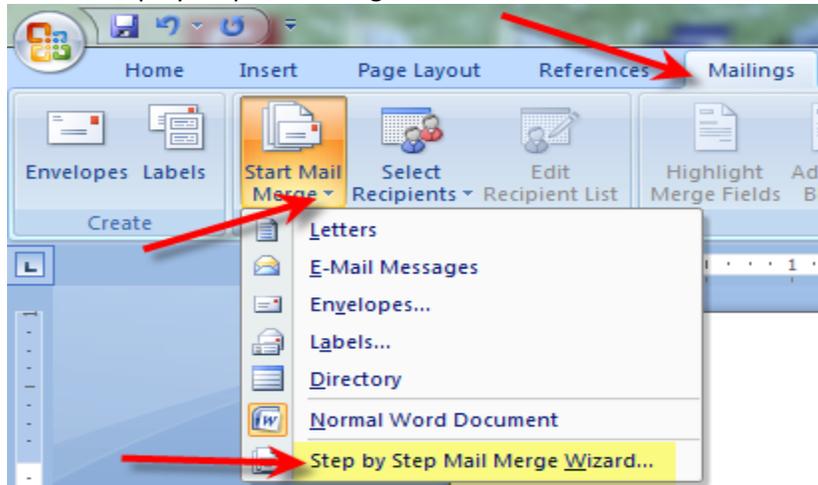


MAIL MERGE

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

Step 1

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.

Step 2

Select “Use the current document”

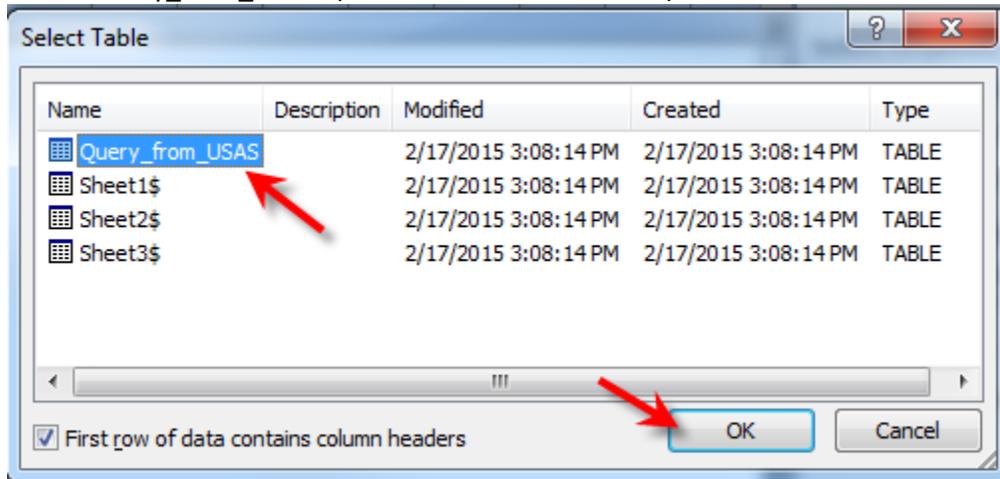
Click on “Next: Select recipients” to move to step 3.

Step 3

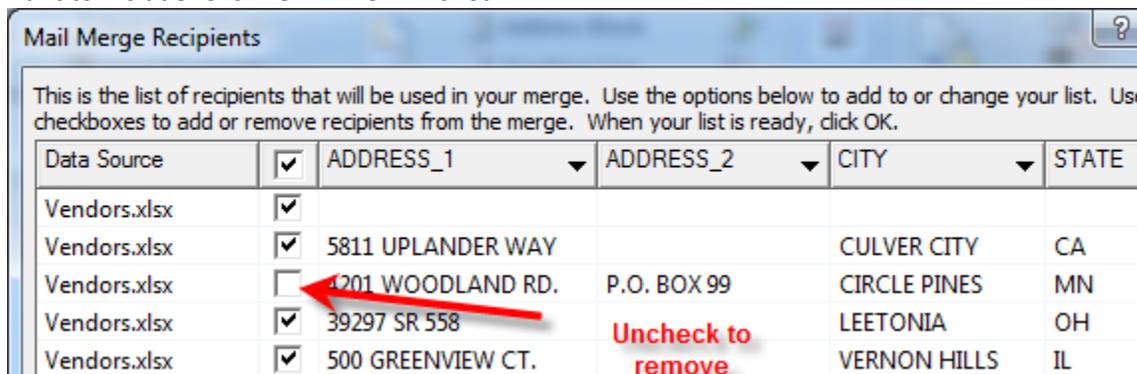
Select "Use an existing list".

BROWSE to the SAFARI worksheet you just created & Open.

Select "Query_from_USXX" (will be either USAS or USPS) & click "OK"



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.



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

Step 4

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.

Step 5

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.

Step 6

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