

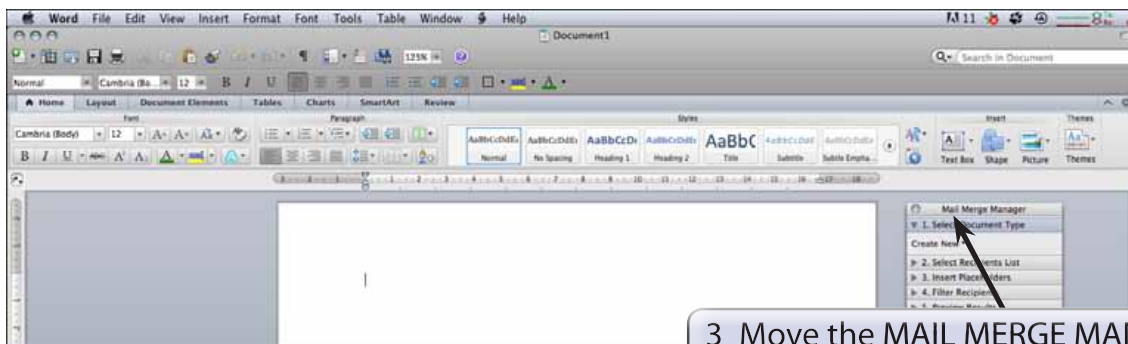
Mail Merging

An important use of a word processing package is the production of personalised letters. This is where a standard (or form) letter is individually addressed to a large number of people. To create the letters, data about each person is entered into the database facility of the program then combined with a normal word processing document. The process is called MAIL MERGING.

Creating the Database

In order to create mail merged documents you need to have a database of names or items. Microsoft Word allows you to enter data into its database section or you can use data created in programs like FileMaker Pro or Microsoft Excel. In this case you will enter data into Microsoft Word.

- 1 Load Microsoft Word and start a NEW WORD DOCUMENT, or close the current files and start a NEW BLANK DOCUMENT.
- 2 Display the TOOLS menu and select MAIL MERGE MANAGER.

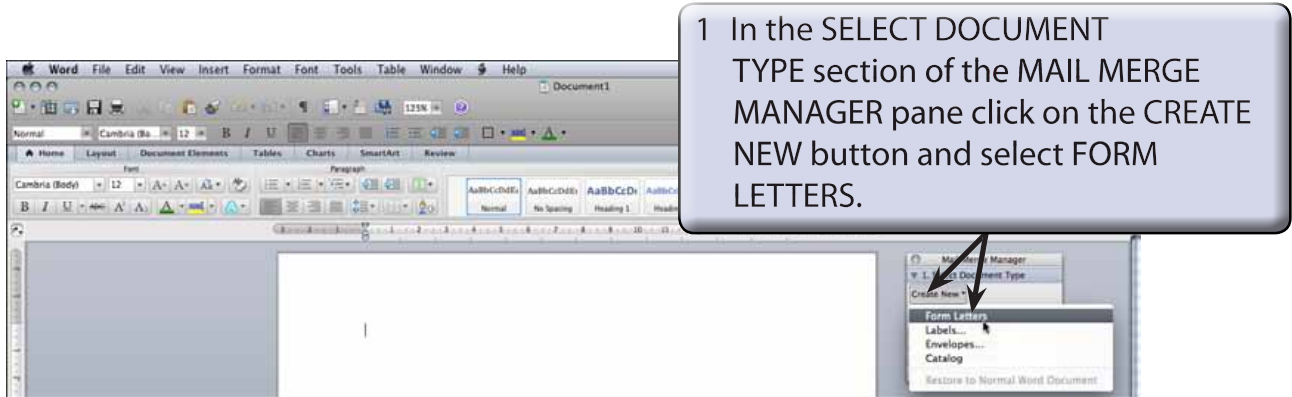


- 3 Move the MAIL MERGE MANAGER pane to the right of the document.

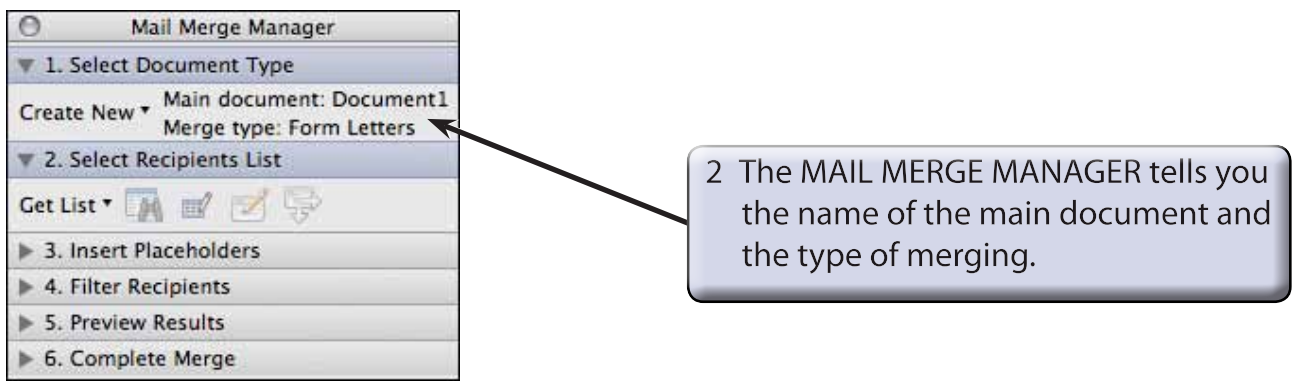
NOTE: The MAIL MERGE MANAGER provides all the tools you need to set up and use mail merge documents.

Selecting the Document Type

The Document Type is the format of the Microsoft Word document that you will merge the data into. In this case we will create a LETTER, but you can also create MAILING LABELS or print directly onto ENVELOPES.



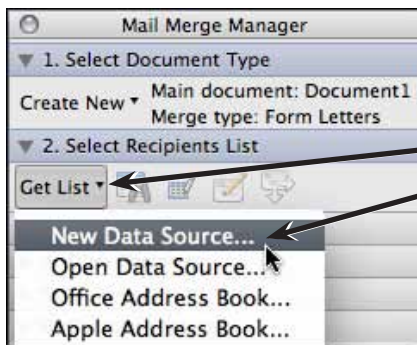
NOTE: This process converts the blank document on the screen into a MERGE document, which is called a FORM LETTER.



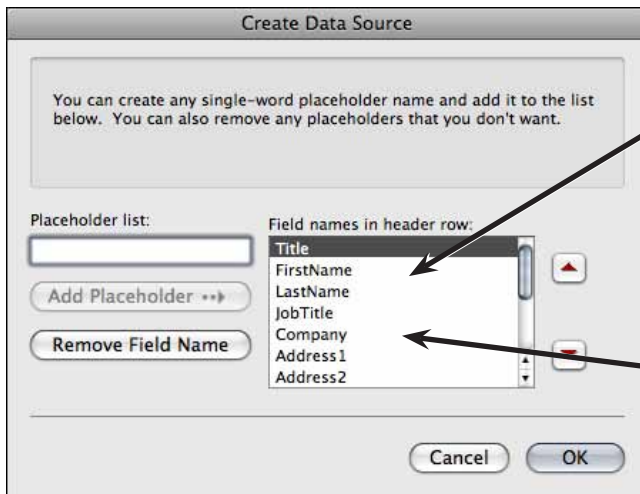
Setting the Data Source

A Starting the Database

The DATA SOURCE is the data that will be inserted into the letter. The details are stored in a database that is merged into the letter. You can import data from prepared files or you can enter your own data. In this case you will enter your own data.



1 In the SELECT RECIPIENTS LIST panel of the MAIL MERGE MANAGER click on the GET LIST button and select NEW DATA SOURCE.



2 You will be provided with sample fields that you can enter data into.

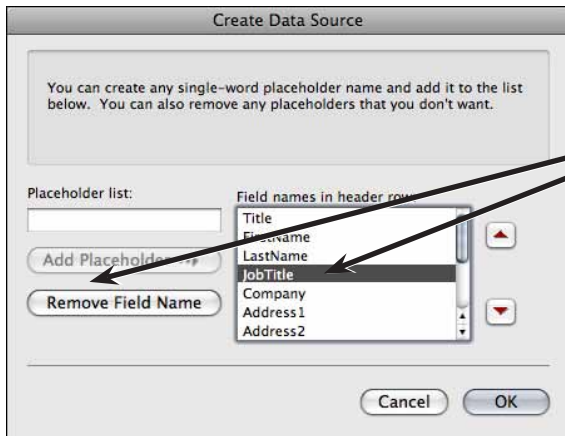
3 These fields can be modified to suit your needs.

NOTE:

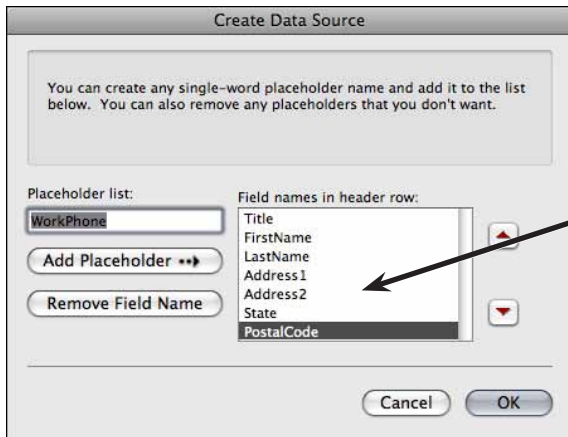
- i **FIELD** is the term given to the sections that the data is split into. Fields are also called **PLACEHOLDERS**.
- ii **The database you are about to create will have the following fields:**
Title, FirstName, LastName, Street, Suburb, State, Postalcode, Contribution.

B Deleting Fields

There are more fields in the provided list than is needed in this case, so some will be deleted.



1 Click on JOB TITLE in the FIELD NAMES IN HEADER ROW frame then click on the REMOVE FIELD NAME button.



2 Repeat step 1 to delete:
Company
City
Country/Region
Home Phone
Work Phone