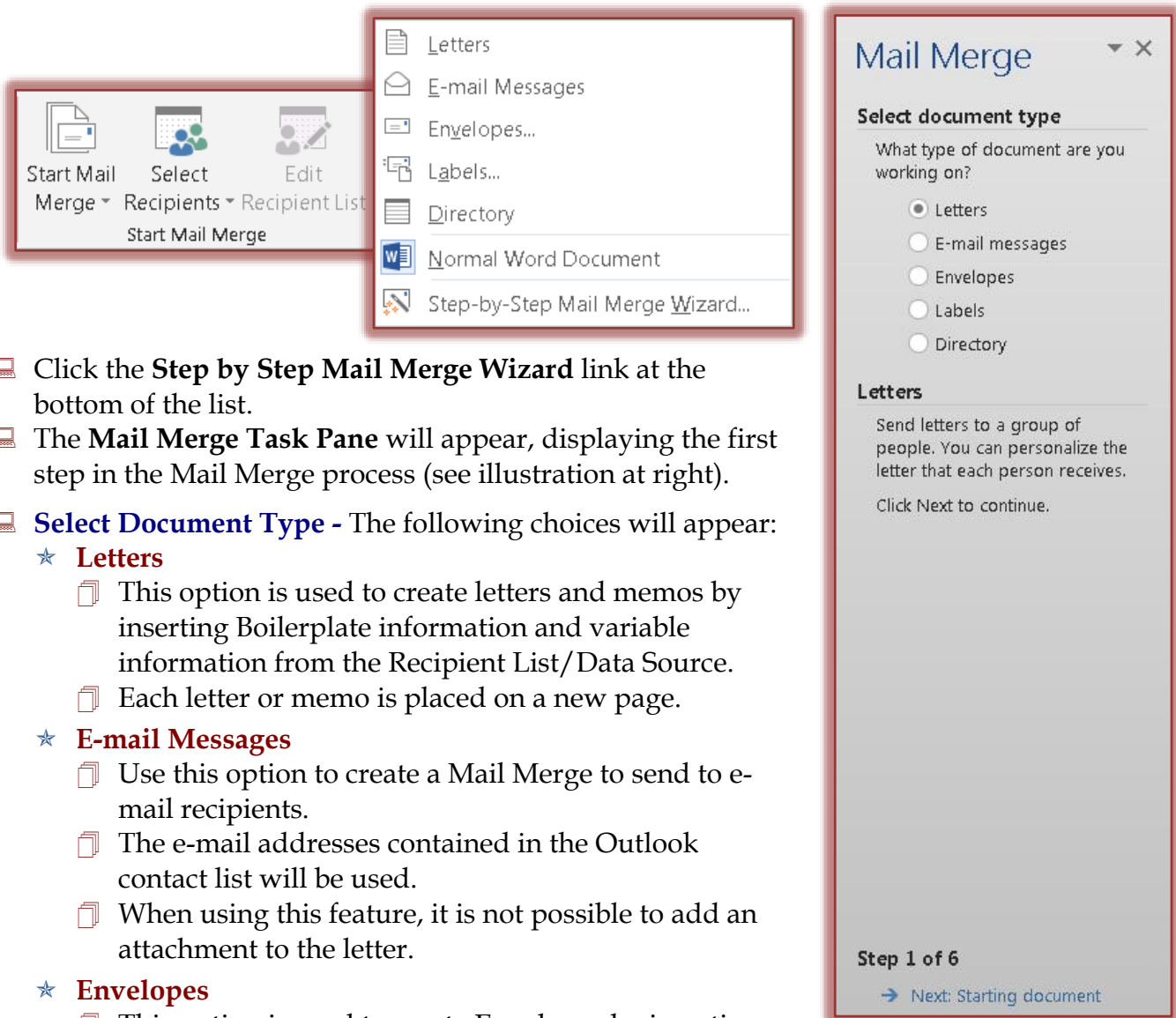


## MAIL MERGE - DIRECTORY USE THE MAIL MERGE WIZARD

When working with the Mail Merge feature, it is possible to create several types of documents, such as directories. A directory is a list of the data in the Data Source/Recipient List. In this document, information on how to set up a directory merge is explained.

### START THE MERGE

- Click the **Mailings Tab**.
- In the **Start Mail Merge Group**, click the **Start Mail Merge** list arrow (see illustration below left).



- Click the **Step by Step Mail Merge Wizard** link at the bottom of the list.
- The **Mail Merge Task Pane** will appear, displaying the first step in the Mail Merge process (see illustration at right).
- Select Document Type** - The following choices will appear:

#### ★ Letters

- This option is used to create letters and memos by inserting Boilerplate information and variable information from the Recipient List/Data Source.
- Each letter or memo is placed on a new page.

#### ★ E-mail Messages

- Use this option to create a Mail Merge to send to e-mail recipients.
- The e-mail addresses contained in the Outlook contact list will be used.
- When using this feature, it is not possible to add an attachment to the letter.

#### ★ Envelopes

- This option is used to create Envelopes by inserting the variable information from the Recipient List/Data Source.
- Each envelope appears on a new page.

#### ★ Labels

- Use this option to create Mailing Labels by inserting variable information from the Recipient List/Data Source.

- ☞ Labels are placed one after another on a page.
- ☞ The size and type of label are defined when they are created.

★ **Directory**

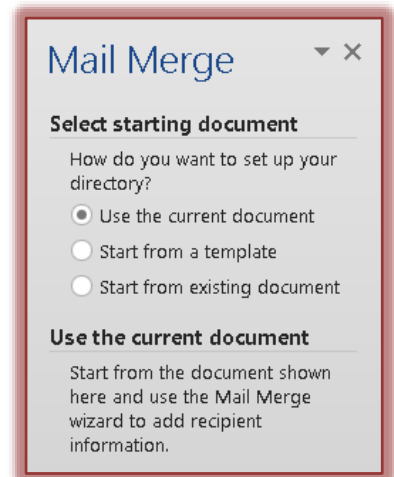
- ☞ This option is used to create a document with variable information from the Recipient List/Data Source.
- ☞ Instead of each item appearing on a new page, the data is placed continuously on a page.

★ For this Tutorial, you need to select **Envelope**.

☞ **Click Next: Starting document.** This appears at the bottom of the **Mail Merge Task Pane**.

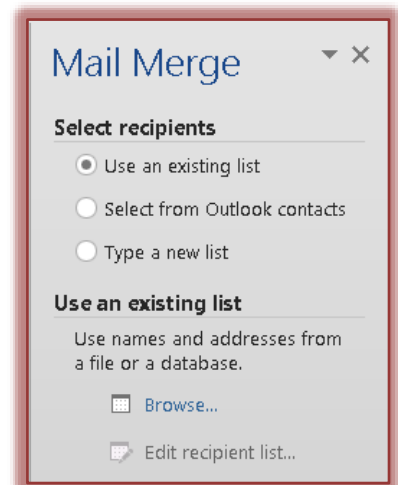
★ In this step, choose one of the three options:

- ☞ **Use the current document** – When this option is chosen, the merge will use the document where the insertion point is located.
- ☞ **Start from a template** – To create a Mail Merge using a template, click **Select Template** to choose which template to use.
- ☞ **Start from existing document** – A list of documents that were created earlier will appear. Choose the document that is to be used for the merge.



☞ **Click Next: Select recipients.** The options here are:


- ★ **Use an existing list** – Click the **Browse** link to select a list of recipients.
- ★ **Select from Outlook contacts** – This option is used when your Outlook contacts list is to be used for the Mail Merge. To access the Contacts list, click the **Choose Contacts Folder** link. A list of contact folders will appear. Choose the one that is to be used for the Mail Merge.
- ★ **Type a new list** – To start a new list of recipients, click **Create** to start creating the recipient list. For information on how to create a new Recipient List, click the Recipient List link in the Word 2013 Web page.
- ★ Click **Use an Existing List**.
- ★ Click **Browse** to select a list.
- ★ Select the list that is going to be used for this merge from the area where it is stored.





☞ **Click Next: Arrange your directory.** Choose one of the options:

- ★ **Address Block** – Includes the entire address, such as Last Name, First Name, etc. Options are available to choose the format for the names. See the illustration on the next page for the options that are available in this dialog box. These include:
  - ☞ **Insert recipient's name in this format** - Click a format to use from the list.
  - ☞ **Insert company name** – Click this option to deselect it if the company name is not to be included in the address block.
  - ☞ **Insert postal address** – Choose from one of the three options listed below this area. These include:

- Never include the country/region in the address.
  - Always include the country/region in the address.
  - Only include the country/region if different than \_\_\_\_.
- When this option is chosen, specify the country or region in the box below the option.

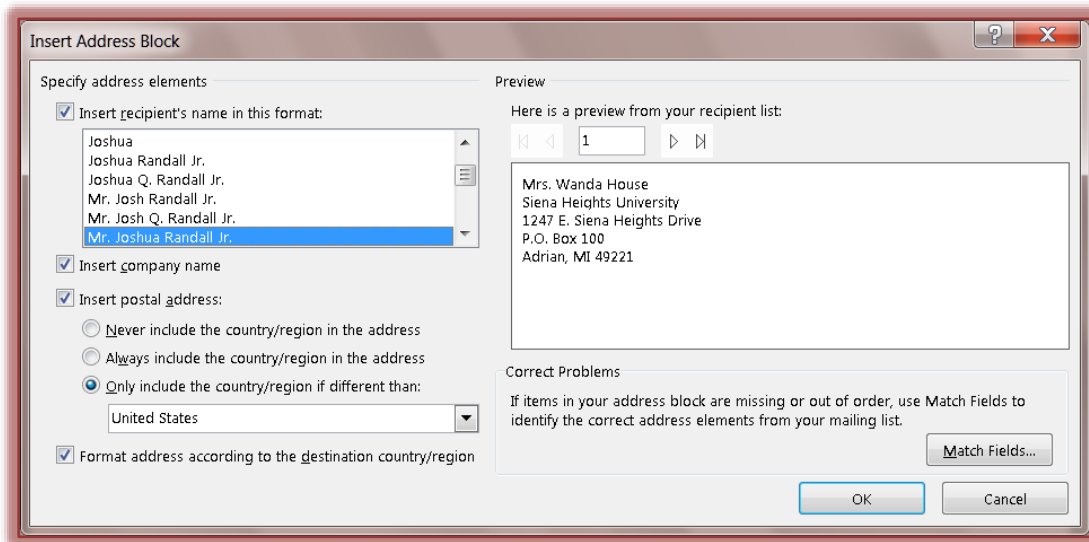
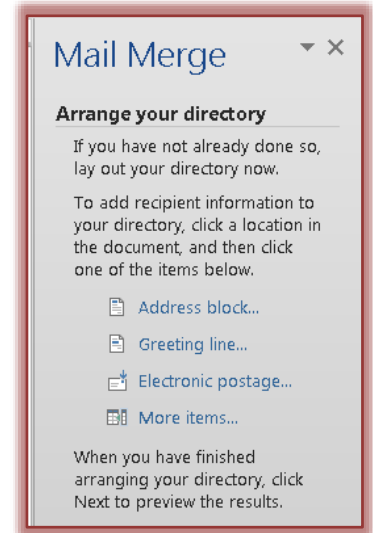
 **Match Fields** – If the fields in the recipient list are different than the default ones, this option allows you to match the fields with the default ones so that they will appear in the Address Block.

 **Preview** – On the right side of the **Insert Address Block** window, a preview of the entries in the Recipient List will display. Click the arrows to move from one entry to another.

 **Format Address According to the Destination Country/Region** – Click this check box if the address is to be inserted for the country to which it is being sent.

 Once all the options have been selected, click the **OK** button.

 The **Address Block** field will be inserted into the document at the location of the insertion point.





★ **More Items** – This option is used to insert individual fields into the Directory. This is the best option for setting up a directory.

★ **When choosing any of these options, make sure the insertion point is in the correct location within the directory so that the fields will be inserted properly.**

 **Click Next: Preview your directory**

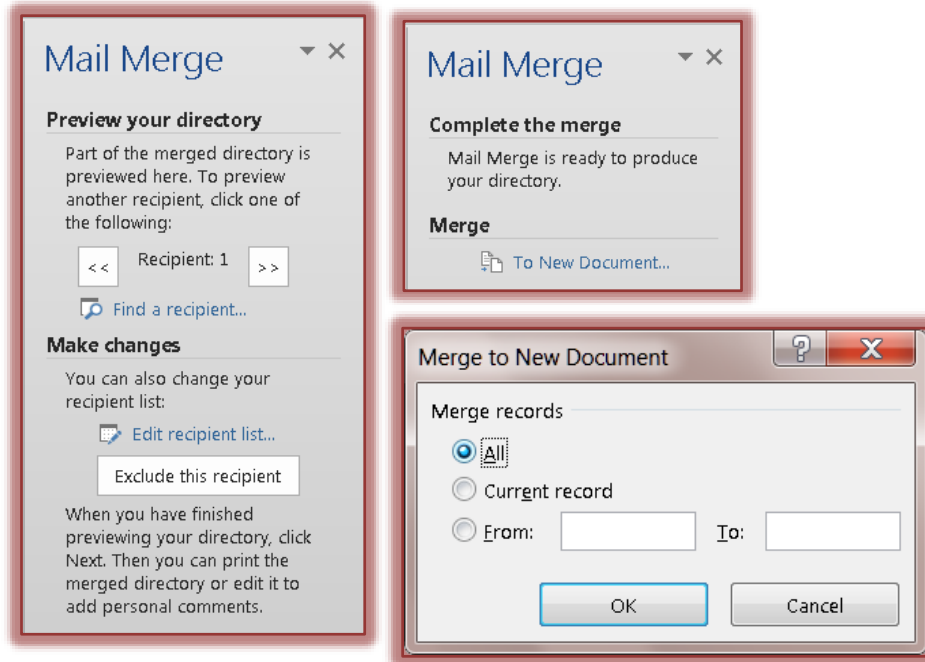
★ The following options are available in this step.

 **Left/Right Arrows** – These arrows allow you to move through the merge one record at a time.

 **Find a Recipient** – This option allows you to look for a particular person in the recipient list.

 **Edit Recipient List** – To display the recipient list so it can be edited, click this option.

- 📄 **Exclude this recipient** – To remove a recipient from the Mail Merge results, but not from the recipient list, click this button.



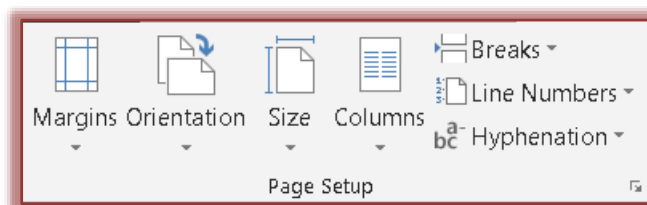
#### 📄 **Click Next: Complete the merge**

- ★ In this step, click the **To New Document** link.
- ★ The **Merge to New Document** dialog box will display.
  - 📄 Click the **All** option button to merge the letter to all the entries in the **Mail Merge Recipients List**.
  - 📄 Click the **Current Record** button to merge just one record.
  - 📄 Click the **From** \_\_\_ **To** \_\_\_ option to merge specified records in the **Recipient List**.
- 📄 When the merge is completed, the directory will appear in a new Word window.

#### **CHANGE ORIENTATION AND INSERT A TABLE**

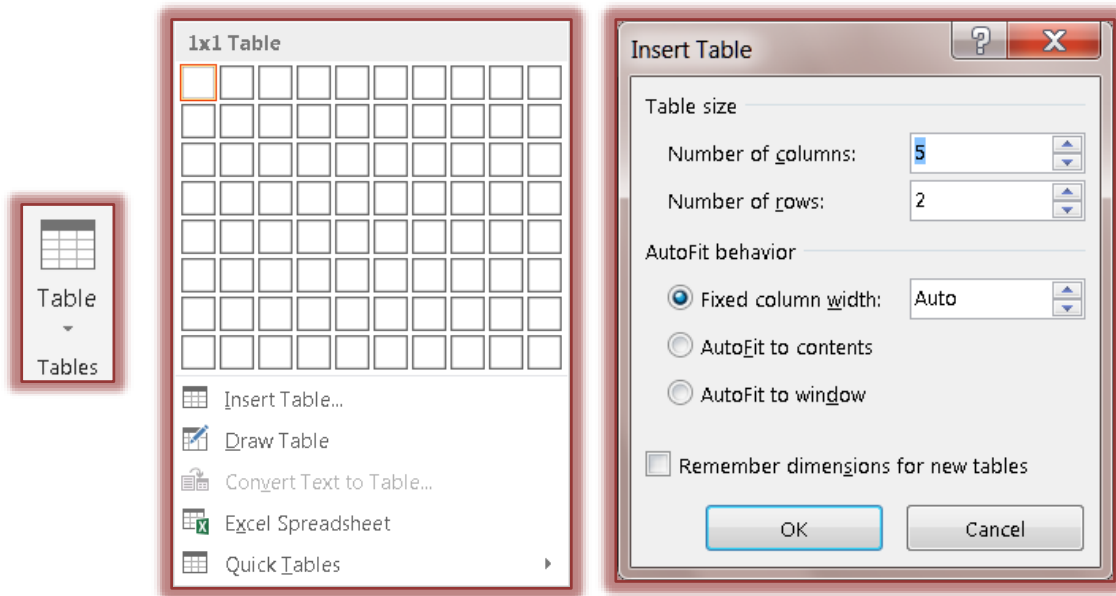
When working with a Directory, it is sometimes advisable to create a table for inserting the fields. This will make it easier to align the fields properly in the Directory. Depending on the number of fields that are to be inserted into the Directory, it is sometimes better to change the Orientation of the paper before creating the table.

- 📄 Click the **Page Layout Tab**.
- 📄 In the **Page Setup Group**, click the **Orientation** button (see illustration on next page).



- 📄 Change the **Orientation** to **Landscape**.
- 📄 In the **Page Setup Group**, click the **Margins** button (see illustration above).
- 📄 Click the **Custom Margins** link at the bottom of the list.

- 🖨️ Change the **Margins** to **0.7-inches**, and then click **OK**.
- 🖨️ Click the **Insert Tab**.
- 🖨️ In the **Tables Group**, click the **Table** button (see illustration below left).



- 🖨️ Click **Insert Table**.
- 🖨️ The **Insert Table** dialog box will appear (see illustration above right).
- 🖨️ For the **Number of Columns**, input the number of columns for the directory that is being created.
- 🖨️ For the **Number of Rows**, input 1 (one).
  - ★ When working with Mail Merges, only one row should be chosen when setting up the directory.
  - ★ Rows for each of the records will be added when the merge is completed.
  - ★ Header rows should be inserted into the table after the merge has been completed.
  - ★ If a header row is inserted into the table before the merge is completed, each record will have a header row.
- 🖨️ Click in the first cell of the table.
- 🖨️ Click **More Items** on the **Task Pane**.
- 🖨️ Select a field name from the list of fields.
- 🖨️ Click **Insert** and then click **Close**.
- 🖨️ Follow the same procedure to insert the other fields into the cells in the table from left to right.