

Using Mail Merge

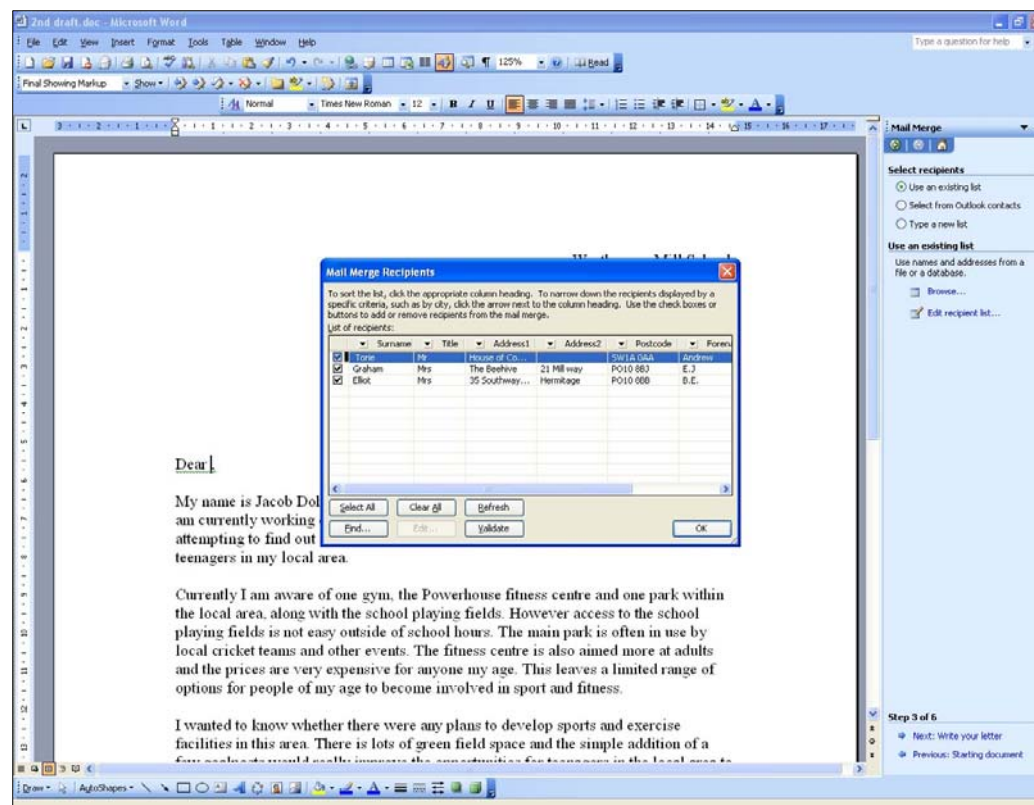
Once my initial draft of the letter had been reviewed by my test-user, I made my changes based on his feedback. These included all the spelling and grammar changes he had suggested. In the areas where my test user thought my letter was unclear, I changed one long sentence into two and also added in some extra text to explain what I meant.

Once this had been looked at and approved, I began the mail merge process.

I selected *mail merge* from the *tools* menu. I then selected a *letter* as my document type.

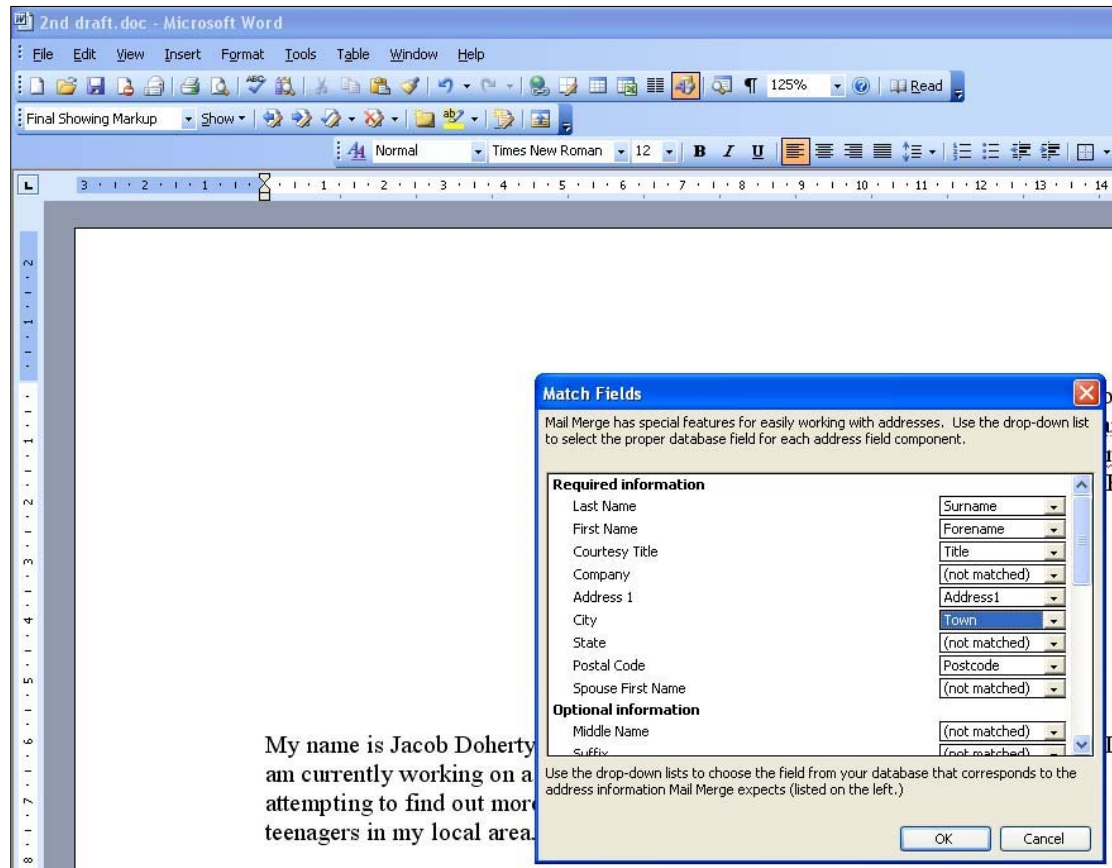
I then selected *use the current document* so that the mail merge features would be inserted into the current letter I had open.

After this I had to select recipients. I chose to *use an existing list* as I wanted to use the address book spreadsheet which I had already created.

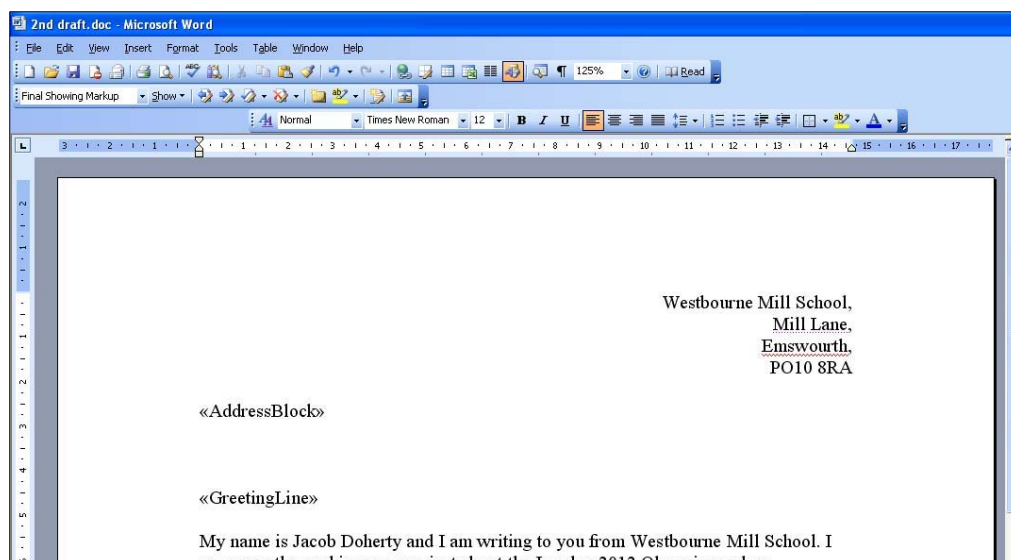


I had to then choose the recipients I wanted to use (*see above screenshot*). I selected all the recipients in my list and moved onto the next stage.

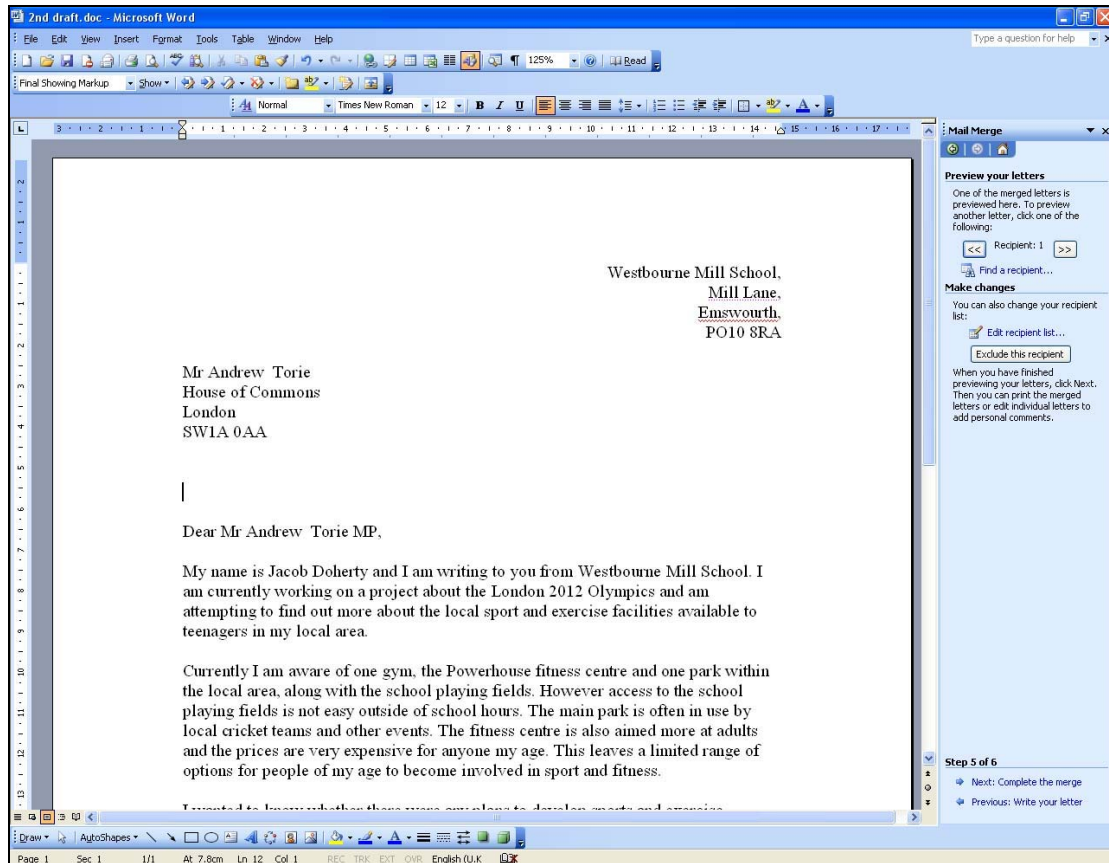
Next, I had to insert the various features such as the address block and the greeting line. Before this could be done successfully, I had to ensure that the fields were matched. This meant ensuring that the fields which mail merge would recognize would match up with the correct fields in my address book. I had to make two changes (matching the forename and the town) before I could proceed.



Once the fields had been matched, I could then insert the address block and greeting line.



Once these had been positioned in the correct place I could preview my letters and make any necessary changes.



Finally, I completed the merge so all three letters could be saved.