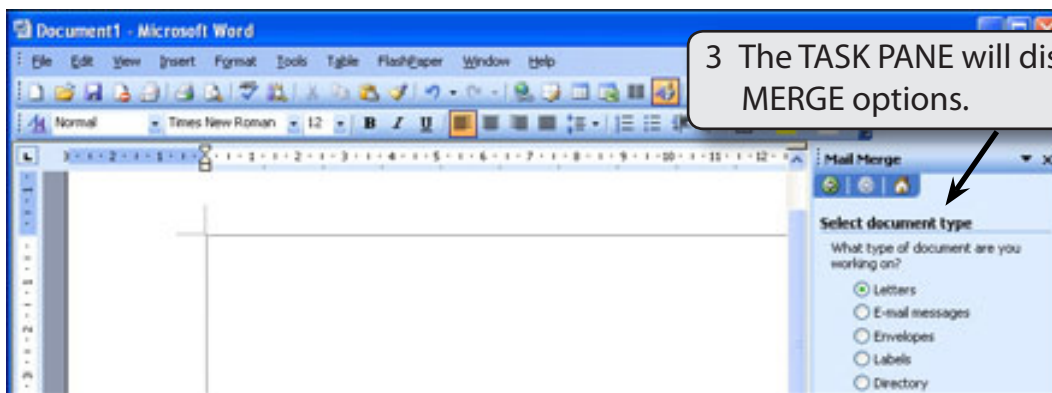# Mail Merging

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

1   Load Microsoft Word, or close the current file and start a NEW BLANK DOCUMENT.

2   Display the TOOLS menu, highlight LETTERS AND MAILINGS and select MAIL MERGE.

3 The TASK PANE will display the MAIL-MERGE options.

NOTE: There is a wizard that will guide you through the setting up of the mail merge document.

Selecting the Document Type

The Document Type is the format of Microsoft Word document that you will merge the data into. In this case we will create a LETTER.
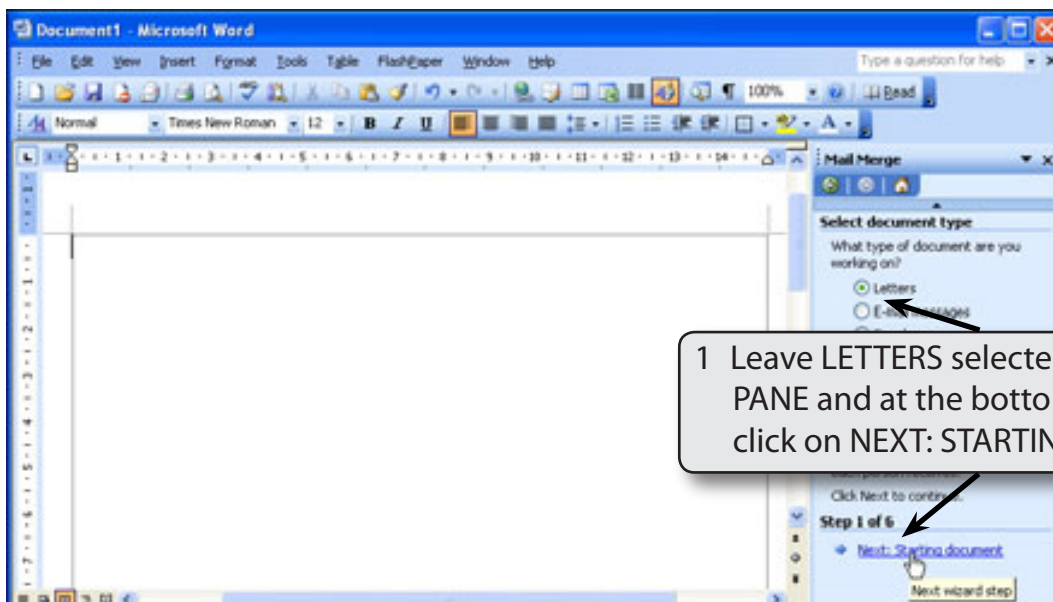
1 Leave LETTERS selected in the TASK PANE and at the bottom of the pane click on NEXT: STARTING DOCUMENT.
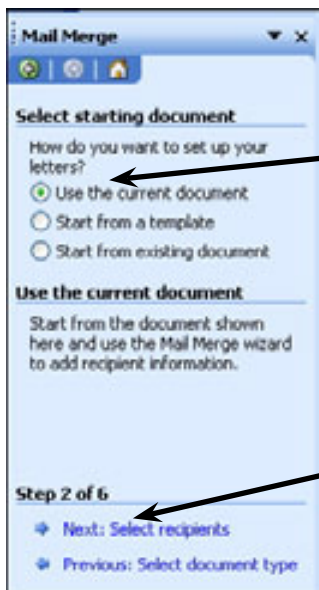

2 You should have a blank file open at the moment so leave USE THE CURRENT DOCUMENT selected.

3 Click on NEXT: SELECT RECIPIENTS.

Setting the Recipients

A   Starting the Database

The Recipients are the people that will receive the letter. Their 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.
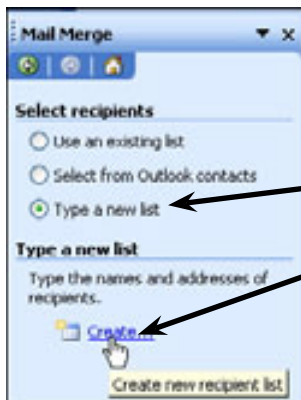
1 Click on TYPE A NEW LIST then click on the CREATE button.
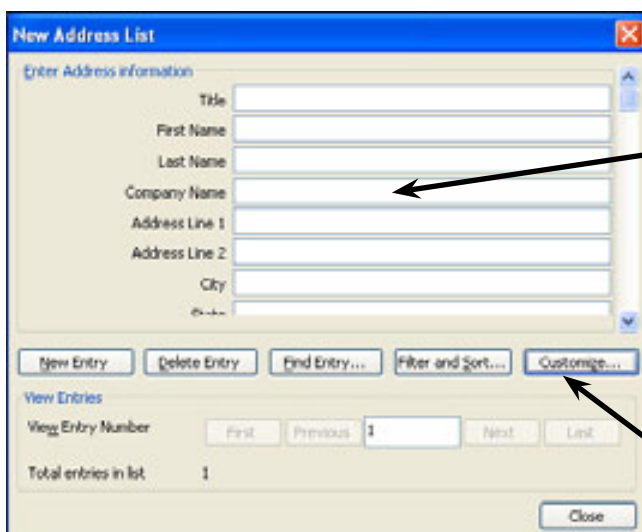
2 You will be provided with sample fields that you can enter data into.
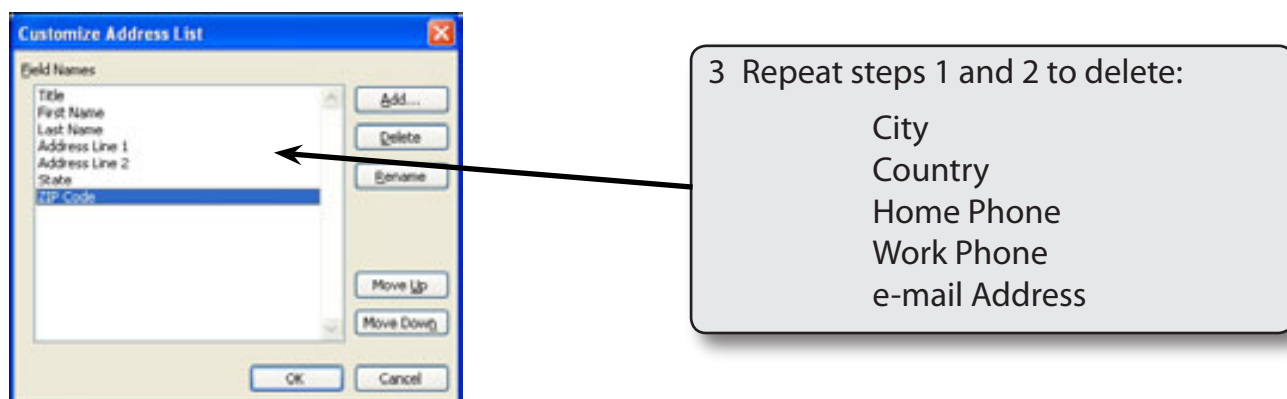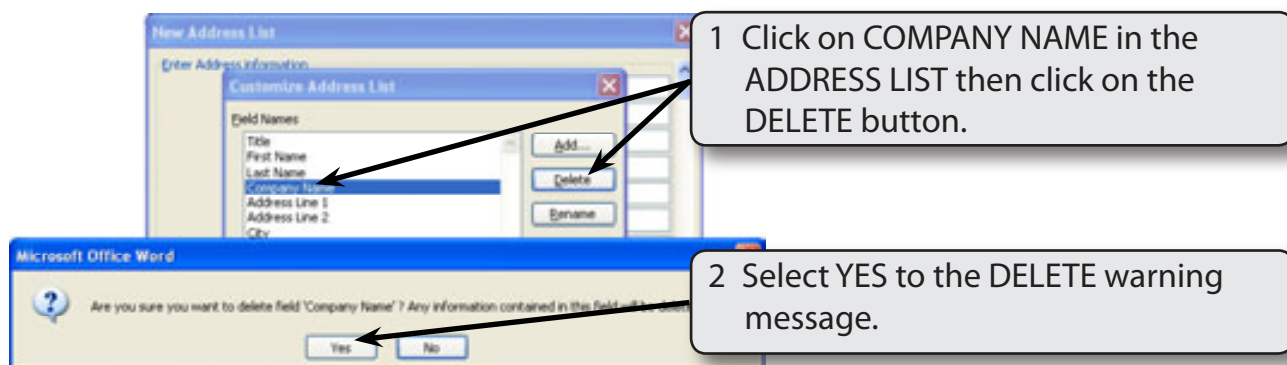
3 These fields can be modified to suit your needs. Click on the CUSTOMIZE button.

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, First Name, Last Name, Street, Suburb, State, Postcode, Contribution.
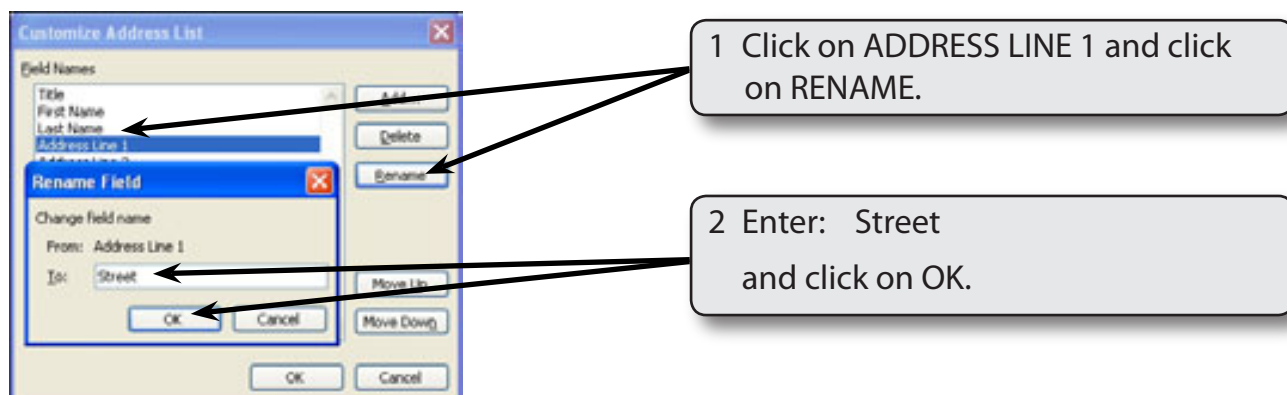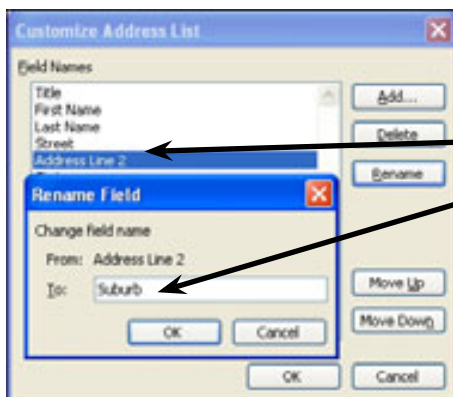
B   Deleting Fields

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

1 Click on COMPANY NAME in the ADDRESS LIST then click on the DELETE button.

2 Select YES to the DELETE warning message.

3 Repeat steps 1 and 2 to delete:

> City
> Country
> Home Phone
> Work Phone
> e-mail Address

C   Renaming Fields

Some of the remaining fields can be renamed to suit our needs.

1 Click on ADDRESS LINE 1 and click on RENAME.

2 Enter: Street

and click on OK.

3 Rename ADDRESS LINE 2 to SUBURB.
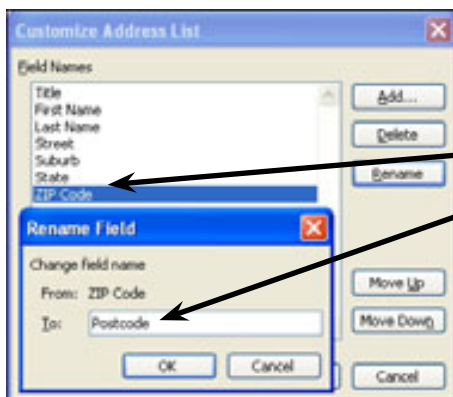
4 Rename ZIP CODE to POSTCODE.

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 Click on the ADD button and enter:

Contribution

in the ADD FIELD box and select OK.