



Mail Merge can be a real time saver if you've a long list of recipients. However, if you've only one or two then it's probably easier to create your documents manually.



Fields within Word appear as a name surrounded by angle brackets; for example: <<AddressBlock>>. Although you do not yet see the text that will be substituted for this placeholder, you can still control its positioning and formatting using the normal editing controls.

Mail Merge

There are several ways of setting up mail merging in Word, but the easiest is to use the Wizard, which guides you through the various stages of the process.

Using the Mail Merge Wizard

- 1 Click Start Mail Merge (in the Mailings tab) and select "Step-by-Step Mail Merge Wizard"
- 2 The Mail Merge window appears at the right-hand side of the screen. If you drag on its title bar you can make it into a floating window. Select the document type then click Next to be guided through the steps
- 3 In Step 3 you'll be prompted to specify a list of addresses. This can be from a variety of data sources, such as your Outlook contacts, or can be entered manually
- 4 You can then write your document using special fields or placeholders, which are then substituted with values from each address before printing

