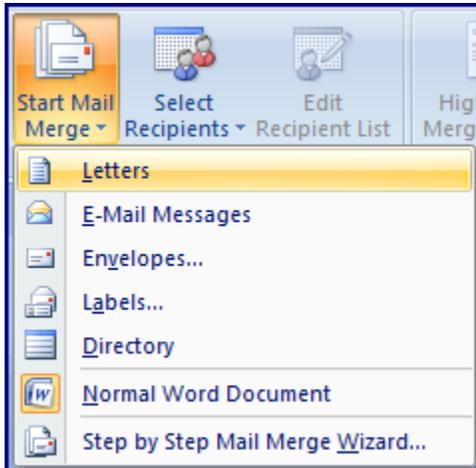
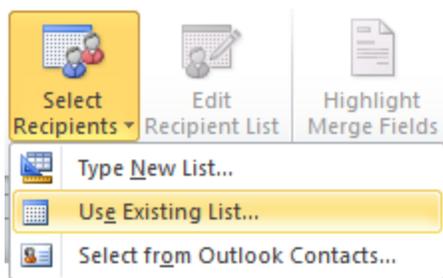


How to Create a Microsoft Word 2007 & 2010 Mail Merge

1. First you will need a data file with the information you want listed in your mail merge
2. After you have your data file, Click on **Mailings** listed on the toolbar
3. Select Start Mail Merge



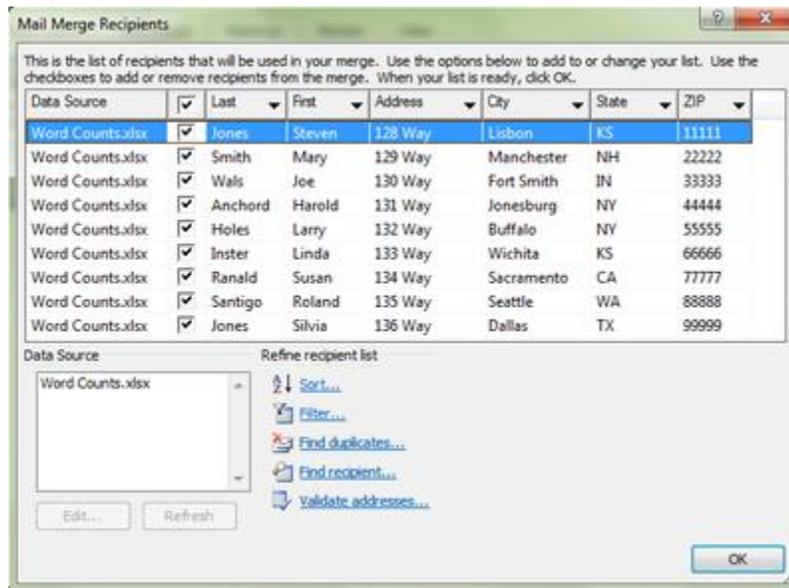
4. Select a mail merge type (Letters, Labels, etc).
5. After you select your mail merge type Click the drop-down menu on the **Select Recipients** button on the **Mailings** tab in the **Start Mail Merge** section.
6. Select **Type New List**, **Use Existing List**, or **Select from [Outlook Contacts](#)**.



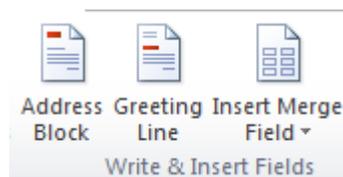
Please Note: If typing a new list, enter your data and save the file. If connecting to an existing list, navigate to where the list is saved and select it. If choosing Outlook Contacts, select the contact list.

7. Edit your list. This is where you get to pick and choose who to add. You can sort your recipient list, filter to select records and find duplicate recipients:

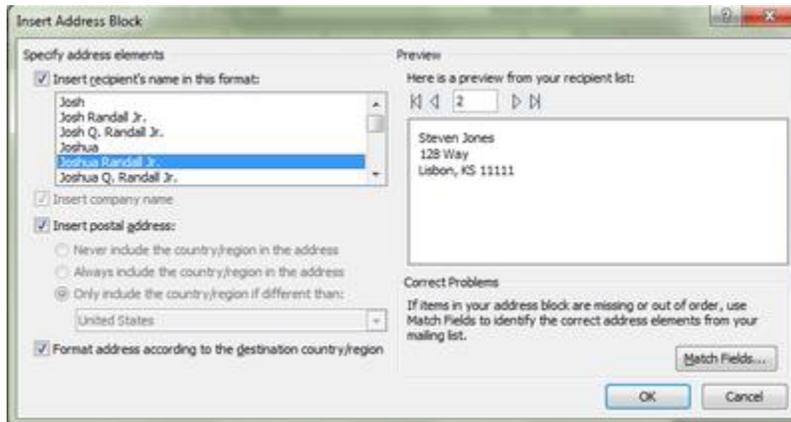
- **To sort the recipients by a single column**, click the column heading. For example, click Last Name to sort the recipients by last name
- **To sort recipients by multiple columns**, click *Sort* and pick your columns, for example, Last Name, First Name.
- **To filter the list**, click the drop down-drown on the column and remove the selection checks for the names you do not want included. For a more advanced filter, select *Filter* and enter multiple criteria, for example, State is equal KS will only merge recipients that live in Kansas.
- **To remove duplicate recipients**, click *Find Duplicates*. If duplicate entries are found, remove the selection checks from the names you do not want included.



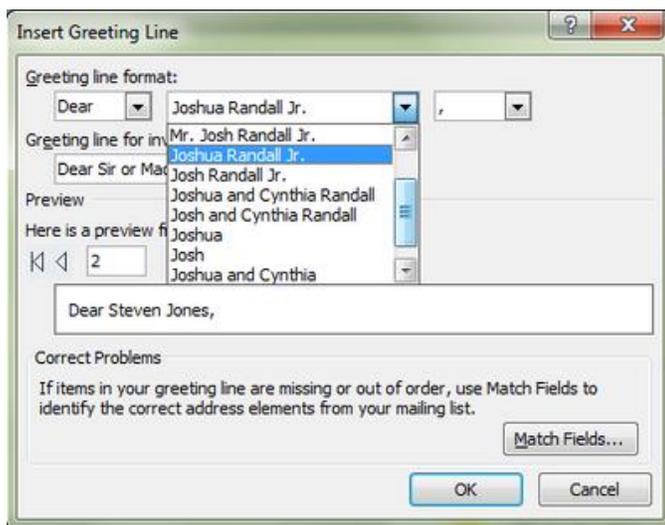
8. Write and Insert fields. Now that you have your recipients selected, it is time to create your main document. Type your text and then insert merge fields after, or you can insert your fields as you type. You can insert an address block or a greeting line, as well as insert individual fields.



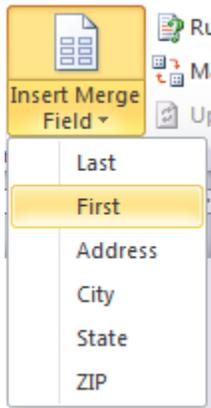
9. Insert an Address Block. You can also insert an address block at the top of a formal letter such as a cover letter.
10. Click Address Block on the Mailings tab in the Write and Insert Fields section.
11. Select the format for the recipient's name.
12. Click OK.



13. Insert a Greeting Line. Click **Greeting Line** on the **Mailings** tab in the **Write and Insert Fields** section.
14. Select a salutation from the drop-down field.
15. Select a name format from the name drop-down field.
16. Select the punctuation from the punctuation drop-down field.
17. Click **OK**.



18. Insert Merge Fields.
19. Click in your document where you want the field to be placed.
20. Click the drop-down menu on the ***Insert Merge Field*** button on the **Mailings** tab in the **Write and Insert Fields** section.
21. Select the desired field. Make sure to include punctuation before and after each field.



22. Preview Results. To preview your results, click the ***Preview Results*** button on the **Mailings** tab in the **Preview Results** section.
23. To highlight the merged fields, click the ***Highlight Merge Fields*** button on the **Mailings** tab in the **Write and Insert Fields** section.



24. Finish and Merge. To preview your results, click the Preview Results button on the Mailings tab in the Preview Results section.
25. To highlight the merged fields, click the Highlight Merge Fields button on the Mailings tab in the Write and Insert Fields section.

