

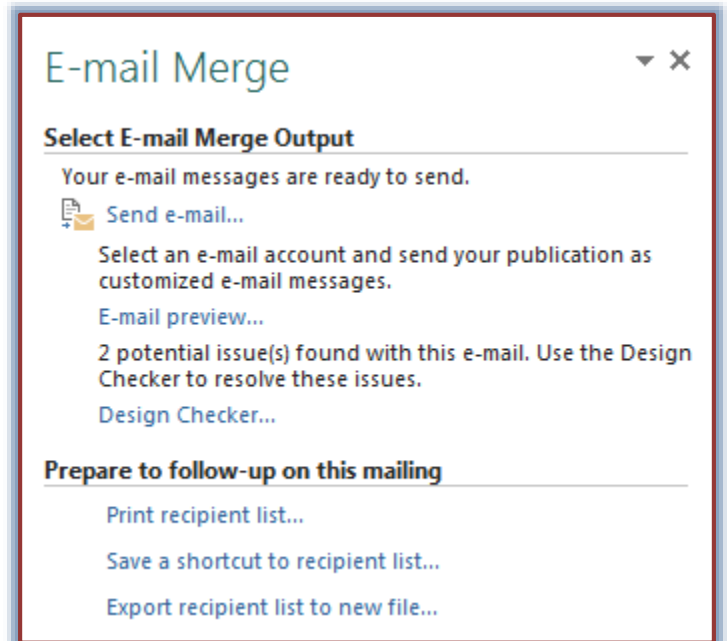
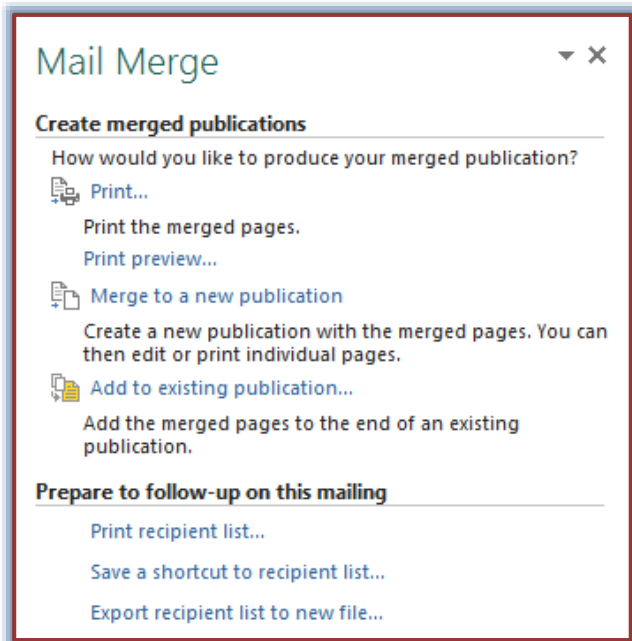
Step 3: Create Merge Documents

Step 3: Create Merge Publication

- ✦ Click **Next: Create Merged Publications**.

Mail Merge

- ✦ Click the **Print** link to send the merged publication directly to the printer.
- ✦ Click the **Print Preview** link to preview the merge before sending it to the printer.
- ✦ Click the **Merge to a new publication** link to view all the pages before they are printed.
- ✦ To add the merged publication to the end of another publication, click the **Add to existing publication** link.
- ✦ Choose one of the options under the **Prepare to follow-up on this mailing** section, if desired.



Email Merge

- ✦ Click the **Send Email** link to select an email account and send the merge to the recipients.
- ✦ Click the **Email Preview** option to view the messages before sending them.
- ✦ Click the **Design Checker** link to check for possible issues with the publication.
- ✦ Choose one of the options under the **Prepare to follow-up on this mailing** section, if desired.