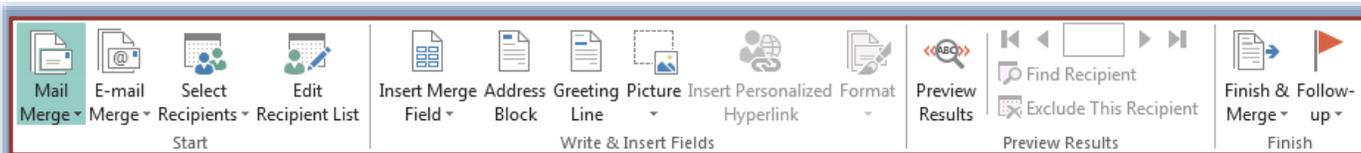# Publisher-Mailings Tab Ribbon

The Step-by-Step Wizard does not always have to be used to complete a merge. The Mailings ribbon can also be used to complete the merge process. Each individual tab on the ribbon is divided into groups. Under the Mailings Tab, each group is used to perform different steps in the mail merge process. Each group and button under this tab is described in the table below.

Group/Button	Description
Start Group	
Mail Merge	Select this button to create a form publication that can be used several times. This publication can be printed or sent as an email message. This button is also used to access the Step by Step Mail Merge Wizard. This wizard takes the user step-by-step through the mail merge process.
Email Merge	To create a form publication that will be sent to recipients as an email message, select this option. This button is also used to access the Step by Step Email Merge Wizard. This wizard takes the user step-by-step through the Email merge process.
Select Recipients	This button is used to select a list of recipients that was created earlier either in Excel or Access. It is also used when a new list of recipients needs to be created. The new list will be created using an Access database.
Edit Recipient List	Use this button to make changes to the list of recipients or to decide which recipients are to receive the letter.
Write & Insert Fields Group	
Insert Merge Field	To display a list of merge fields that can be inserted into a publication, click this button. Click on the field name to insert it into the document.
Address Block	Click this button to insert the address into a Merge document. A dialog box will appear where Address Block options can be specified.
Greeting Line	This button is used to insert the Salutation (Greeting Line) into a document. A dialog box will appear where Greeting Line options can be specified.
Picture	To add a picture field from the Recipient List to the merge publication, select this option.
Insert Personalized Hyperlink	Click this button to insert a personalized hyperlink into the publication.
Preview Results Group	
Preview Results	To preview each of the letters or email messages as they will appear when the Merge is complete, use this button.

Group/Button	Description
First Record	This arrow button allows you to view the first record in the recipient list when you have moved through the records.
Previous Record	To go to a record that you have already previewed, click this arrow button.
Go To Record	Use this box to specify a specific record that you would like to access. You must know the number of the record that you want to access.
Next Record	To move to the next record in the recipient list, click this arrow button.
Last Record	Click this arrow button to move to the last record in the recipient list.
Find Recipient	This button is used to access the search feature. Once in the Find Recipient dialog box you can search for a record in the recipient list.
Exclude this Recipient	When this button is selected, the current recipient in the list will be removed from the results of the merge. The recipient will not be removed from the Recipient List. Their record will just be excluded from the results of the merge.
Finish Group	
Finish & Merge	This button is used to complete the merge process. When the button is clicked four options are available; **Merge to Printer**, **Merge to New Publication**, **Merge to Existing Publication**, or **Send Email Message**.
Follow-up	Click this button to prepare to follow-up on the mailing. Three options are available when this button is selected; **Print Recipient List**, **Prepare a Shortcut to a Recipient List**, and **Export Recipient List to a New File**.