MAIL MERGE

Select the "Mailings" tab. Click on the down arrow beside "Start Mail Merge" Select "Step by Step Mail Merge Wizard"



There are 6 steps in the Mail Merge Wizard

<u>Step 1</u>

Select the type of document you want to work on. In this example, we will select "Letters".



Click on "Next: Starting Document" to move to step 2.

<u>Step 2</u>

Select "Use the current document" Click on "Next: Select recipients" to move to step 3. <u>Step 3</u> Select "Use an existing list". BROWSE to the SAFARI worksheet you just created & Open. Select "Query_from_USXX" (will be either USAS or USPS) & click "OK"

Select Table									
Name	Description	Modified	Created	Туре					
Query_from_USAS		2/17/2015 3:08:14 PM	2/17/2015 3:08:14 PM	TABLE					
III Sheet1\$		2/17/2015 3:08:14 PM	2/17/2015 3:08:14 PM	TABLE					
III Sheet2\$		2/17/2015 3:08:14 PM	2/17/2015 3:08:14 PM	TABLE					
III Sheet3\$		2/17/2015 3:08:14 PM	2/17/2015 3:08:14 PM	TABLE					
First row of data con	tains column l	headers	ок	Cancel					

This will produce a list of recipients that can be edited. Remove the checkmark for those that you do not want to include. Click "OK" when finished.

1	Mail Merge Recipients	;			- 2	?				
	This is the list of recipier checkboxes to add or re	s is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use eckboxes to add or remove recipients from the merge. When your list is ready, click OK.								
	Data Source	~	ADDRESS_1 -	ADDRESS_2 🗸	CITY 🗸	STATE				
	Vendors.xlsx	~								
	Vendors.xlsx	✓	5811 UPLANDER WAY		CULVER CITY	CA				
	Vendors.xlsx		4201 WOODLAND RD.	P.O. BOX 99	CIRCLE PINES	MN				
	Vendors.xlsx	✓	39297 SR 558	Uncheck to	LEETONIA	OH				
	Vendors.xlsx	~	500 GREENVIEW CT.	remove	VERNON HILLS	IL				

Click on "Next: Write your letter" to move to step 4.

<u>Step 4</u>

Write your letter. Click on "More Items" to get to the list of header names from your file. Insert as needed.

Click on "Next: Preview your letters" to move to step 5.

<u>Step 5</u>

You can browse through your recipients or find a recipient.

You can manually edit the recipient list or exclude a recipient by pressing the "Exclude this recipient" button while that letter is showing.

Once finished, click on "Next: Complete this merge" to move to step 6.

<u>Step 6</u>

You can edit individual letters, save the file or print.