## Lesson – 8

## <u>Links with Mail Merge</u>

You can create a mail merge operation by using the Microsoft Word Mail Merge Wizard. This wizard is also available from Microsoft Office Access, and lets you set up a mail merge process that uses a table or query in an Access database as the data source for form letters, e-mail messages, mailing labels, envelopes, or directories.

This topic explains how to start the Mail Merge Wizard from Access and create a direct link between a table or query and a Microsoft Office Word document. This topic covers the process of writing letters. For step-by-step information about how to set up a mail merge process.

**Use a table or query as the data source**

1. Open the source database, and in the Navigation Pane, select the table or query that you want use as the mail merge data source.
2. On the **External Data** tab, in the **Export** group, click **More**, and then click **Merge it with Microsoft Office Word**.
3. The Microsoft Word Mail Merge Wizard starts.
4. Select whether you want to create the link in an existing document or in a new document, and then click **OK**.
5. If you chose to link to an existing document, in the **Select Microsoft Word Document** dialog box, locate and select the file, and then click **Open**.
6. Word starts. Depending on your choice, Word opens either the document you specified or a new document.
7. In the **Mail Merge** pane, under **Select document type**, click **Letters** and then click **Next: Starting document** to continue to step 2.
8. In step 2, click **Next: Select recipients**.