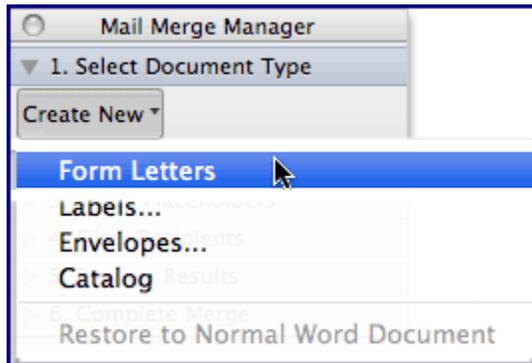
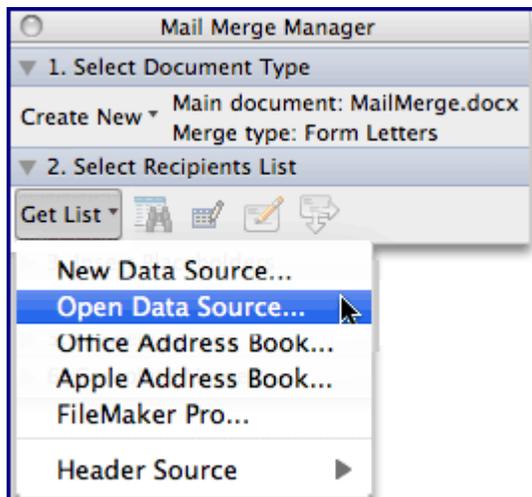


How to Create a Microsoft Word 2011 Mail Merge

1. Click the drop-down menu on the **1. Select Document Type** step in the **Mail Merge Manager**.
2. Choose a document type



3. Connect to your data source.
4. Click **Get List** and select your data source choice from the drop-down menu.
5. **Select Recipients List** step on the **Mail Merge Manager**.

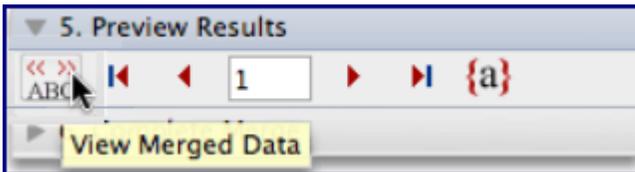


6. Filter and Sort Your Recipient List. Filter the list by selecting **Options** in **4. Filter Recipients, Mail Merge Manager**.
7. Select the field to be checked for comparison from the **Field:** drop-down menu, for example, "City".
8. Select a comparison type, such as "Equal To", from the **Comparison:** field.
9. Enter the criteria in the **Compare To:** field, such as "Portland".



10. Preview Results. Click the **View Merged Data** button.

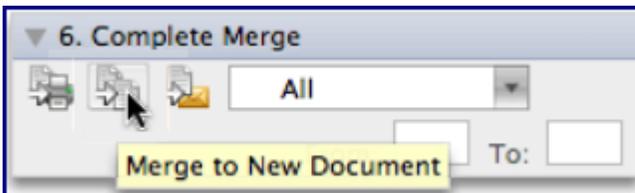
11. **Preview Results** on the **Mail Merge Manager**.



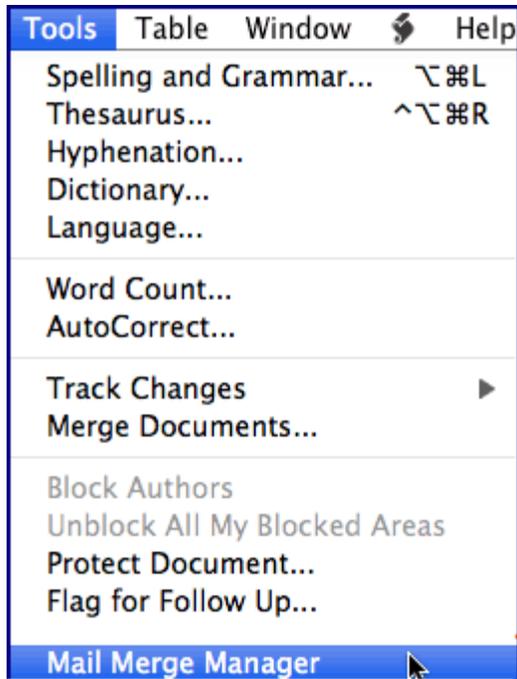
12. Complete Your Merge. Select **Merge to New Document** to create a file that you can edit and save.

13. Select **Print Documents** to send the merged documents directly to a printer.

14. Select **Send E-mail Messages** to send an e-mail message to all of the recipients.



15. Start the Mail Merge Manager. Click **Tools, Mail Merge Manager**.



16. Insert Placeholders. Select the first item that you want to add to your document in **3. Insert Placeholders** on the **Mail Merge Manager**.
17. Drag the item to the desired location in your document.
18. Repeat the above step until all of the needed placeholders are in your document.

