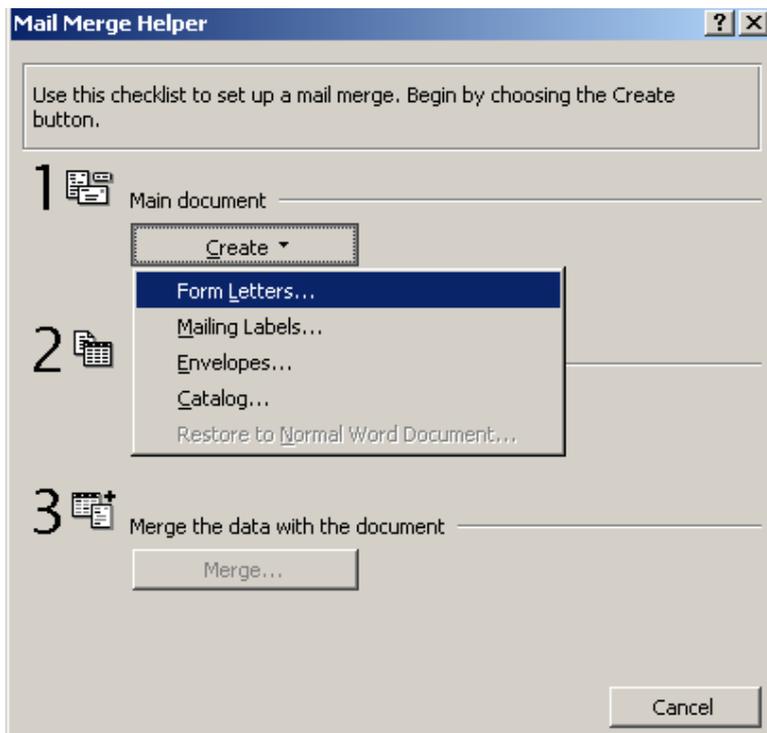


Using mail merge

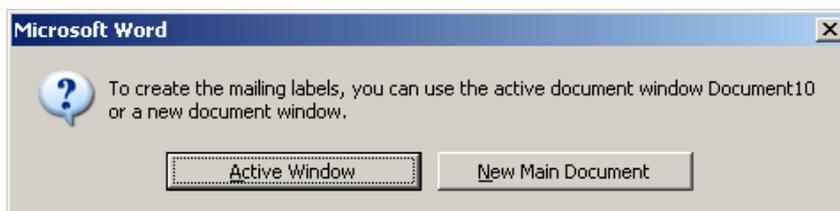
Step 1: Create the main document

1. Open the file membership.doc from the floppy disk. Membership.doc will be used as a form letter in your mail merge.
2. On the **Tools** menu, click **Mail Merge**.
3. Under **Main document**, click **Create**, and then click **Form Letters**.



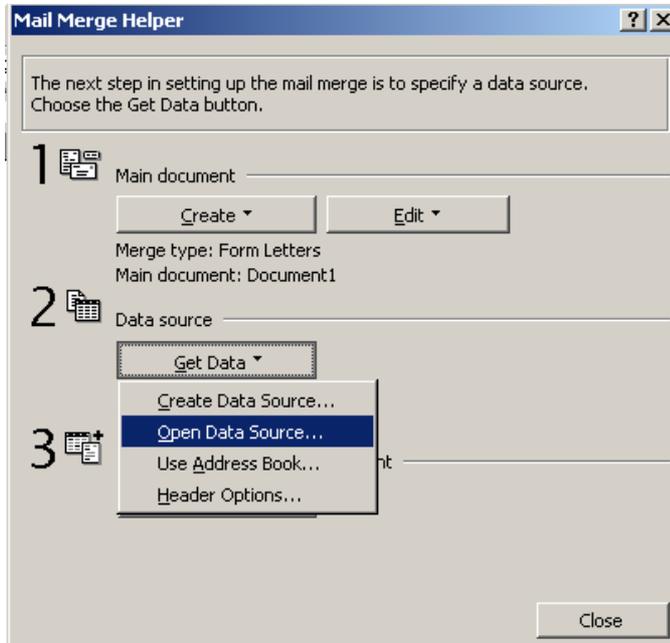
4. Click **Active Window**

The active document becomes the main document.

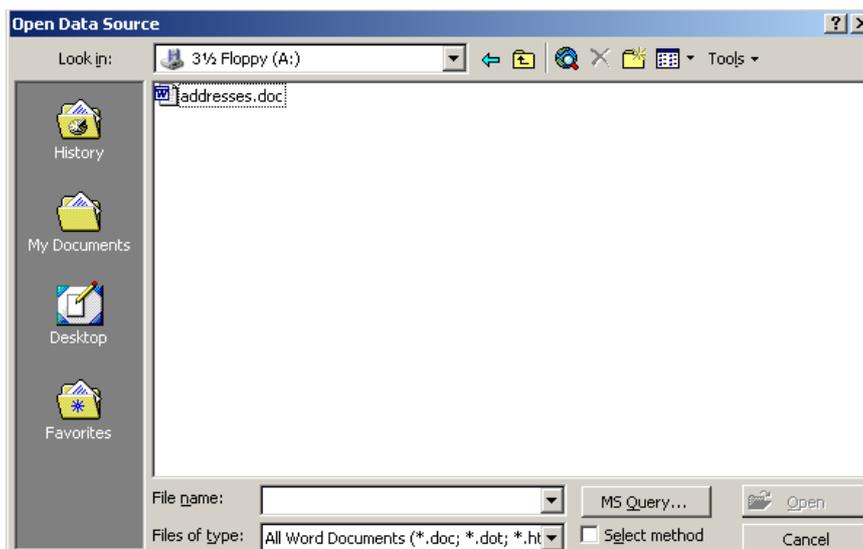


Step 2: Open the data source

1. Choose **Get Data** and then the **Open Data Source...** option in the **Mail Merge Helper** box.

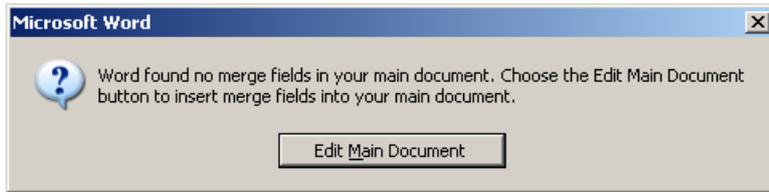


2. Choose addresses.doc from the floppy disk and then click on **Open**. It contains an address list that is going to be merged with the membership.doc form letter.



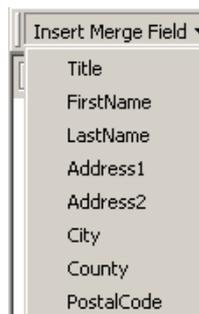
Step 3: Insert merge fields

1. Click on **Edit Main Document**



2. Enter the merge fields into the document:

Substitute the four text lines in the upper left corner

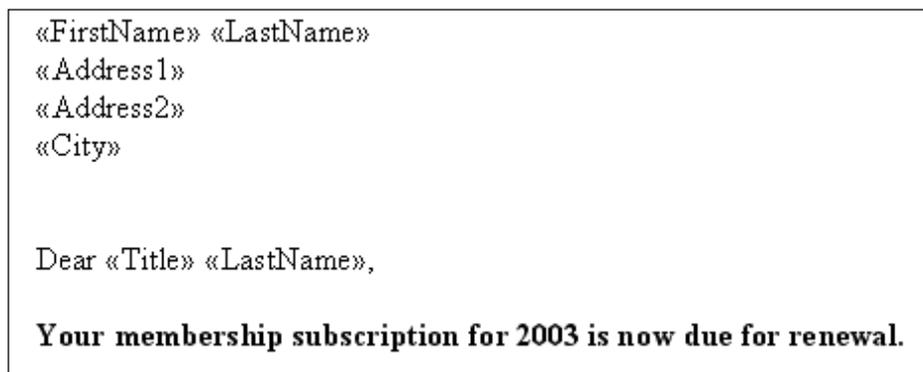
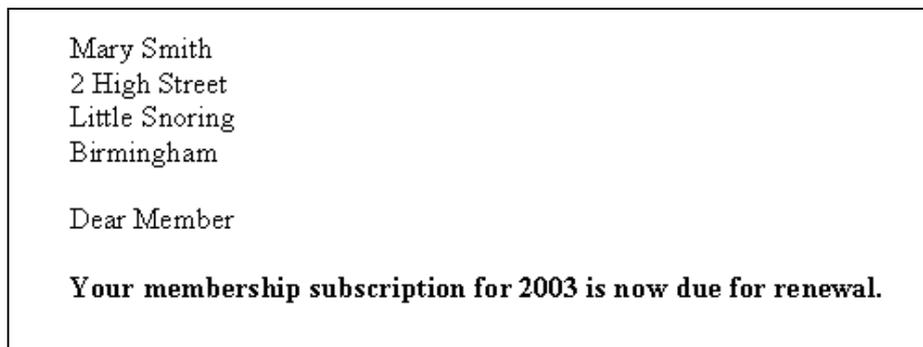


Mary Smith
2 High Street
Little Snoring
Birmingham

With the following fields in the document:

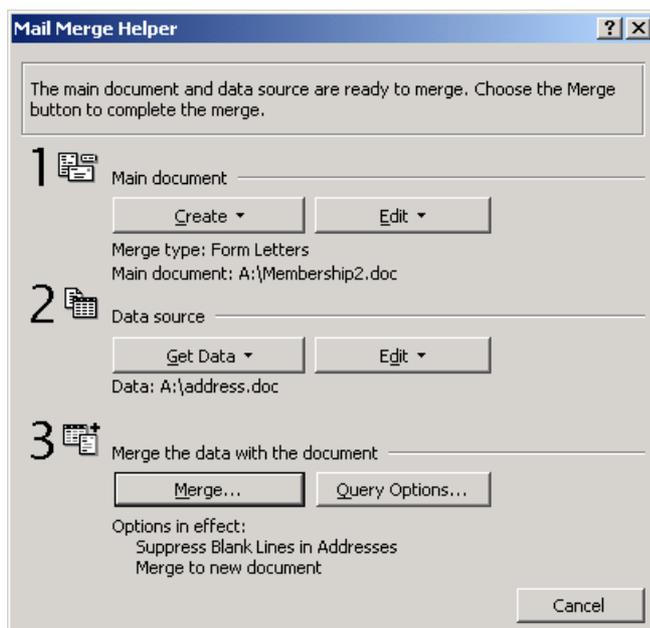
<<First Name>> <<LastName>>
<<Address1>>
<<Address2>>
<<City>>

Substitute the word “member” with <<Title>> <<LastName>>.

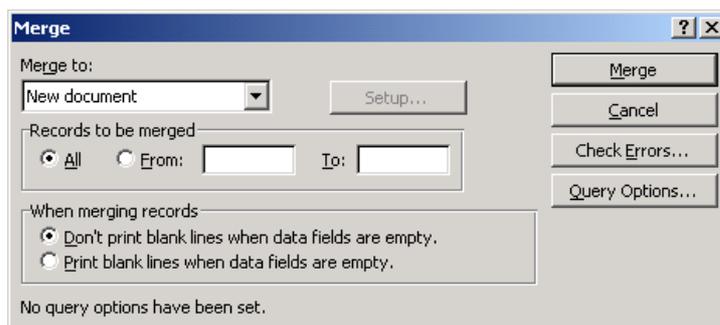


Step 4: Merge the data into the main document

1. If you want to see how the merged data will appear, you can preview the merged documents using this  button:
2. In the **Mail Merge Helper** box, click Merge under **Merge the data with the document**.



3. Make sure the **Don't print blank lines when data fields are empty** button is checked.



4. Save the merged document to your floppy disk as a Word document. Name the file "merged.doc"
5. Save all open documents and close the word processing application.

