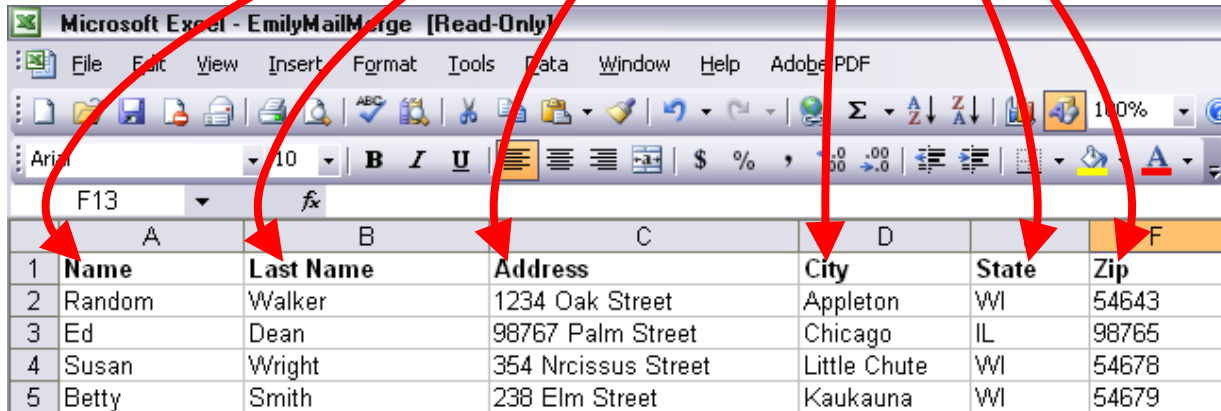


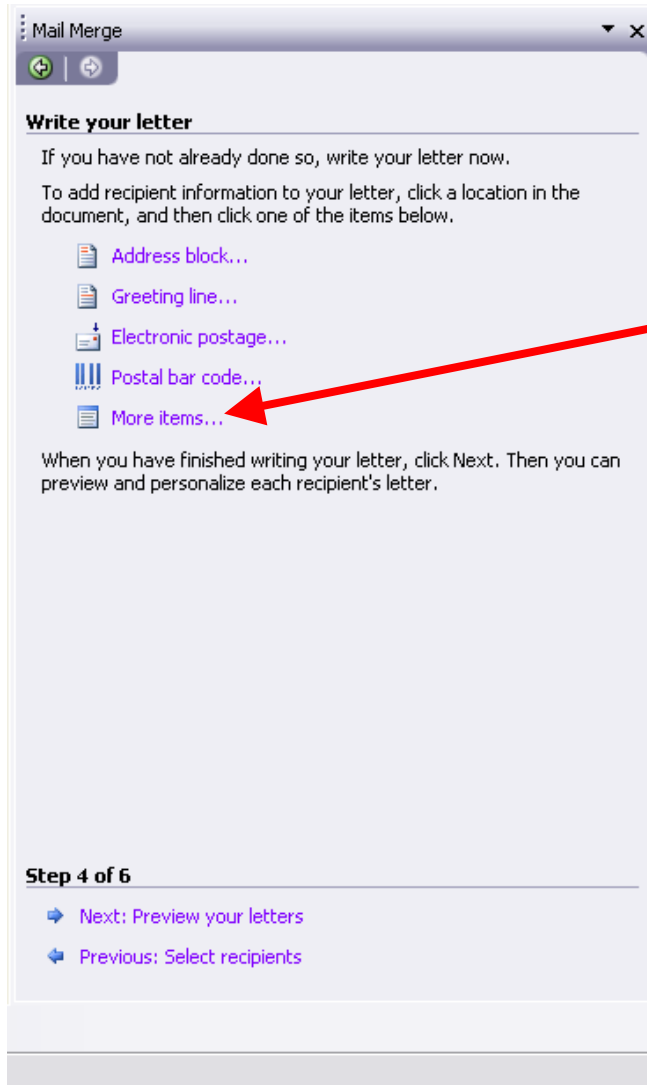
MailMerge XP 2003 Instructions

1. Create an Excel Spreadsheet with the appropriate fields explicitly stated in the top row
 - A. Name
 - B. Last Name
 - C. Address
 - D. City
 - E. State
 - F. Zip



	A	B	C	D	E	F
1	Name	Last Name	Address	City	State	Zip
2	Random	Walker	1234 Oak Street	Appleton	WI	54643
3	Ed	Dean	98767 Palm Street	Chicago	IL	98765
4	Susan	Wright	354 Nrcissus Street	Little Chute	WI	54678
5	Betty	Smith	238 Elm Street	Kaukauna	WI	54679

2. Save the Excel Spread Sheet
3. Create your Word document or Publisher project (letter, envelope, etc...)
4. Now you will use Mail Merge to merge the names & addresses in your Excel list with your Word document (or Publisher project). Follow the menu navigational order listed below
 - A. Tools
 - B. Letters and Mailings → MailMerge
(or in Publisher : Mail and Catalog Merge → Mail and Catalog Merge Wizard)
 - C. Choose what type of document you are working on (letters, e-mail messages, envelopes, labels, directory) and press **Next** at the bottom of the screen
 - D. Choose **Use the current document** to apply the merging of the address lists to the letter you just wrote; click on **Next**
 - E. Under **Select Recipients**, select the radio button next to **Use an existing list** in order to link your Excel file with the addresses to your document
 - F. Click on **Browse** to find that Excel file that you just created earlier
 - G. Select the Excel file (by double clicking on it)
 - H. You are probably in **Sheet1** if you did not change the name of the worksheet in Excel

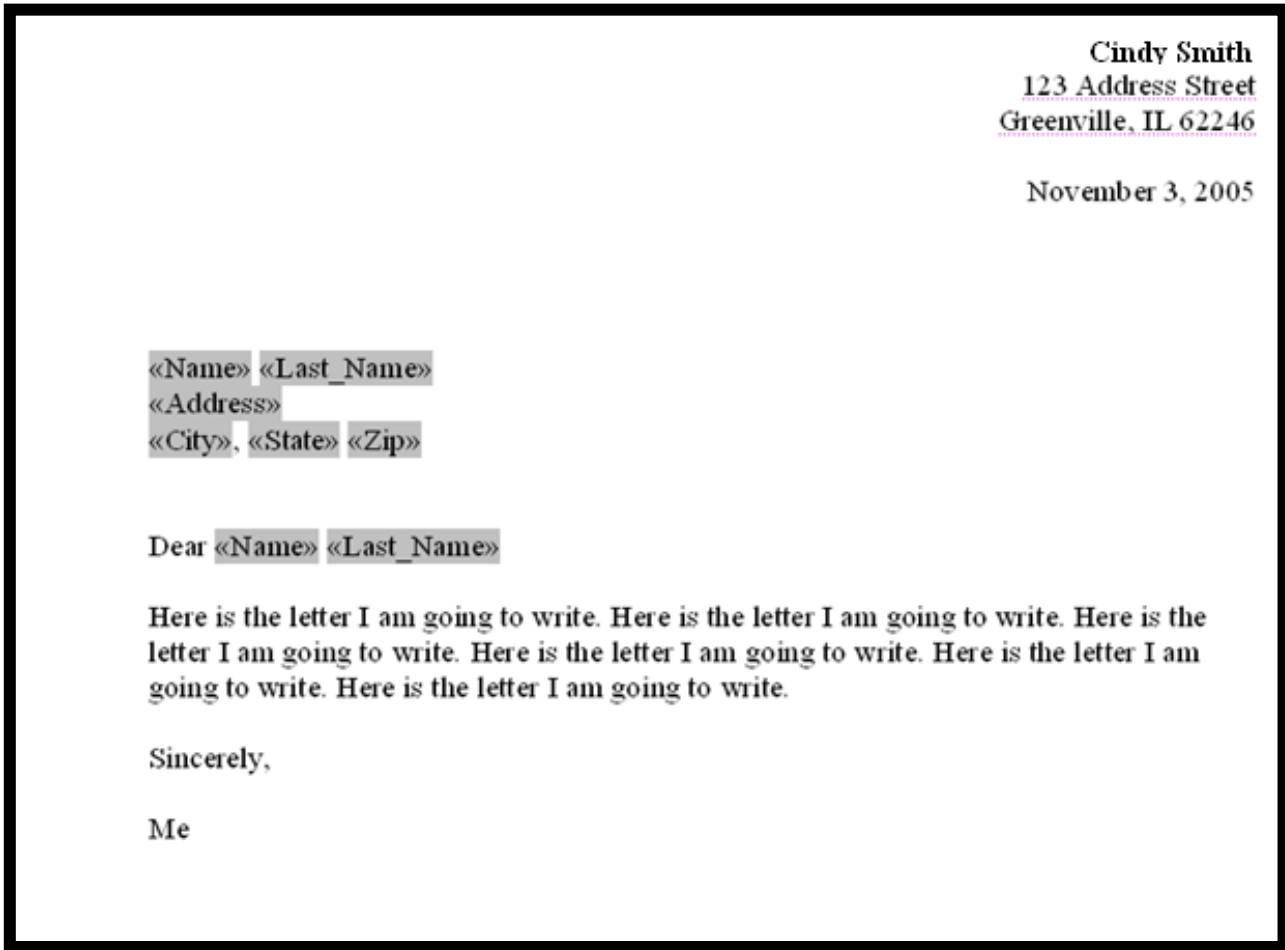


- I. A new window will open up that says **Mail Merge Recipients** → click on **OK** and then **Next**
- J. In the **Write your letter** screen (left), click on **More Items** to select the fields you want to apply to your letter (this will let you tell it to put first names or last names and even addresses anywhere in your letter. The actual words <<NAME>> will appear on your list which means it will import the words that fall under that list into your document or project. Making your document say <<NAME>> <<LAST_NAME>> will put each person's entire name in a version of the letter)
- K. Click on the field/s you will want to appear in your document, selecting **Insert** each time after in order to have the fields placed in your document as described above. (It may put them in the

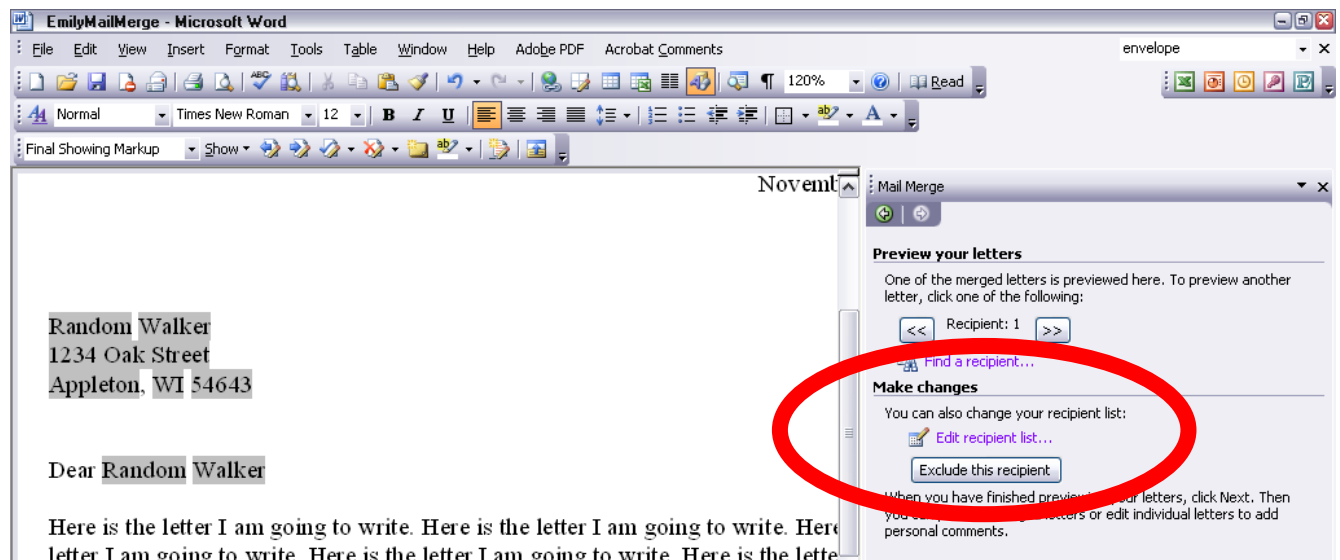
wrong place at first, but you can move them around later.) **Close** that pop-up box when you are done.

- L. Move the fields to wherever you want them. Separate the fields with spaces or commas as appropriate. In a letter, you can set up a recipient's address line before the greeting and then copy and paste the first and last name fields to appear after the salutation.

EX: Dear <<NAME>> <<LAST_NAME>>
(see the image following on the next page)



- M. Click on **Next** in order to **Preview your Letter** (at this point it will generate a copy of the letter for one of the names and addresses that you put in your Excel file so you can see if it is working correctly. You also have the option to go in and edit the list in case you decide you want to remove someone, as shown in the image following)



N. If everything looks good, click on **Next** to **Complete the Merge**

O. Edit Individual Letters

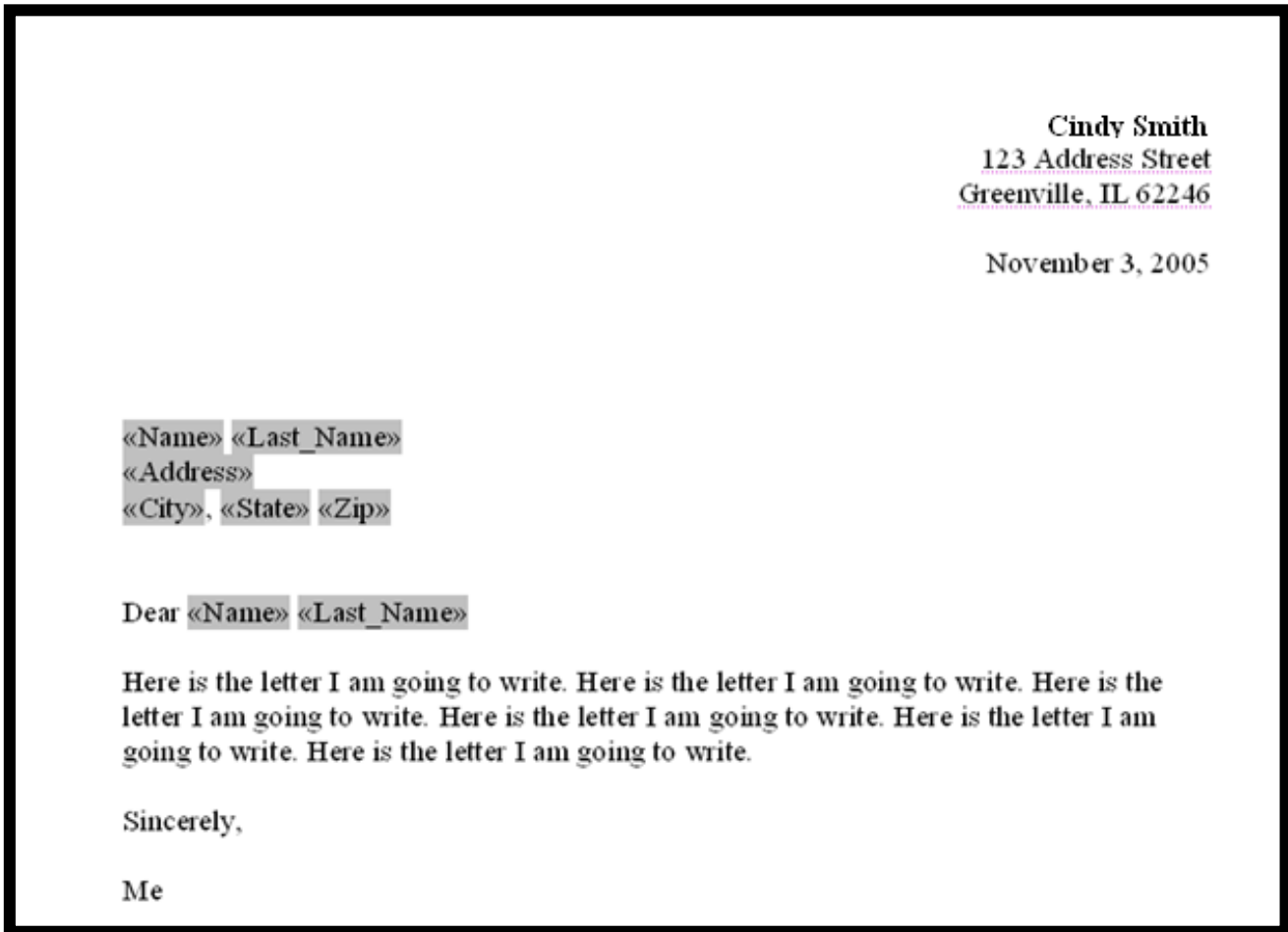
P. Select the **All** radio button and click on **OK** - this will let you see all the letters that will be generated.



• With the last step you have actually just created an entirely new Word document that you will have to save.



• You will now have the template (pictured again below) as one document, and the final product with all the letters and addresses inserted as another document.



--- Making envelopes works the same. Just choose "Envelopes" in step 4.C. and go through the wizard as you did with the letter. You'll be asked to set the envelope size. (A regular business-size envelope is a #10)