The publication for the Mail Merge or Email Merge can be created during the merge process or a document that has already been created can be used.

Click Next: Prepare your Publication.

The Prepare your Publication Task Pane will display (see illustrations below).
Create a **Text Box** in the publication. This is where the information from the **Recipient List** is to be inserted.

In the **Field List** click and drag the fields into the text box.

- Spacing needs to be added before and after the fields just the same as if you were inputting each name individually.
- A hard return needs to be inserted each time a new line is created.

To scroll through the list of recipients, click the arrows under **Preview Recipient**.

To locate a particular recipient, click the **Find a Recipient** link.

To exclude a recipient from the results of the **Mail Merge**, click **Exclude this Recipient**.

In the **Mail Merge Task Pane**, click the **Address Block** to insert a formatted address.

The **Address Block** dialog box will display (see illustration below). This feature is not available in the **Email Merge Task Pane**.

- Make the desired selections from this dialog box.
- To match the fields, click the **Match Fields** button.

Click the **Greeting Line** link to insert a greeting line into the publication.

- The **Insert Greeting Line** dialog box will display (see illustration on next page).
- Make the desired selections from this dialog box.
- To match the fields, click the **Match Fields** button.

To display a list of all the fields in the recipient list, click the **Address Fields** link.

- The **Insert Address Field** dialog box will display.
- This list can be used to insert individual fields into the publication.
- Click the name of the field and then click **Insert**.

Click the **Close** button to close the **Insert Address Fields** dialog box.