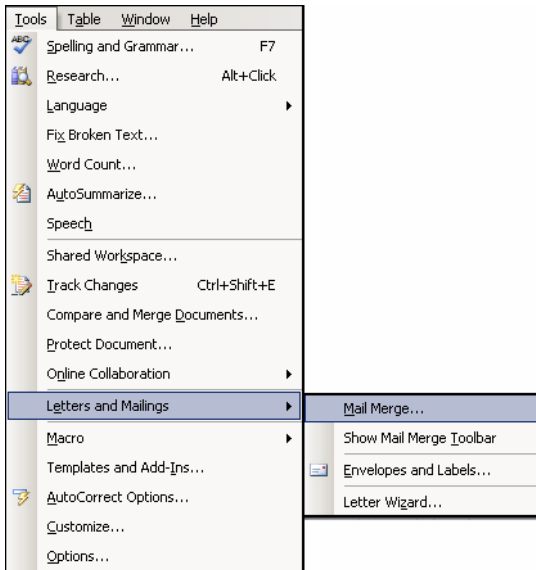


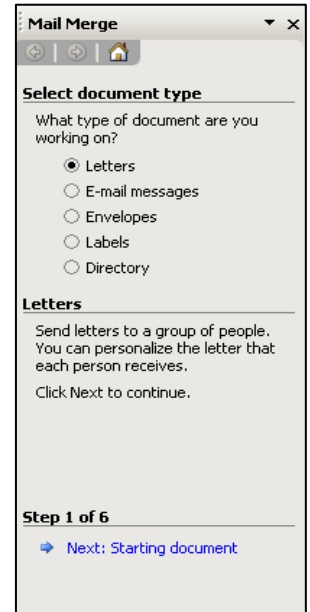
# Word Mail Merge – Office 2003



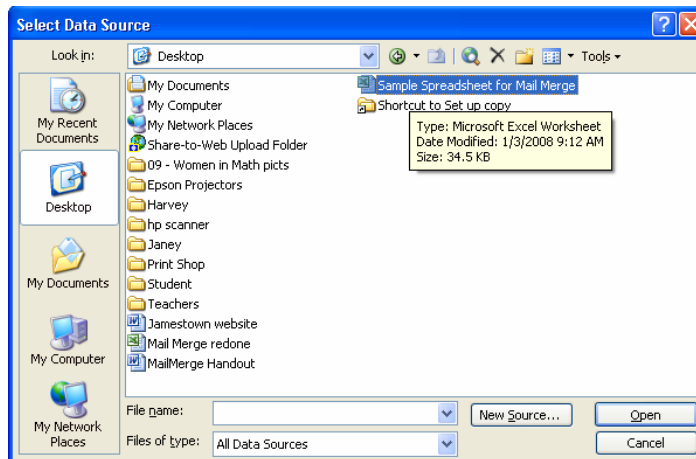
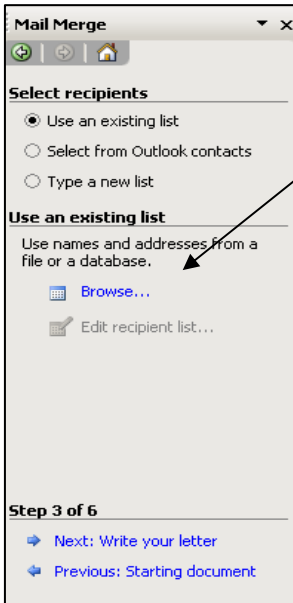
- Open Microsoft Word and select **Tools** from the Menu Bar
- Select **Letters and Mailings**, then **Mail Merge** from the drop-down box

**Mail Merge Wizard** has 6 steps:

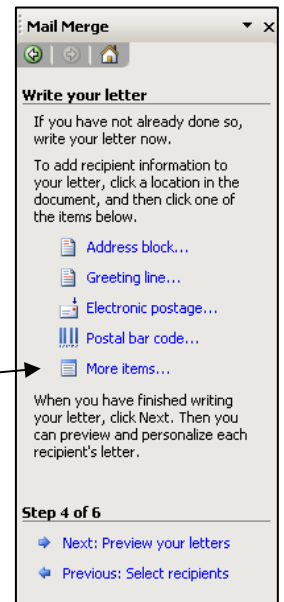
- 1 Select the Document Type.** Click on Next: Starting document at the bottom of the wizard.
- 2 Select Start Document.** Select the Word document you will use. Click Next: Select Recipients.



- 3 Select Recipients.** Most likely you will use an existing list. Therefore, you will need to click on **Browse** and navigate to the location of this file.



The **Mail Merge Recipients** window will open. Click **Ok**. Then click Next: Write your letter.



- 4 Write your letter.** If you haven't already done so, write your letter. As you do, you can insert fields from the data source by clicking on the links listed. In your document, add the appropriate punctuation and spacing as you insert the fields. Many of the needed fields will be found in the More items link.

Click **OK**. . Click Next: Preview your letter.

- 5 Preview your letter.** One of the merged letters will be displayed as the data appears in the spreadsheet. You can click on Edit recipient list to make changes to the recipient list. To see all of the letters, click on Next: Complete the Merge.

- 6 Complete the Merge.** The merge will be complete and you will be able to print the letters. Click Edit individual letters to make changes on individual letters.

#5160 – mailing labels  
 #5371 – business cards  
 #5388 – index cards