

Word 2010 Mail Merge & Forms

Mail Merge

Use a mail merge to automatically create personalized letters, envelopes, labels, group letters, and e-mail by merging a document (letter, envelope, or label) filled with data (usually a list of names and addresses). For e-mail or labels, your computer must have compatible e-mail software and the capability to send a fax. During the merge, options on the MAILINGS tab only become available (not grayed) if previous required steps have been completed.



Choosing the Document Type

Open the document you want to merge, or create a new one. For envelopes and labels, it is best to specify the document type before adding content.

1. Choose MAILINGS, then START MAIL MERGE. Then choose one of the document types.
2. For ENVELOPES and LABELS, specify the envelope/label options, then [Click] OK.

Recipient Lists

Acceptable formats for the recipient list (data) include:

- Word or HTML (with a single table)
- Tab- or comma-delimited text
- Excel worksheet, or named range
- Access Database
- Outlook Contact list
- ODBC or ODBC accessible databases

For first name of a Word table, the worksheet or named range, tab- or comma-delimited document, or HTML file must have headings (filenames), with the data starting in the second row. Headings can be up to 64 characters long. Spaces are not recommended.

Creating a Recipient List in Word

1. Choose MAILINGS, SELECT RECIPIENTS, then TYPE NEW LIST.
2. Begin typing names and addresses. Press <Tab> to move between fields.
 - To add a new entry, press <Tab> after the last column, or [Click] NEW ENTRY, or press <Ctrl>N.
 - To add/rename/change columns, [Click] CUSTOMIZE COLUMNS.
3. [Click] OK.
4. Enter a FILE NAME, then [Click] SAVE. The recipient list is stored in a Microsoft Access database file.

Selecting an Existing Recipient List

1. Choose MAILINGS, SELECT RECIPIENTS, then USE EXISTING LIST.
2. Find and select your recipient list, then [Click] OPEN.

Using Outlook Contacts

1. Choose MAILINGS, SELECT RECIPIENTS, then SELECT FROM OUTLOOK CONTACTS.
2. If prompted, select the contact folder, then [Click] OK below.

Editing an Existing Recipient List

Not all types of recipient lists can be edited directly in Word. If editing options are not available, edit the list in the original program (such as Microsoft Outlook).

1. Choose MAILINGS, then SORT RECIPIENT LIST.
2. Select the DATA SOURCE, then [Click] OK.
3. To add a new entry, press <Tab> after the last column, or [Click] NEW ENTRY, or press <Ctrl>N.
4. To add/rename/change columns, [Click] CUSTOMIZE COLUMNS, ADD/DELETE or RENAME the fields as required. [Click] OK when finished. [Click] OK and OK to exit all the dialog boxes.

Selecting and Sorting Recipients

By default, all the recipients from your recipient list are selected. To filter the list to be used for your mail merge:

1. Choose MAILINGS, then SORT RECIPIENT LIST.
2. In the MAIL MERGE RECIPIENTS dialog box:
 - Structure any recipients you do not want.
 - [Click] [X] at the top to deselect them all.
 - To sort, [Click] on a column header. [Click] again to reverse the sort.
 - [Click] [X] on a header to filter BLANK/NOBLEANKS, or choose ADVANCED for more filter and sort options.

Advanced Filter:

On the FILTER RECIPIENTS tab, choose from the FIELD and COMPARE TO box, and enter a value or text in the COMPARE TO box, e.g., "C" equal to First. If specifying additional criteria, [Click] the drop-down list in the second row and choose either "AND" or "OR." "And" indicates the records must match all the criteria. "Or" indicates the records can match any of the criteria.

Advanced (multi-level) Sort:

On the SORT RECIPIENTS tab, use the SORT BY list to indicate which field to sort by. Choose ASCENDING/DESCENDING as required. Use the THEN BY list to sort by more than one field.

- [Click] [X] on a header to see a list of possible duplicates. Deselect any recipient on the list, then [Click] OK.

3. [Click] OK.

Writing the Document

Write your document as you would any Word document.

- To insert a field to be filled in from your recipient list, choose MAILINGS, then INSERT MERGE FIELD.
- Use ADDRESS BLOCK or DIRECT MAIL to quickly insert common components of letters.

Creating a Label Document

1. Prepare a blank label document in the usual way, putting all the text, merge fields, and graphics in the first label.
2. Choose MAILINGS, then UPDATE LABELS to copy the first label over the remaining labels.

Using an If... Then... Else... Rule

Use the IF...Then...Else rule to insert text only if the recipient matches a condition (field).

1. Place the insertion point where you want the text based on the IF...THEN...ELSE statement to appear.
2. Choose MAILINGS, then IF...THEN...ELSE.
3. In the dialog box, choose from the FIELD NAME list and COMPARISON list, and enter a value or text in the COMPARE TO box, e.g., "City Equal to Paris".
4. Under INSERT THIS TEXT, fill in the text you want to appear when the IF Statement is true.
5. Under OTHERWISE INSERT THIS TEXT, fill in the text to appear when the IF Statement is false.
6. [Click] OK.

When you run the Mail Merge, different information is printed in each merged record depending on whether the IF statement you've specified is true or false.

Previewing the Merge

To see the document as it will look when merged, choose MAILINGS, then PREVIEW RESULTS. [Click] [H] [A] [or] [N] to browse through recipients.

Or, [Click] [X] to search for a specific recipient.

To turn off preview, choose MAILINGS, then PREVIEW RESULTS again.

Merging

1. Choose MAILINGS, then FRESH & MERGE.
2. Select a merge option:
 - **SORT INDIVIDUAL DOCUMENTS** to put the merged documents into a new Word document.
 - **PRINT DOCUMENTS** to send the merge directly to a printer.
 - **SEND MAIL MESSAGES** to send individual merged emails to each recipient with an email address.
3. Choose which records (recipients) to merge. [Click] OK. Any recipients previously deselected through SORT RECIPIENT LIST will not be included, regardless of choices made here.
 - If performing a merge to e-mail:
 - a. Select field that contains the e-mail address from the TO drop-down.
 - b. Type a SUBJECT LINE to be used for each e-mail.
 - c. Select the MAIL FORMAT.
 - PLAIN TEXT is guaranteed to work for all recipients but does not include formatting or pictures.
 - HTML works for most recipients and includes formatting and pictures similar to your Word layout.
 - ATTACHMENT sends a Word document as an attachment. This is most but requires the recipient to have a compatible version of Microsoft Word.
4. [Click] OK.
5. If prompted, ALLOW Word to access to your e-mail program.
6. Save the document if you want to use it again for another mail merge.

Word 2010 Mail Merge Cheat Sheet

Beezix, Inc Staff



Word 2010 Mail Merge Cheat Sheet:

Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Plain or Rich Text For Plain Text For Building Block Gallery For Combo Box and Drop Down List For Date Picker For Check Box Turning On Off Design Mode Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form Preventing Editing of a Control s Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc,2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions,**

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Creating a Mail Merge in Word 2010 Tim Grey, 2013 **What's New in Microsoft Office 2010 (from 2003)**

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In Word 2010 Mail Merge in Depth author Gini Courter demonstrates how to take advantage of Word s Mail Merge feature to save a tremendous amount of time creating customized documents The course offers tutorials on creating letters emails

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Word 2010: Mail Merge ,2010 Create custom documents and save time with the Mail Merge features in Word

Microsoft Word Mail Merge the Step-By-Step Guide C. J. Benton,2016-11-07 Master Mail Merge in just a few short hours Mail Merge is a feature within Microsoft Word that allows you to create mass communications in which specific sections can be tailored to individuals or groups You may utilize existing lists of customer or employee data and can customize the communication medium without having to manually change each correspondence The Mail Merge feature saves time and reduces the chance of errors occurring when someone must physically type or modify each message This book is tailored for beginners and will quickly and easily guide you through the Microsoft Word Mail Merge functionality All examples include step by step instructions with screenshots demonstrating how to create Mail Merge Form letters Mailing labels Email messages How to use Excel as the Data Source to create Mail Merge invoices Imagine the time you'll save by not having to search the internet or help files to learn one of the best features in Microsoft Word

Mastering Mail Merge Using Microsoft Word 2007 Andrea Jones,2007 **Mastering Mail Merge Using Microsoft Word 2003** ,

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