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.