

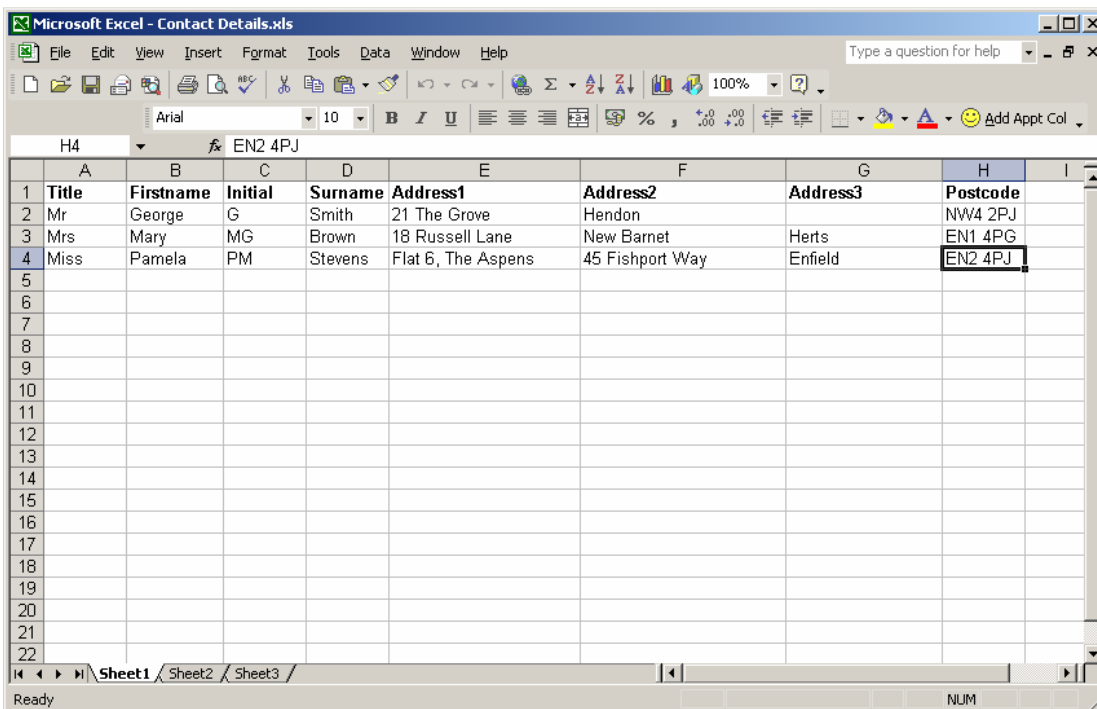
Mail Merge Using the Mail Merge Toolbar

Mail Merge used to be easy – in Word 97 until it was 'improved' in later versions. Now, there is the Task Pane version which is slow and cumbersome and the Toolbar Version which is fast but needs some explanation. I am going to show you how to use the Toolbar Version.

The first thing to do is to use Excel to create your names and addresses. The first line should be the field headings, Title, Firstname, Surname etc.

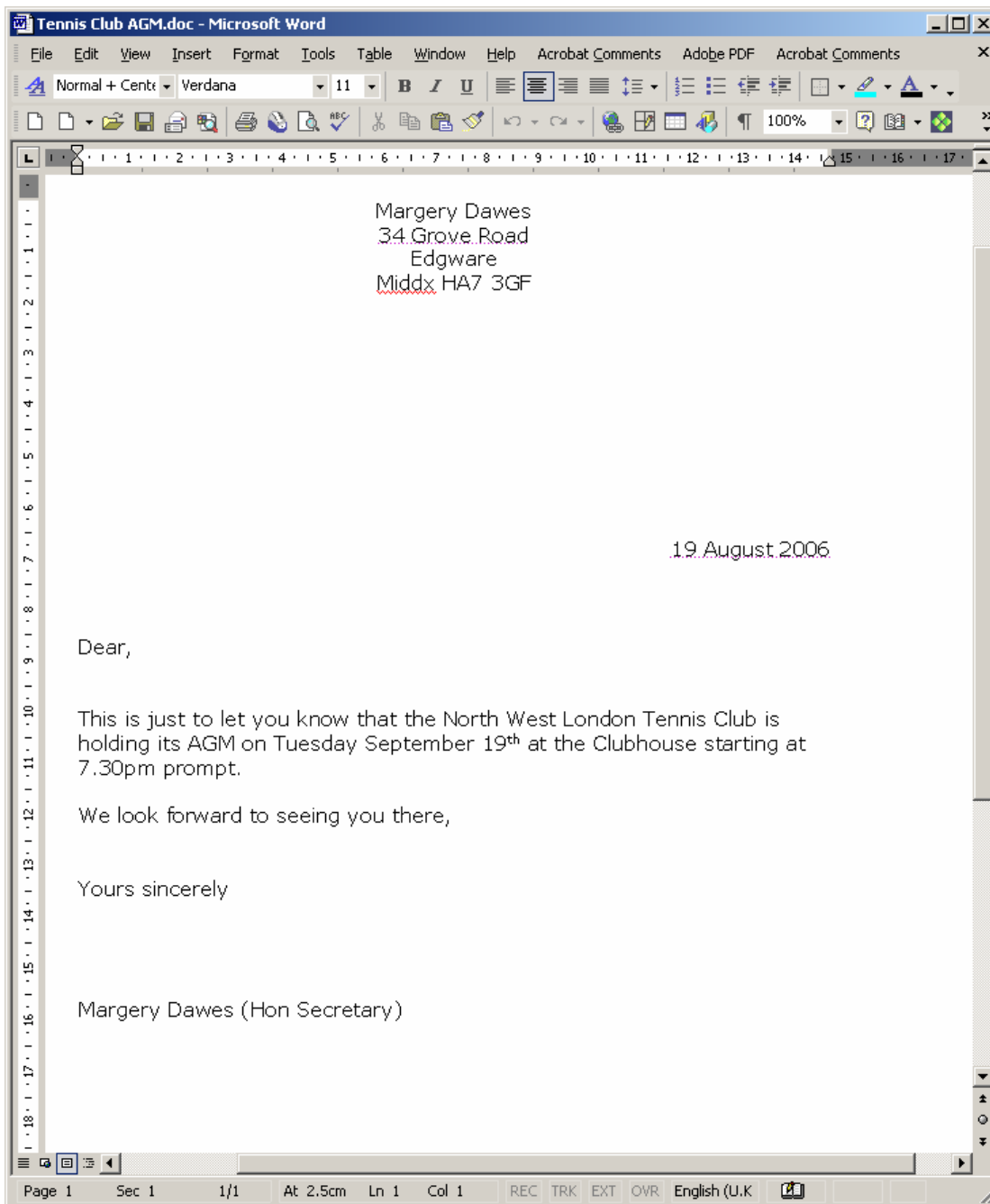
Note: Don't leave

Save your file in a folder which you can get back to easily.

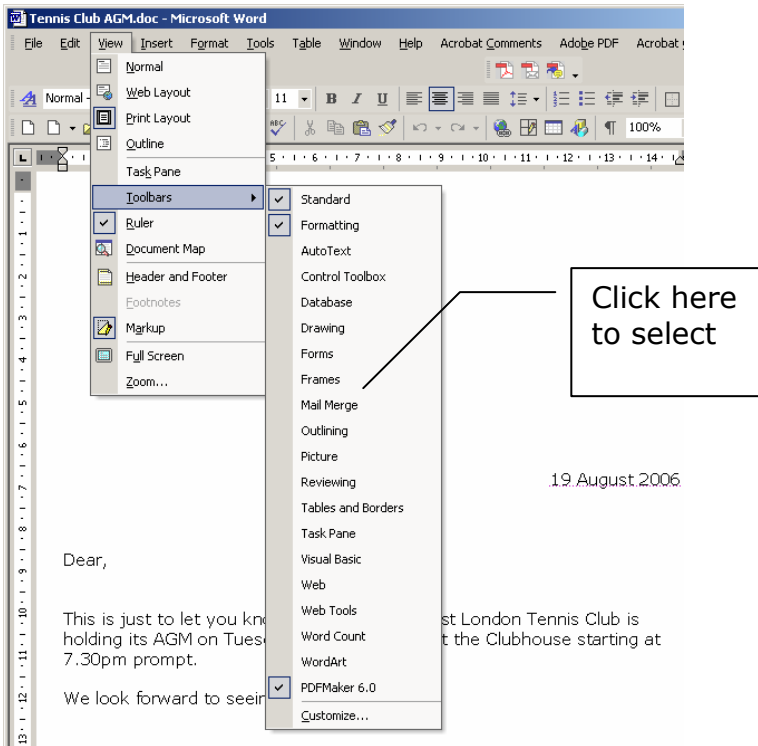


	A	B	C	D	E	F	G	H	I
1	Title	Firstname	Initial	Surname	Address1	Address2	Address3	Postcode	
2	Mr	George	G	Smith	21 The Grove	Hendon		NW4 2PJ	
3	Mrs	Mary	MG	Brown	18 Russell Lane	New Barnet	Herts	EN1 4PG	
4	Miss	Pamela	PM	Stevens	Flat 6, The Aspens	45 Fishport Way	Enfield	EN2 4PJ	
5									
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Now write your letter and leave gaps for the mailmerge fields:



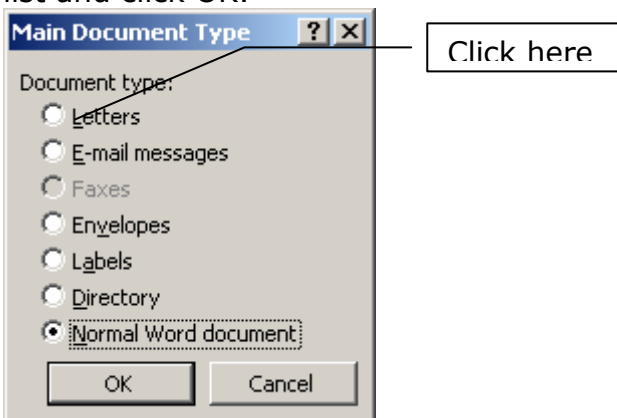
Save the letter, again in a place you can find again.



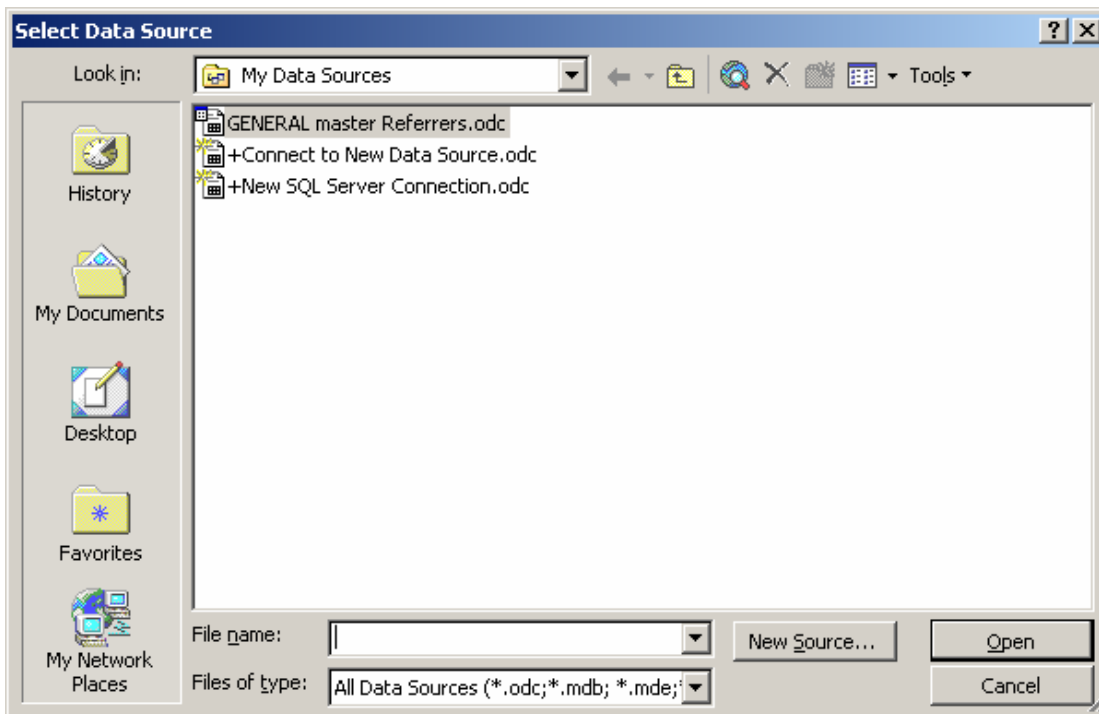
From the Main Menu, select View → Toolbars → Mailmerge.



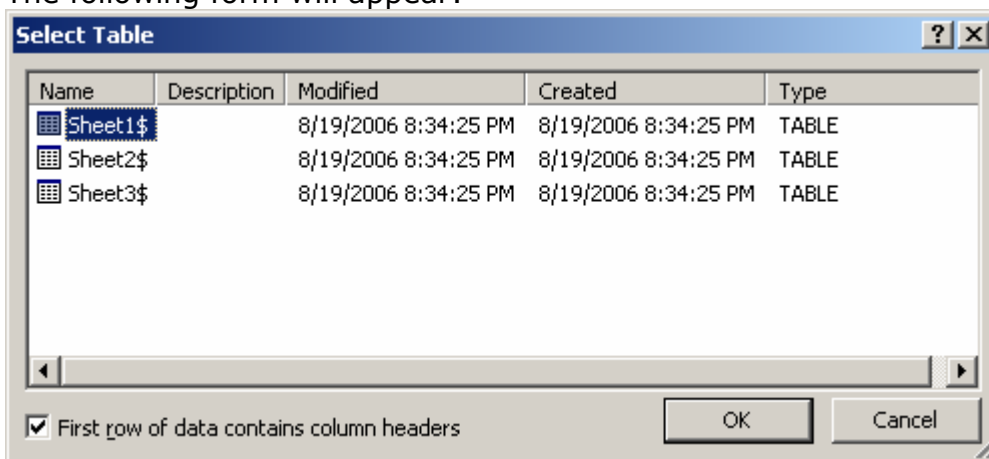
Click on the icon for **Main Document Setup** and select **Letters** from the dropdown list and click OK.



On the Mail Merge Toolbar, click on the next icon, **Open Data Source**. A file selection menu will appear:

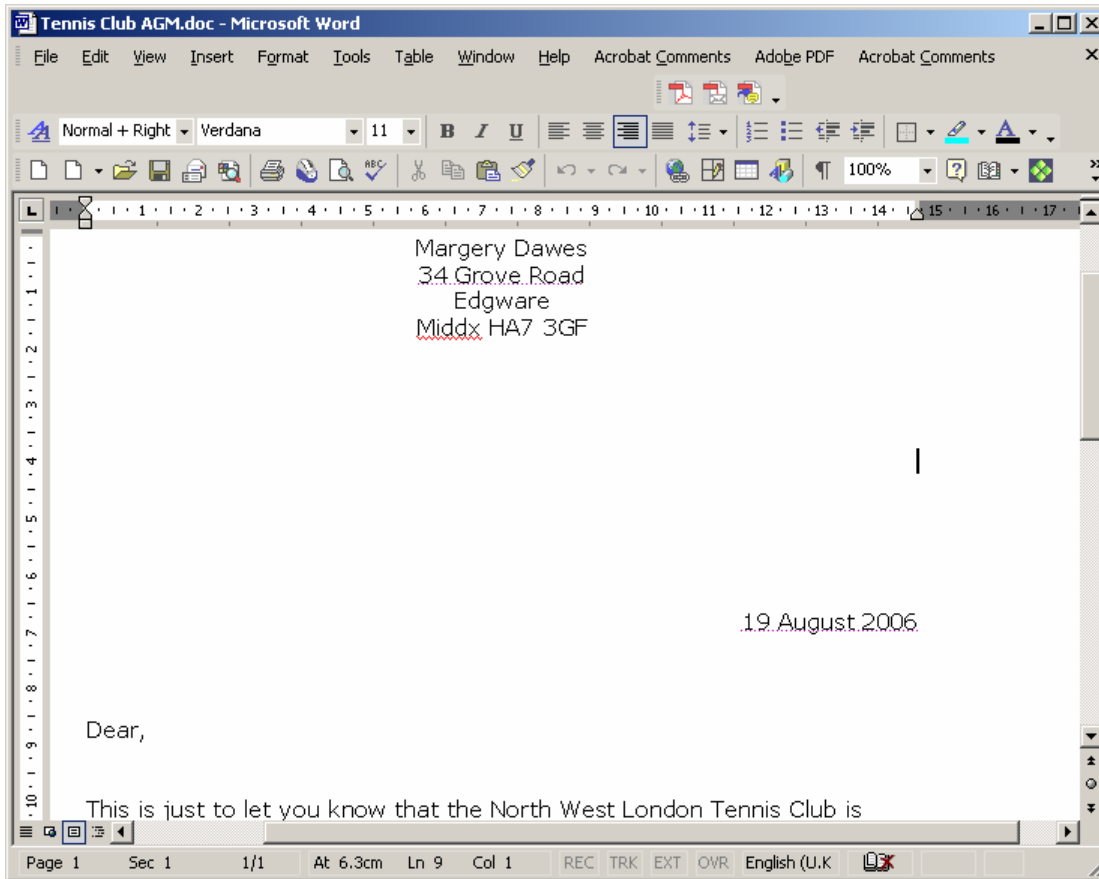


Navigate to where you stored the Excel Spreadsheet and click on the file and **Open**. The following form will appear:



Select Sheet1\$ (or whichever sheet you stored the contacts) and click OK.

On the letter , position the cursor where you want the first Mailmerge field to appear:



Insert
Merge
Fields

Click on **Insert Merge Fields** and a list will appear of the Excel Headings you typed in earlier:

Select **Title** and click on **Insert**. The field you have selected will appear on the letter

