

Mail Merging

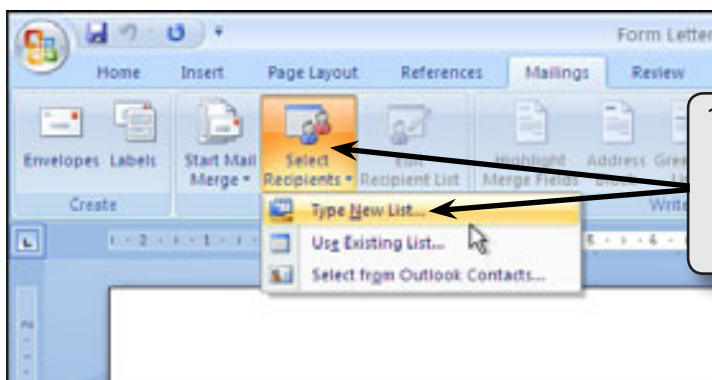
An important use of a word processing package is the production of personalised letters. This is where a standard (or form) letter is individually addressed to a large number of people. To create the letters, data about each person is entered into the database facility of the program then combined with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

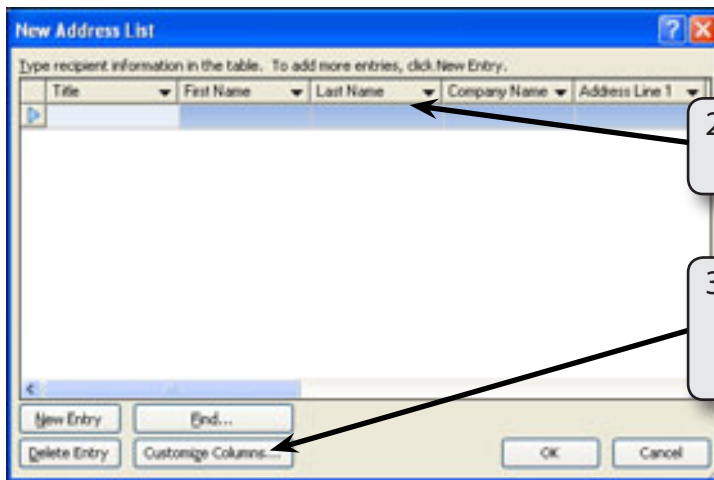
Creating the Database

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.

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. You can import data from prepared files or you can enter your own data. In this case you will enter your own data.





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

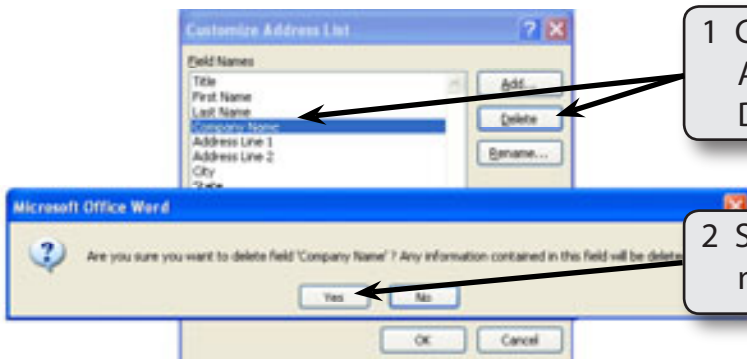
3 These fields can be modified to suit your needs. Click on the CUSTOMIZE COLUMNS button.

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.

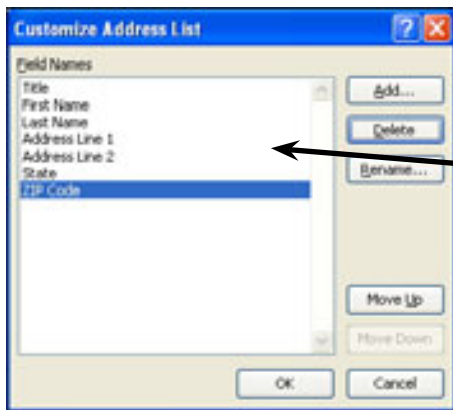
B Deleting Fields

There are more fields in the provided 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.

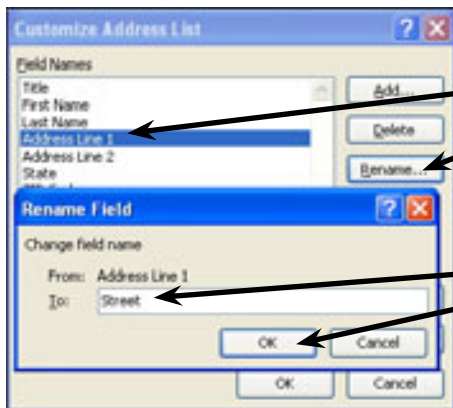


3 Repeat steps 1 and 2 to delete:

City
Country or Region
Home Phone
Work Phone
e-mail Address

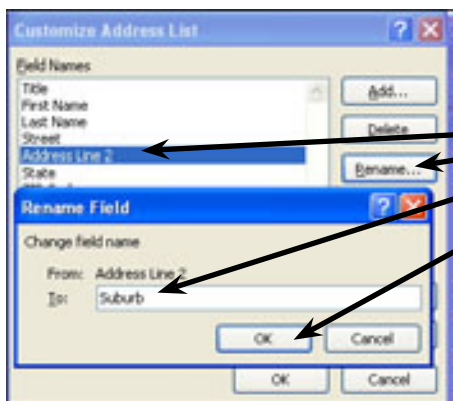
C Renaming Fields

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

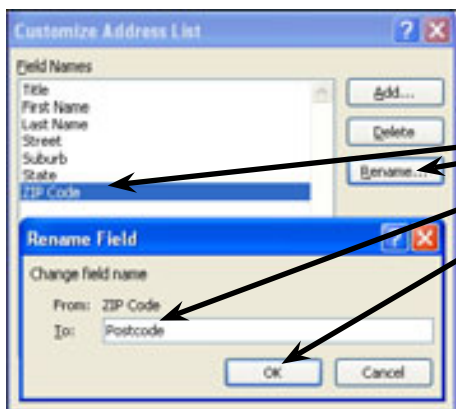


1 Click on ADDRESS LINE 1 and click on RENAME.

2 Enter: Street
and click on OK.



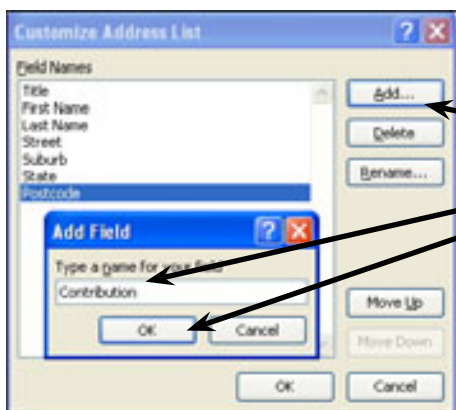
3 Rename ADDRESS LINE 2 to SUBURB
and select OK.



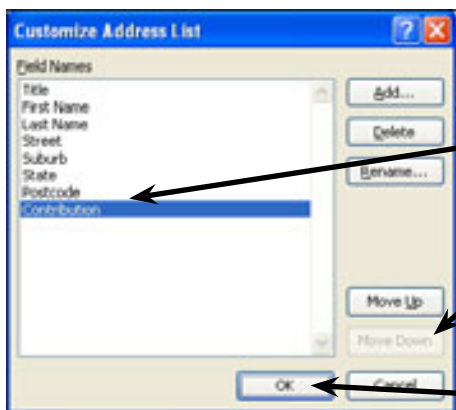
4 Rename ZIP CODE to POSTCODE and select OK.

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.



2 The position of the new field can be changed. If it is not at the bottom of the list, click on the MOVE DOWN button to move it there.

3 Click on OK to complete the field adjustments.

Entering the Data

The data can now be entered into the fields. Each person's or item's details in a database is called a RECORD.

The screenshot shows a table with columns: Title, First Name, Last Name, Street, Suburb. The 'Title' column has 'Mrs.' entered. The 'First Name' column is empty. The cursor is in the 'First Name' field.

1 The cursor should be in the TITLE box, enter Mrs. for the TITLE of the first person then press the <tab> or <enter> keys to move the cursor to the FIRST NAME box.

The screenshot shows the table with the following data:

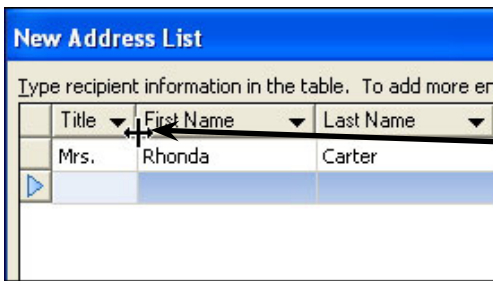
Title	First Name	Last Name	Street	Suburb	State	Postcode	Contribution
Mrs.	Rhonda	Carter	26 Banks Street	CARINGBAH	NSW	2229	\$50.00

2 Enter the rest of the record pressing the TAB key after each entry:

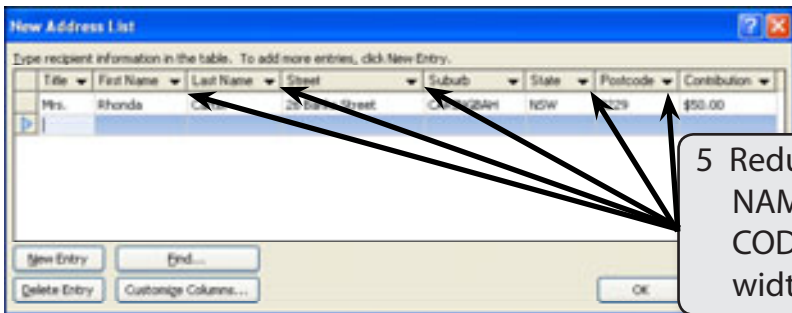
```
Rhonda
Carter
26 Banks Street
CARINGBAH
NSW
2229
$50.00    <tab>
```

- NOTE:**
- i Pressing the TAB key at the end of the last field inserts a new record. You can also click on the NEW ENTRY button to insert a new record.
 - ii If you press the <enter> key after the CONTRIBUTION field entry you will be asked to save the data.

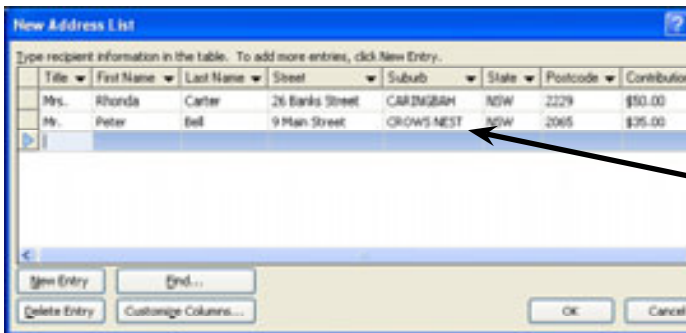
3 You can adjust the width of the columns to show the data more clearly.



4 Move the pointer to the intersection of the TITLE and FIRST NAME headings until the pointer changes to a cross-hair with horizontal arrows and the border to the left to reduce the width of the TITLE field.



5 Reduce the width of the FIRST NAME, LAST NAME, STATE and POST CODE columns, and increase the width of the STREET column.



6 Add the following data to the RECORD, pressing the TAB key after each entry:

Mr.
 Peter
 Bell
 9 Main Street
 CROWS NEST
 NSW
 2065
 \$35.00 <tab>