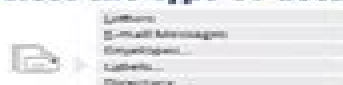


# Word 2016 Mail Merge

## 1. Select the type of document



## 2. Choose the list of recipients



	A	B	C	D
1.	First	Last	Co	Street
2.	John	Doe	---	---
3.	Frank	Johnson	---	---
4.	Taylor	Smith	---	---

## 3. Write the document



## 4. Merge the document with the recipients



## 1. Select the Type of Document

Use a mail merge to automatically create personalized letters, envelopes, labels, group boxes, and e-mail by merging a document (letter, envelope, or label sheet) with data (usually a list of names and addresses). For e-mail or faxes, your computer must have compatible e-mail software and the capability to send a fax. During the merge, options on the MAILINGS tab only become available (not grayed) if previous required steps have been completed.

### Choosing the Document Type

1. Open the document you want to merge, or create a new one. For envelopes and labels it is best to specify the document type before adding content.
2. Choose MAILINGS, then START MAIL MERGE. Then choose one of the document types. To merge to a regular letter, choose LETTERS. For ENVELOPES and LABELS, see the specific topics later on card.

## 2. Choose List of Recipients

### Formats for Recipient Lists

Acceptable formats for the recipient list (data) include:

- Word or HTML (with a single table)
- Tab- or comma-delimited text
- Excel® worksheet or named range
- Access® Database
- Outlook® Contact list
- OLE DB or ODBC accessible databases.

### Selecting an Existing Recipient List

1. Choose MAILINGS, SELECT RECIPIENTS, then USE AN EXISTING LIST.
2. Find and select your recipient list, then [Click] OPEN.
3. With an Excel workbook or an Access database, select the sheet, named range, or table, then [Click] OK.

### Using Outlook Contacts

1. Choose MAILINGS, SELECT RECIPIENTS, then CHOOSE FROM OUTLOOK CONTACTS.
2. If prompted, select the contact folder. [Click] OK twice.

### Creating a Recipient List Directly

Use these easy-to-follow rules to make a well-designed dataset or data source that Word will recognize:

- Use separate columns for first name, last name, street address, city, state or province, zip or postal code. This will allow more control when making the merge document and facilitate accurate sorting.
- Use a single row for column headings or field labels.
- Ensure each heading is unique.
- Avoid spaces in headings. E.g., use FirstName, StreetAddress, MailingAddress, etc.
- Headings should realistically be less than 40 characters long.
- Ensure there are no blank or empty rows or columns within the dataset.
- Ensure dates/times are entered as true date/time values and not text for chronological sorting and filtering.
- Ensure dates, times, currency, and numbers are formatted the way you want them output.

In Excel: Keep the data table in a separate sheet without titles, statistics, or other embellishments. Alternatively, specify a defined range name that tightly fits the data and column headings only.

In Word: Ensure there are no titles or embellishments above the table.

### Creating a Recipient List in Word

1. Choose MAILINGS, SELECT RECIPIENTS, then TYPE A NEW LIST.
2. Begin typing names and addresses. Enter other data if required. To move between fields, [Click] a field or press <Tab> or <Shift>+<Tab>.
  - To add a new entry, press <Tab> after the last column, or [Click] NEW ENTRY or press <Alt>+<N>.
  - To add/remove/rename columns, [Click] CUSTOMIZE COLUMNS.
3. [Click] OK.
4. Enter a FILE NAME, then [Click] SAVE. The recipient list is stored in a Microsoft Access database file.

### Selecting and Sorting Recipients

By default, all the recipients from your recipient list are selected. To filter the list to be used for your mail merge:

1. Choose MAILINGS, then EDIT RECIPIENT LIST.
  2. In the MAIL MERGE RECIPIENTS dialog box:
    - Uncheck any recipients you do not want.
    - [Click] [X] at the top to deselect/select all.
    - To sort, [Click] on a column header, [Click] again to reverse the sort.
    - [Click] [V] on a header to sort and filter entries. Choose ADVANCED for more options.
- Or, choose [Filter] for advanced filtering and [Sort] for advanced sorting.

#### Advanced Filter:

On the FILTER RECORDS tab, choose from the FIELD and COMPARISON lists, and enter a value or text in the COMPARE TO box, e.g., "City equal to Paris."

Each additional row of criteria should begin with a selection of either "AND" or "OR" by [Clicking] the drop-down list at the left. "And" indicates the records must match all criteria rows. "Or" indicates the records can match any one criteria row.

#### Advanced (multi-level) Sorts:

On the SORT RECORDS tab, use the SORT BY list to indicate which field to sort by. Choose ASCENDING/DESCENDING as required. Use successive THEN BY lists to sort by more than one field. [Click] OK.

- [Click] [Find Duplicates] to see a list of possible duplicates. Deselect any recipient on the list, then [Click] OK.

3. [Click] OK.

### Editing an Existing Recipient List

Not all types of recipient lists can be edited directly in Word. If editing options are not available, edit the list in the original program (such as Microsoft Outlook).

1. Choose MAILINGS, then EDIT RECIPIENT LIST.
2. Select the DATA SOURCE, then [Click] EDIT.
3. To add a new entry, [Click] NEW ENTRY or press <Alt>+<N>.
4. To add/remove/change columns, [Click] CUSTOMIZE COLUMNS, ADD/DELETE or RENAME the columns, as required. [Click] OK when finished. [Click] YES or OK as many times as required to exit all the dialog boxes.

## 3. Write the Document

### Writing the Document

Write your document in the usual way, inserting field codes to indicate where merged data is to be placed, e.g., Dear <First Name>.

- To insert a field code, choose MAILINGS, then INSERT MERGE FIELD.
- Use ADDRESS BLOCK or GREETING LINE to quickly insert common components of letters.
- Save the document if you want to use it again for another mail merge.

### Creating Labels

1. Choose START MAIL MERGE, LABELS, then specify the PRINTER INFORMATION.
2. [Select] the preferred LABEL VENDOR and PRODUCT NUMBER, e.g., JREX10 US Letter/5262 Easy Peel Address Labels. If the label type is not shown, [Click] NEW LABEL, define the label margins and dimensions, name these settings, and [Click] OK.
3. Verify the LABEL INFORMATION is correct. [Click] OK.
4. A table appears that matches label dimensions. Choose TABLE TOOLS, LAYOUT, VIEW GRIDLINES to see it.
5. Select the recipient list in the usual way.
6. Enter all text, merge fields, and graphics in the first label.
7. Choose MAILINGS, then [Update Labels] to copy the first label over the remaining labels.

# Microsoft Mail Merge Quick Guide

**I.F.S. Harrison**



## **Microsoft Mail Merge Quick Guide:**

**Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Plain or Rich Text For Plain Text For Building Block Gallery For Combo Box and Drop Down List For Date Picker For Check Box Turning On Off Design Mode Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form Preventing Editing of a Control s Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **Microsoft Word 2016 Mail Merge Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate** Beezix Software Services,2016-02-22 This two page laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge features of Microsoft Word 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Word Mail Merge This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Select the Type of Document Choosing the Document Type Choose the List of Recipients Formats for Recipient Lists Creating a Recipient List Directly Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating Envelopes Creating Labels Using an If Then Else Rule Suppressing Blank Address Lines Changing Case of Output Text Changing Format of Date Time Merge the Document with the Recipients Previewing the Merge Merging Merging to a New Document Merging to Email General Merge Tips Recommendations for Effective Post Mail Addressing The Mail Merge Wizard Highlighting Merge Fields [Microsoft Word 2003 Mail Merge and Forms Quick Reference Guide](#) Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail merge and forms features in Microsoft Word 2003 The following topics are covered Mail Merge Task Pane vs Toolbar Merging Form Letters Preparing a Data Document Editing Fields in a Data Document Data Sources Merging Mailing Labels Merging

Envelopes Merging Email Merging Selected Records Sorting Records Conditional Statements and Viewing Field Codes  
Forms Preparing the Form Layout Inserting Form Fields Text Boxes Drop Down Lists Check Boxes Setting Form Field  
Options Creating Help for a Form Field Form Field Shading Protecting a Form from Changes Using the Form Saving Form  
Field Data Only Printing Field Data Only and Making Changes to the Form Template This guide is suitable as a training  
handout or simply an easy to use reference guide for any type of user      Microsoft Word Mail Merge the Step-By-Step Guide  
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step by step instructions and shortcuts for how to use mail merge and forms features in Microsoft Office Word 2007 The  
following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word  
Selecting an Existing Recipient List Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document  
Creating a Label Document Using Rules Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields  
Forms Showing the Developer Tab Preparing the Form Inserting Content Controls Text Fields Drop Down Lists Date Pickers  
etc Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Text Options for Plain Text  
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Users will learn how to share data through linking and embedding objects and how to choose the right tools from any  
application to complete a task intelligently Includes an updated and revised Q A section      **Microsoft Office Word Mail**

**Merge** I.F.S. Harrison,2013-03-19 Creating Letters E mails and Mailing Labels Will Be Easy With The Mail Merge Wizard This Illustrated Guide Imagine you have letters or e mails that you need to send to many many people Most of the content is the same but you need to show recipient specific information in each letter You don t want to type multiple documents and personalize each one That would take hours You know there is a faster way than copying and pasting That is where Mail Merge comes in No longer cringe when creating correspondences Let Microsoft Office Word take care of most of the work for you and use the Mail Merge Wizard You provide the content the recipient list and let the Wizard do the rest Mailing labels and envelopes are no problem for the Mail Merge Wizard Use the Rules feature to further automate the mail merge What will you learn After reading this manual you will be able to customize form letters using merged fields and connect Word to Excel lists and Outlook to define those fields You will also learn to create your own lists You will create mass e mails and mailing labels You will also be able to customize your merged documents with Fill in fields and text that only appears on documents if that document meets certain conditions Keyboard shortcuts and a cheat sheet at the end of this manual will help you create mail merges even faster Who should purchase this manual This manual is for people whose job responsibilities include working with labels envelopes form letters and mass e mails and who want to save time and customize documents What will you need to know before starting this manual To ensure your success knowledge of basic features of Word Outlook and Excel is recommended Examples Exercises Use the hands on activities in this guide as a learning tool Keep it close by when using Word as a reference tool Exercises and examples apply to Microsoft Office Word 2007 2010 and 2013 Understand how mail merge works so you can get the results you want Scroll up and grab a copy today [Integrating Microsoft Office Version 4.2/4.3](#) Sarah Hutchinson Clifford,Glen J. Coulthard,1994 *InfoWorld* ,1996-11-11 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1994-12-26 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1994-12-26 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Access 2000: The Complete Reference** Virginia Andersen,1999-05-22 Access is the leading database of choice for individuals and corporations looking to manage data easily share information over intranets and the Internet and build faster business solutions Complete details on every aspect of creating customizing and maintaing an Access database Full coverage of Web applications hyperlinks Web publishing HTML output importing exporting and linking Explains how to integrate Access with the other components of the 1 Office Suite CD ROM contains hundreds of practice exam questions covering the material on the Access segment of the MOUS exam **User's Guide** ,1985 *Microsoft Workgroup Add-On for Windows: User's Guide for the Microsoft Windows Operating System* ,1993 [ECCO User's Guide](#) ,1994 *The PC User's Guide* Nick Anis,1991 COMPUTERS IBM *Word 2001 for Macintosh* Maria Langer,2001 The squirrels at Mt Mercy

College are gettingtoofriendly they re frightening the students making the nuns jumpy and they re super messy It s time to call the Animal Rescue Team Meanwhile Keisha s got a problem of her own The Grand River Steppers jump rope team has a chance to win first place in their school district this year but Keisha s so nervous she keeps messing up When she and Daddy go to the Veteran s Facility to check outtheirsquirrel situation Keisha meets Sergeant Pinkham who s learning how to use his new prosthetic leg Could Sarge be just the person to help Keisha stay calm do well andhave fun at the competition Perfect for independent readers the Animal Rescue Team books offer adventurous and heartwarming stories with lots of laughs and plenty of critters From the Hardcover edition

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**Microsoft Word Made Easy** Paul Hoffman,1987

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