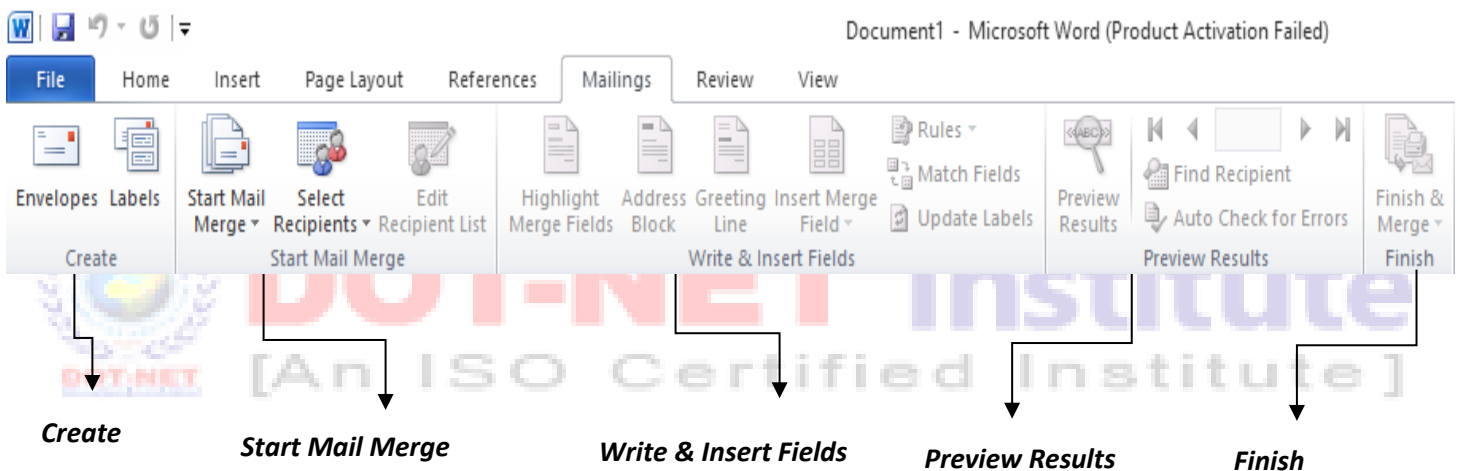


## Lesson – 9

### Mailings Toolbar (Menu)

You use mail merge when you want to create a set of documents, such as in a letter form or a sheet of address labels that could be sent to many customers. Each letter or label has the same kind of information, yet the content is unique. For example, in letters to your customers, each letter can be personalized to address of customer by name. The unique information in each letter or label comes from entries in a data source.



### Create Letter

For mail merge, we type letter and complete the formatting of letter then go to mail merge. **(See the assignment of mail merge letter).**

## Start Mail Merge

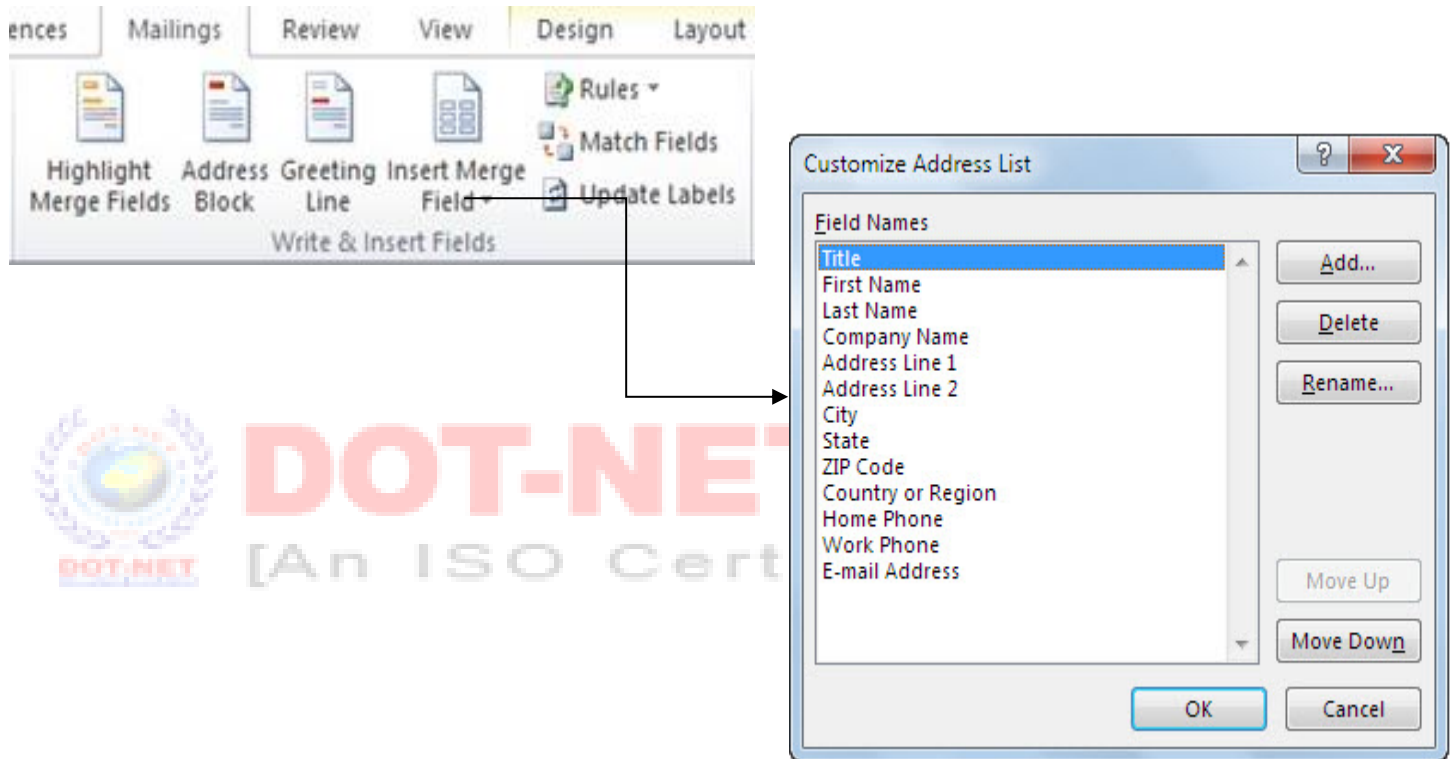
Start a mail merge to create a form letter which you intend to print and e-mail multiple times sending each copy to a different recipient like as:

The image illustrates the steps to start a mail merge in Microsoft Word. It shows the 'Mailings' ribbon with the 'Start Mail Merge' dropdown menu open, highlighting the 'Step by Step Mail Merge Wizard...' option. A second screenshot shows the 'Recipients' dropdown menu with 'Type a New List...' selected. The third screenshot shows the 'New Address List' dialog box, which contains a table for entering recipient information.

Title	First Name	Last Name	Company Name	Address Line 1
Ms.	Diana	Sacca	Contoso Corp.	1234 Pleasant L...

## Write & Insert Fields

You can add any column heading from your data file to the main document as a field. This gives you flexibility when you design form letters, labels, e-mail messages, and other merged documents. For example:



## Preview Results & Finish

You can preview your merged documents and make changes before you actually complete the merge.

To preview, do any of the following in the **Preview Results** group of the **Mailings** tab:

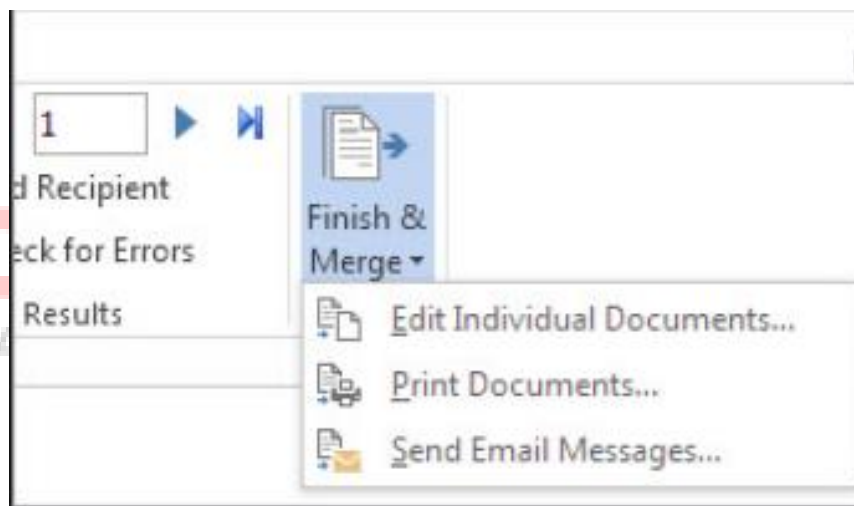


Click **Preview Results**.

## Complete the merge

You can print the merged documents or modify them individually. You can print or change all or just a subset of the documents.

1. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**, and then click **Print Documents**.
2. Choose whether to print the whole set of documents, only the copy that's currently visible, or a subset of the set, which you specify by record number.



*Use all the options with **Practical Assignment No. - 11***