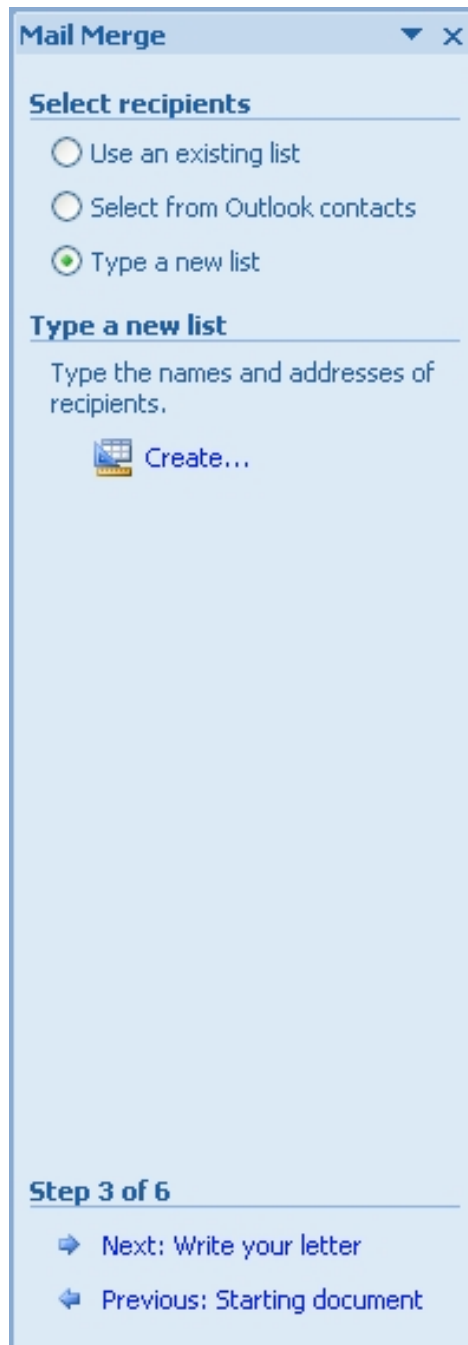
The **Mail Merge** pane will now appear on the right side of your screen. This will take you through the merge process, which has six steps. On the first screen (**Step 1 of 6**), make sure that under **Select document type**, **Letters** is chosen. Then click **Next: Starting document** to continue.



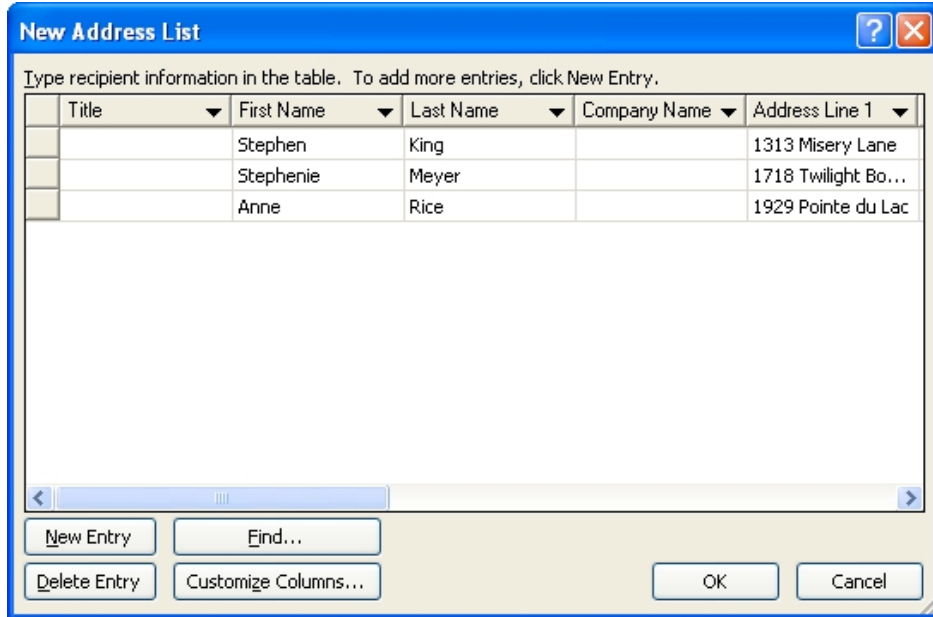
On the second pane, under **Select starting document**, select **Use the current document**. Then click **Next: Select recipients** at the bottom of the pane to move forward.



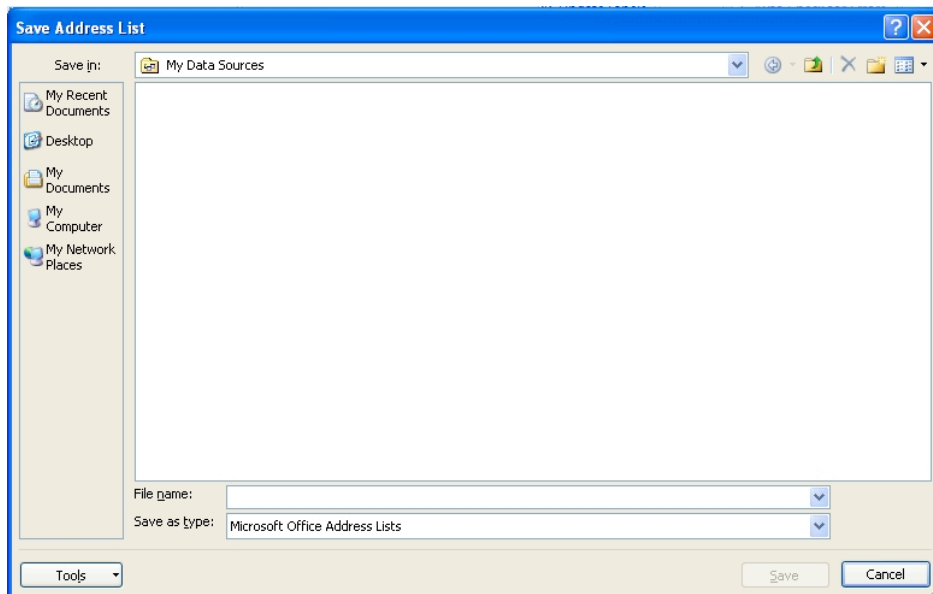
Word needs the **data source** document (the list of people you will be sending your letter to) to be formatted in a specific way. You can choose to use an existing list, import a list from your Outlook contacts, or create a new list. For this class, we'll create a new list, so under **Select recipients**, choose **Type a new list**. Then click **Create** to start making your list.



This will bring up the **New Address List** dialog box. You will need to type in the title, name, and full address of the recipients in the provided boxes. Be sure to provide any information here that you will want to use as customized information in your form letters.



Once you have completed the first entry in your new address list, click on the **New Entry** button at the bottom of the box and enter in the information for the next recipient. Continue to add people to the mailing list until you have added everyone you want to send a letter out to. When you're done with all entries, click **OK** at the bottom of the dialog box. You will need to choose a name under which to save your new address list.



Customizing Your Recipient List

You can add fields to your recipient list that are specific to your needs. To add a field, click the **Customize Columns** button at the bottom of the new address list, then click **Add** and type in the name of the field you want, and finally click **OK**. If you want to rearrange the order your fields appear in (to make data entry easier), select the field you would like to move and then click the **Move Up** or **Move Down** button to move the field up or down in the order.

You can **rename** or **delete** fields from your recipient list using the **Customize** button as well. **NOTE:** Do not delete fields if you are planning on using the list for other projects. Mail Merge will only use the fields it needs for whatever project you are currently doing.

Sorting Your Recipient List

You can also **sort** the entries in your address list by clicking on the heading of the column you want to sort by. Clicking the same heading again will reverse the order.

Creating Your Main Document

When your list of recipients is finished, click **Next: Type your letter** at the bottom of the **Mail Merge** pane to move on to Step 4.

Word offers several time savers for creating a main document, contained on the **mail merge toolbar**. Word even has a large selection of letter and fax templates made specifically for mail merge, which you can access by choosing **Start from a template** in Step 2 of the mail merge process.

Type your return address at the top of the page, flush left. Hit **Enter** twice to come down 2 lines, then type in the date. Hit enter again to move down 2 more lines and then you can add an address block by clicking on **Address block** in the Mail Merge pane. The address block dialog box that appears will let you choose from several different formats for the address block and will show you a preview of an address at the bottom of the box. You will not see the address information in your letter; instead you'll see placeholder text that looks something like this:





««AddressBlock»»

Mail Merge ▼ ×

Write your letter

If you have not already done so, write your letter now.

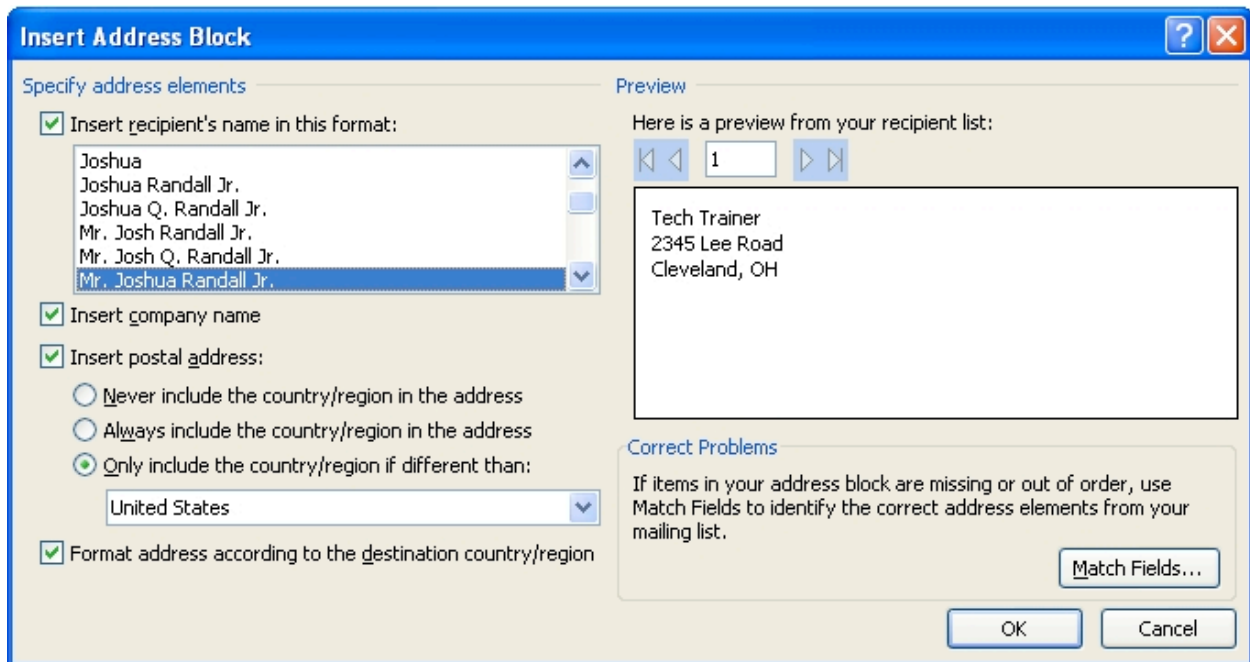
To add recipient information to your letter, click a location in the document, and then click one of the items below.

-  Address block...
-  Greeting line...
-  Electronic postage...
-  More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- ➔ Next: Preview your letters
- ⬅ Previous: Select recipients



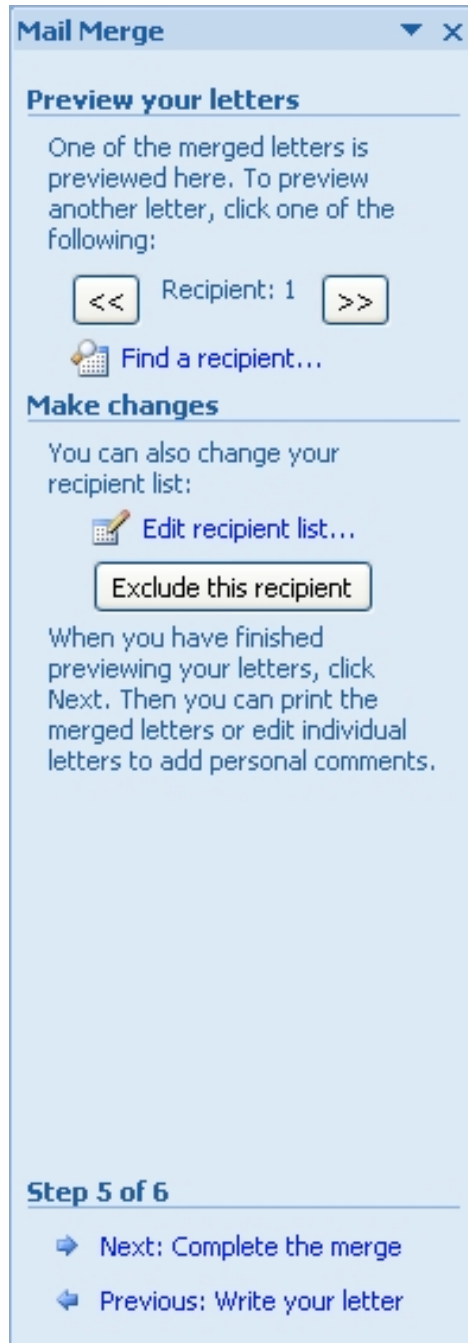
In the **Insert Address Block** dialog box, you can also preview what your address blocks will look like when the information from your recipient list is merged. Use the arrow buttons to click through all the entries on your address list.

Once you have entered your address block, hit **Enter** 2 times to bring your cursor down. You can add a greeting line from the task pane by clicking on the **Greeting line** icon in the mail merge task pane, and you can choose how you would like the greeting line to be formatted. You can also type your own greeting in if you like.



Hit **Enter** again and you're ready to write your letter. To work with some of the other facets of mail merge, we'll include some fields in the body of the letter. To insert a field from your list, click on **More items** on the Mail Merge pane and choose which fields from the **Insert Merge Field** list you would like to insert in your letter.

Once you have finished typing your letter, click on **Next: Preview your letters** at the bottom of the Mail Merge pane. Word will merge your letter with the first recipient recorded in your data source document and display the result for you to read.



Blank Letter:

«AddressBlock»

Dear «First_Name»,

Greetings and salutations!

Merged Letter:

Stephen King

1313 Misery Lane

Portland, ME

Dear Stephen,

Greetings and salutations!

You can choose to exclude an individual recipient by clicking on the **Exclude this recipient** button in the task pane. You can also go through the letters one by one to preview your mailing list by clicking on the double arrow buttons.

When you click on **Next: Complete the merge** at the bottom of the task bar, Word will go through your source data and merge names and addresses into your letter as specified. You can customize individual letters by clicking on **Edit individual letters** in the task pane. Any editing you do in this mode will occur only in the letter you're currently working in. If you want to make a universal change to your letter, you need to back up a few steps to the **Write your letter** step.



Once you're satisfied with the merge, you can print it by clicking **Print** on the task pane. You cannot save the mail merge. However, you can save the main document and quickly and easily re-merge it with your data source document.

Mail Merge with Two Existing Documents

To merge two existing documents (for example, if you want to repeat the merge you just did with your saved address list and letter), first open the document you will use as the main document (i.e. your letter). Go to the **Mailings tab** and click on **Start Mail Merge**, then choose **Step by Step Mail Merge Wizard** from the list. On Step 3 of the merge, select **Use an existing list** instead of **Type a new list**. Click on **Browse**, then find your saved address list on the computer. Follow the rest of the merge steps as before. **NOTE:** If you need to add additional addresses to your existing data source, click on the **Edit Recipient List** button in the **Mail Merge group** of the **Mailings tab**.

Learn More About Word 2007

BOOKS:

Clark, David J. *The Unofficial Guide to Microsoft Office Word 2007*.
Hoboken, NJ: Wiley, 2007.
(eBook)

Gookin, Dan. *Microsoft Office Word 2007 for Dummies*.
Hoboken, NJ : Wiley, 2007.
(eBook)

Grover, Chris. *Word 2007 for Starters: The Missing Manual*.
Farnham: O'Reilly, 2007.
(005.52 GROVE)

Marmel, Elaine J. *Teach Yourself Visually Word 2007*.
Hoboken, NJ: Wiley, 2007.
(eBook)

Matthews, Carole Boggs. *Microsoft Office 2007 Quicksteps*.
New York: McGraw-Hill, 2009.
(005.5 MATTH)

ONLINE:

Baycon Group Microsoft Word 2007 Tutorial
<http://www.baycongroup.com/wlesson0.htm>

Internet4classrooms Word Practice Guide
http://www.internet4classrooms.com/on-line_word.htm

Microsoft Office Word 2007 Training
<http://office.microsoft.com/en-us/training/HA102155661033.aspx>

Word 2003 to 2007 Command Reference Guide
<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

What Should I Take Next?

The Heights Libraries offered a class on merging labels in Word, as well as basic classes on other Microsoft Office programs like Excel, PowerPoint, Publisher, and Access.

Working with Labels in Word

Create customized labels for address cards, mailings, and gifts.

Getting Started with Excel

Learn budgeting, inventories, survey results, and other financial applications.

Getting Started with PowerPoint

Learn how to set up a simple slideshow presentation.

Getting Started with Publisher

Learn how to use Microsoft Publisher 2007 to create publications to meet your personal or business needs.

Getting Started with Access (Part 1)

If you are interested in learning what a database is and what you can do with one, this class is for you. The class introduces individuals to Microsoft Access and reviews basic features of the application.

Google Docs

Create, edit, and share Word documents online using Google Docs.

Check the current issue of **Check Us Out** or visit the Heights Library's homepage (<http://www.heightslibrary.org>) for specific dates and times.