

Mail Merging

An important feature of a word processing program 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 (or a table) then combined with a normal word processing document. The process is called MAIL MERGING.

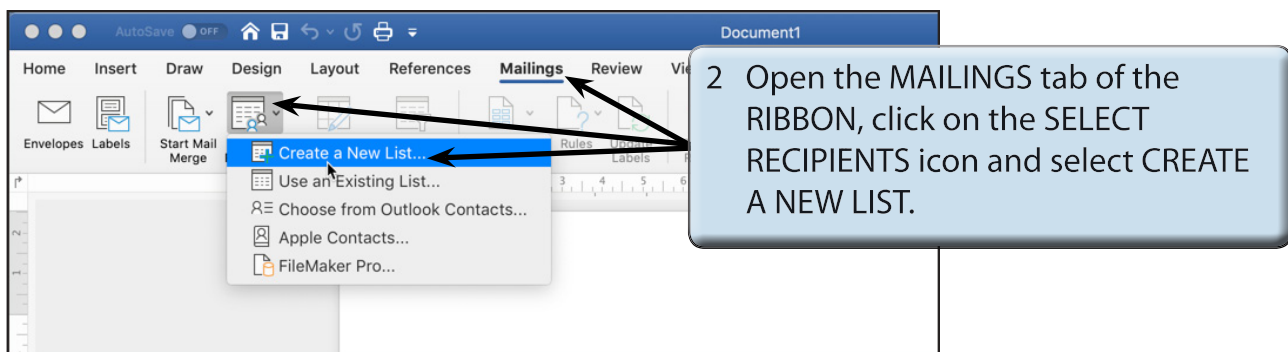
Creating the Database

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 Microsoft Access or Microsoft Excel. In this case you will enter data into Microsoft Word.

A Setting the Recipients

The Recipients are the people that will receive the letter. Their details are stored in a database that is merged into the letter.

- 1 Load Microsoft Word or close the current document and start a NEW BLANK DOCUMENT.





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

NOTE:

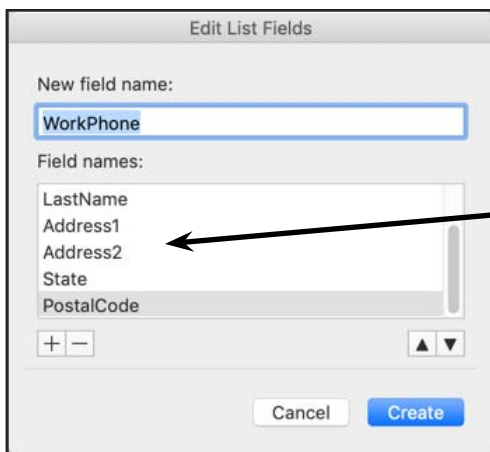
- i **FIELD** is the term given to the sections that the data is split into.
- ii **The database you are about to create will have the following fields:**
Title, FirstName, LastName, Street, Suburb, State, Postalcode, Contribution.

B Deleting Fields

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



1 Click on JobTitle in the FIELD NAMES frame then click on the DELETE button (-) below the frame.



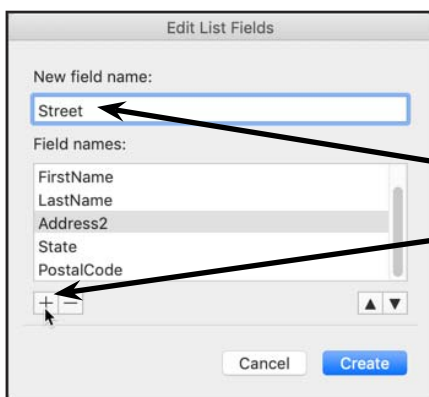
2 Repeat step 1 to delete:

Company
City
Country
Home Phone
Work Phone

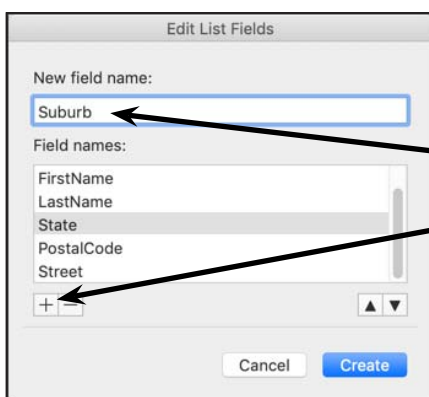
C Renaming Fields

Some of the remaining fields can be renamed to suit our needs. When you delete a field its name is added to the NEW FIELD NAME box where the replacement name can be entered.

1 Click on ADDRESS1 and click on the DELETE button.



2 In the NEW FIELD NAME box enter:
Street
and click on ADD button (+).

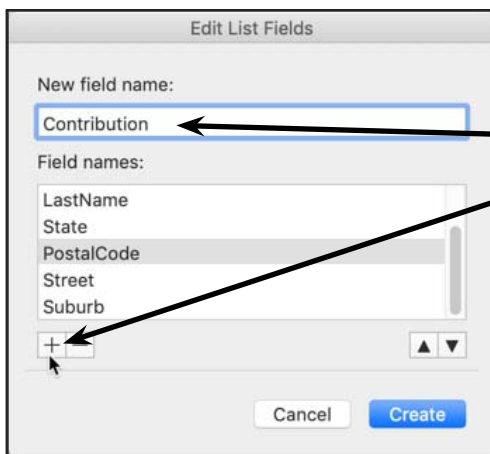


3 Delete ADDRESS2, enter:
Suburb
in the NEW FIELD NAME box and
click on ADD button (+).

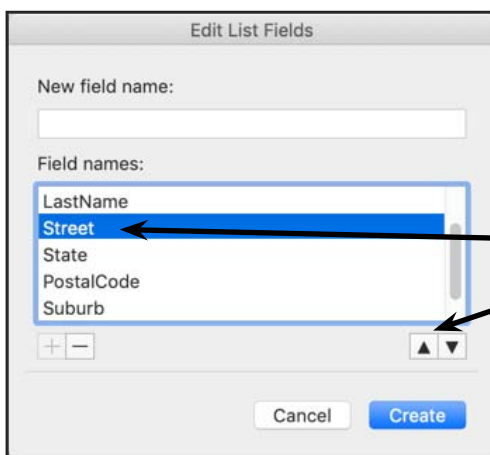
- NOTE:**
- i Microsoft Word prefers field names to be one word so you can set words to be combined, such as `FirstName` or combine words with a connector, for example, `First_Name`.
 - ii `PostalCode` could be renamed as `PostCode`, but to save time it will be left as the name that Word provides.

D Adding Extra Fields

Extra fields can be added to the database. In this case a field will be needed to store the contributions made to a hospital charity.



1 In the NEW FIELD NAME box enter: Contribution and click on the ADD button (+).



2 The position of the fields can be changed. Click on the STREET field and click on the UP arrow until the field is above the STATE field.