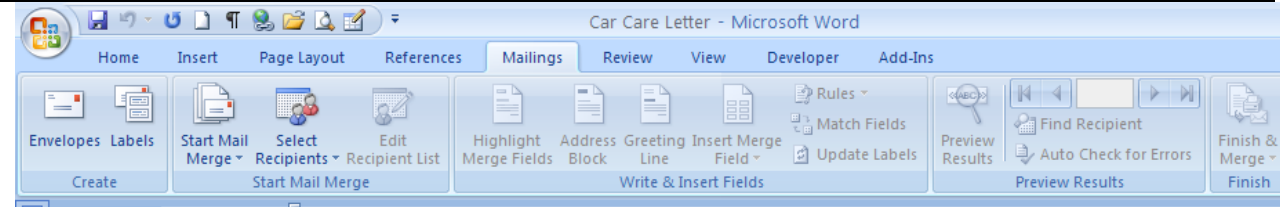
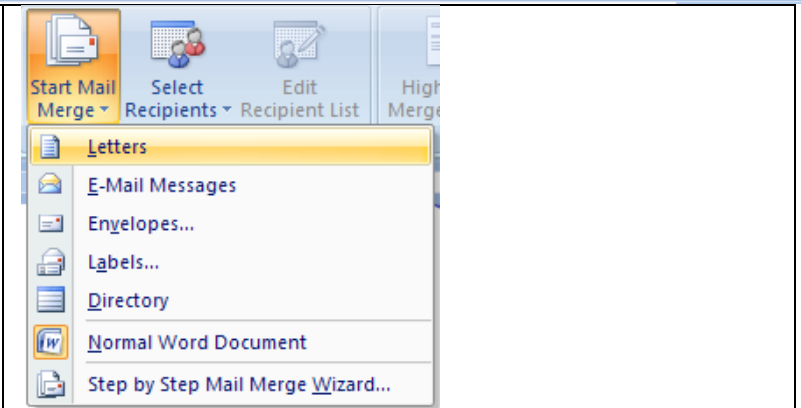
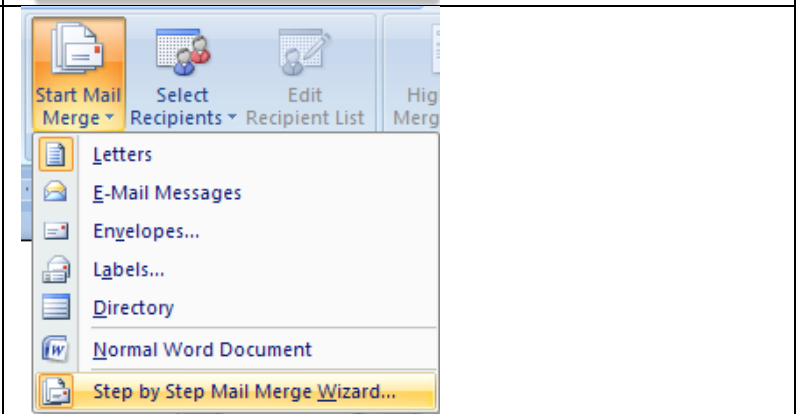


Mail Merge - Labels - Envelopes

Mail Merge

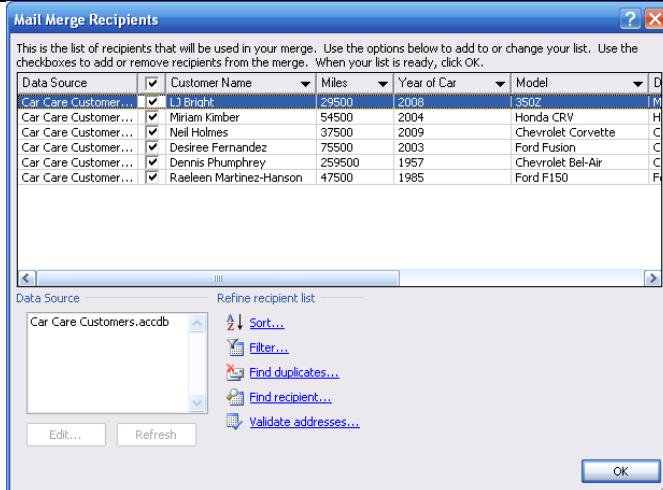
In Word, the Mail Merge Wizard can be used to integrate data stored in an Access database with a Word document. Mail merge is commonly used to create personalized form letters. A form letter is a Word document that contains merge fields, which are placeholders that indicate where data from an Access table or query should be inserted. For example, a business may create a letter to mail to thousands of recipients that is personalized by merging name, address, and unique, personal information that is stored in a database.

Using Microsoft Word, type a blank, form letter. **Save it as Car Care.**

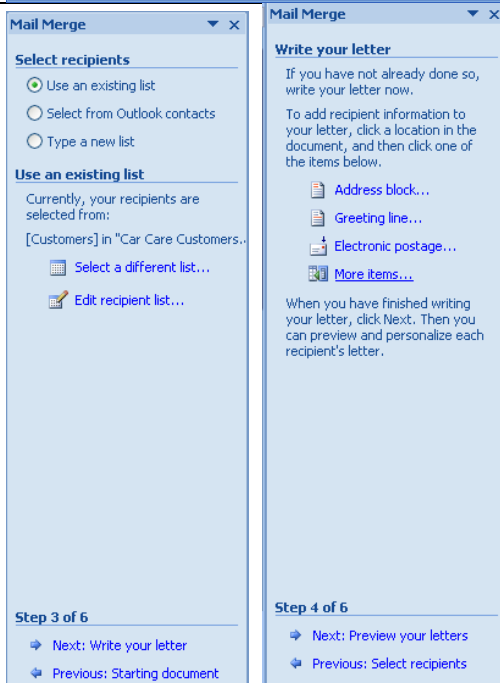
Begin by selecting the Mailings Ribbon as shown below.	
	
From the Mailings Ribbon select Start Mail Merge. Select Letters.	
From the Mailings Ribbon select Step by Step Mail Merge Wizard... A pane will appear on the right-side of your letter. This pane will guide you through the mail merge process.	

From this window you can do several things with the names, but you are happy with all names.

Click OK.



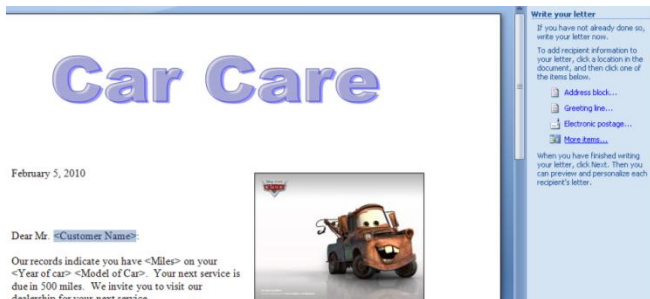
Click Next: Write your letter.



Highlight the text you want to merge; Customer Name is highlighted in this example.

OR you can place the cursor at the location you want to enter the merge field.

Select **More Items....**



Confirm the place you want to enter the merge field is a match then press Insert.

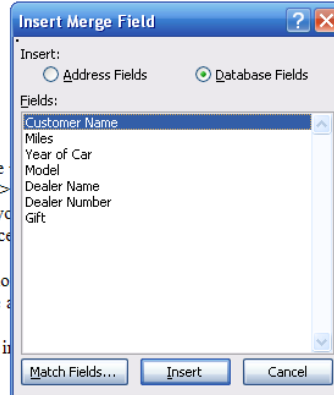
February 5, 2010

Dear Mr. <Customer Name>:

Our records indicate you have <Year of car> <Model of Car> due in 500 miles. We invite you to our dealership for your next service.

The <Dealership's Name> phone number is <Phone Number>. At your appointment, you will receive a complimentary car wash.

We know you understand the importance of car maintenance to last many years.



Dear Mr. «Customer_Name»:

Notice double brackets surround the field name.

Repeat these steps to merge the other fields in your letter.

Once you have merged all fields click Next: Preview your letters.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

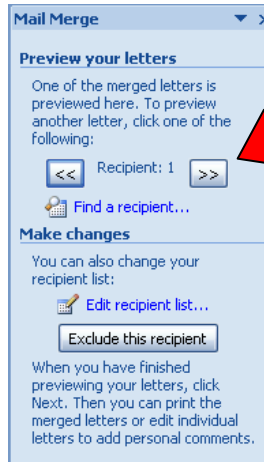
- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

Your letter should now contain the information from you database.



By clicking the advance arrows, >>, you can see the next recipient of your letter.

February 5, 2010



Dear Mr. LJ Bright:

Our records indicate you have 29500 on your 2008 350Z. Your next service is due in 500 miles. We invite you to visit our dealership for your next service.

The Mercedes of Henderson phone number is 702 555-4747. For scheduling an appointment, you will receive a free New Wipers.

We know you understand the importance of proper maintenance and want your 350Z to last many years.

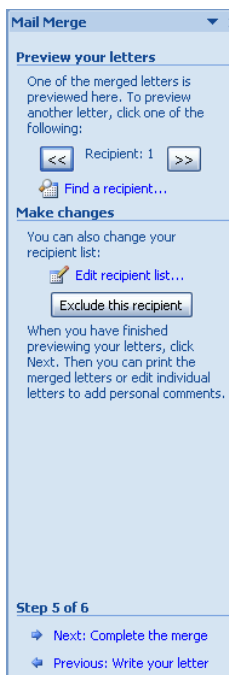
We at Mercedes of Henderson are looking forward to seeing you soon.

Sincerely,

Click Next: Complete the merge.

From pane six you can select print. This will print letters to all recipients you selected from your database.

If you wish to add personal comments to individual letters, select Edit individual letters.

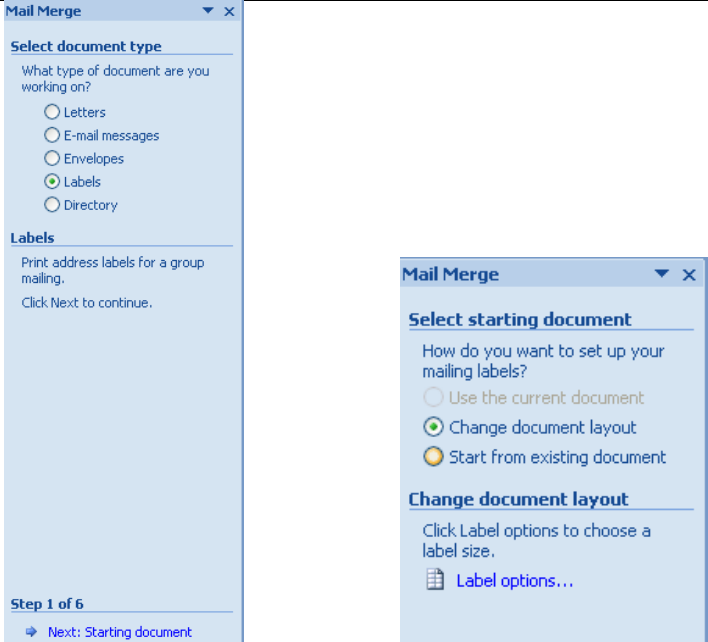
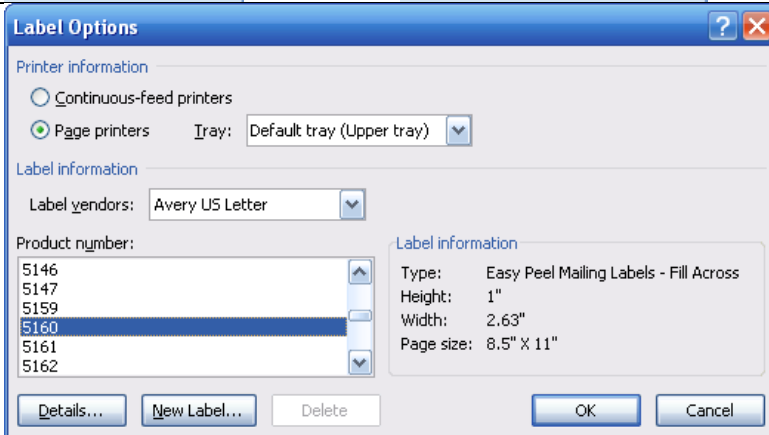


Labels

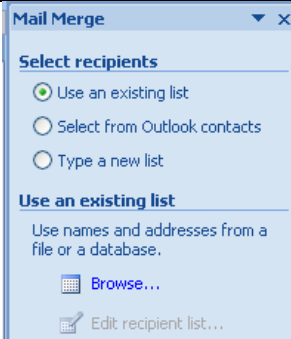
You have all your family and friends' addresses in a data file. Now what you want to do is get those addresses onto a set of mailing labels so you can send your annual Christmas letter. Here's the best way to go about doing that.

Prior to making labels, you will need to create a database that contains the following fields and at least six records.

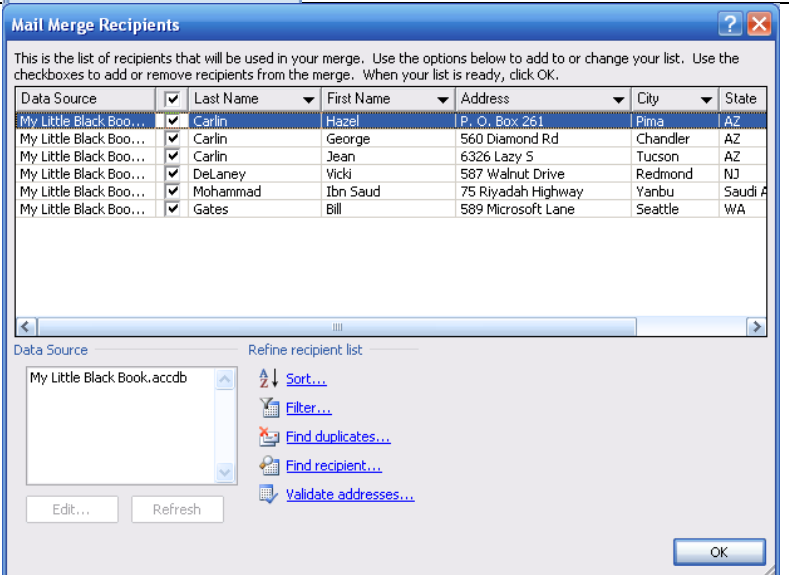
Last Name
First Name
Address
City
State
Zip

<p>Next, open a blank Word document.</p> <p>Click on the Mailings Ribbon.</p> <p>Select Start Mail Merge.</p> <p>Select Labels</p> <p>Click Next: Start document.</p> <p>Select Label options in the next pane.</p>	
<p>We will be using Avery 5160 labels for this activity.</p> <p>In the new window scroll down the list to find Avery 5160 labels. Click Next to continue.</p> <p>Click OK to continue.</p>	

Browse to the database that contains your names and addresses.



Click OK.

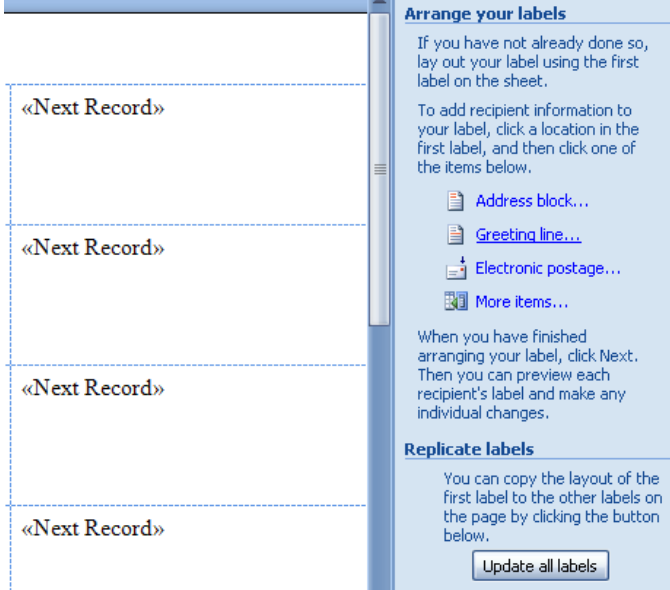
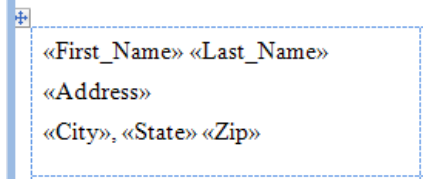


While in the first label, click [More items...](#)

Enter the field names for a proper label.



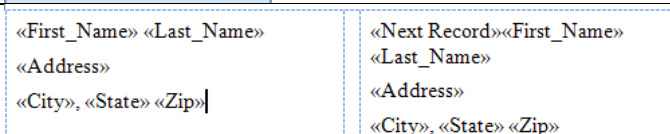
Your label should look like the example below.



Click Update all labels



Don't panic!



Click Next: Preview your labels.

Click Next: Complete the merge.

Mail Merge [v] [x]

Arrange your labels

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

Step 4 of 6

➔ Next: Preview your labels
➔ Previous: Select recipients

Mail Merge [v] [x]

Preview your labels

Some of the merged labels are previewed here. To preview another label, click one of the following:

<< Recipient: 1 >>

Make changes

You can also change your recipient list:

When you have finished previewing your labels, click Next. Then you can print the merged labels or edit individual labels to add personal comments.

Step 5 of 6

➔ Next: Complete the merge
➔ Previous: Arrange your labels

Insert the labels into the printer then press **Print....**

Mail Merge [v] [x]

Complete the merge

Mail Merge is ready to produce your mailing labels.

To personalize your labels, click "Edit Individual Labels." This will open a new document with your merged labels. To make changes to all the labels, switch back to the original document.

Merge

-
-

Step 6 of 6

➔ Previous: Preview your labels

Pat yourself on the back!

George Carlin
560 Diamond Rd
Chandler, AZ 85236

Jean Carlin
6326 Lazy S
Tucson, AZ 85715

Ibn Saud Mohammad
75 Riyadh Highway
Yanbu, Saudi Arabia 12558

Bill Gates
589 Microsoft Lane
Seattle, WA 75984

Envelopes

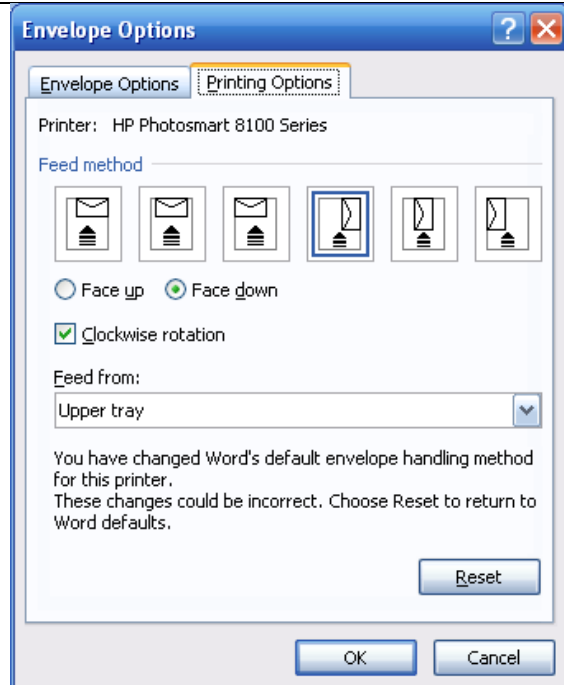
Open a new Word document.

Select Mailings

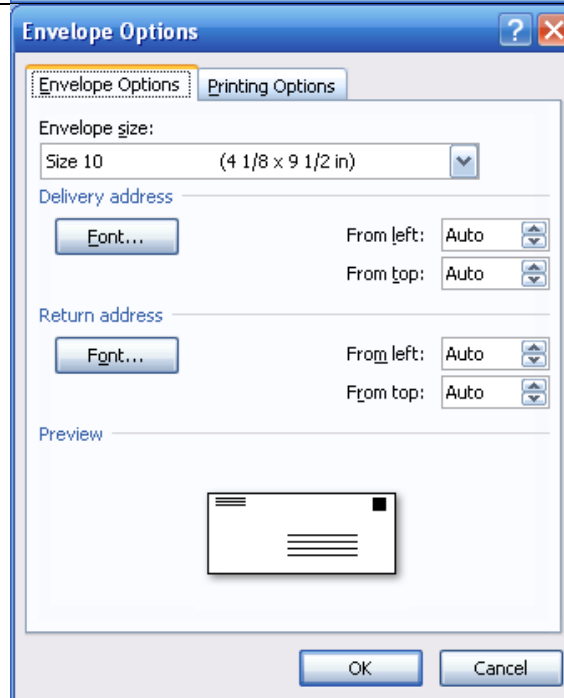
Select Start Mail Merge







Select Envelopes

Select Printing Options to select feel method, envelope orientation.



Select Envelope Options to select the correct size of your envelope.



<p>Select More items... to add the fields.</p> <p>Arrange the fields in the proper envelope format.</p>	<p>Mail Merge ▼ ×</p> <p>Arrange your envelope</p> <p>If you have not already done so, lay out your envelope now.</p> <p>To add recipient information to your envelope, click a location in the document, and then click one of the items below.</p> <ul style="list-style-type: none">  Address block...  Greeting line...  Electronic postage...  More items... 	
<p>Click Next: Preview your envelopes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Step 4 of 6</p> <ul style="list-style-type: none"> Next: Preview your envelopes Previous: Select recipients </div>	<p>Don and Kerri Carlin 219 Mission Verde Ave. Henderson, NV 89002</p> <p style="text-align: right;">«First_Name» «Last_Name» «Address» «City», «State» «Zip»</p>	
<p>Click Next: Complete the merge</p>	<p>Step 5 of 6</p> <ul style="list-style-type: none"> Next: Complete the merge Previous: Arrange your envelope 	
<p>Print...</p>	<p>Merge</p> <ul style="list-style-type: none">  Print...  Edit individual envelopes... 	
	<p>Don and Kerri Carlin 219 Mission Verde Ave. Henderson, NV 89002</p> <p style="text-align: center;">Hazel Carlin P. O. Box 261 Pima, AZ 85543</p>	