

# 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's ribbon 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-time use of a Word table, Excel worksheet or named range, tab- or comma-delimited document, or HTML file, first save headings (if Microsoft), 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/delete/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/delete/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 all.
  - To sort, [Click] on a column header. [Click] again to reverse the sort.
  - [Click] [X] on a header to filter BLANK/NOBLANKS, 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., "City" equal to "Paris." 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 > MAIL 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] or [V] to browse through recipients.

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

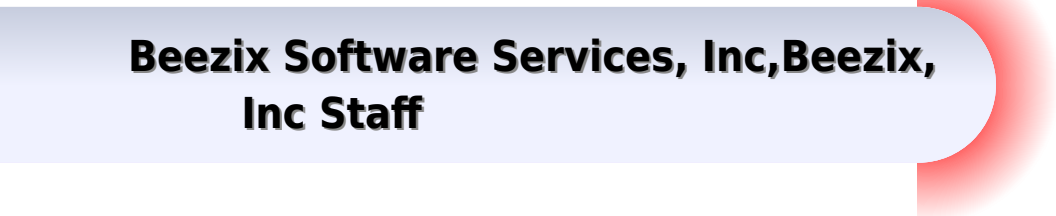
To turn off preview, choose MAILINGS, then PREVIEW RESULTS again.

### 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 (recipient) 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 Software Services, Inc, 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,**

**Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc, Beezix, Inc Staff, 2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use 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 Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts 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 Collaboration Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix, Inc Staff, 2012-06-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use collaboration 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 Turning On Off Track Changes Tracking Table Changes Show Hide the Reviewing Pane Accepting Rejecting Changes Inserting Comments Reviewing Comments Show Hide Comments Deleting Comments Changing What is Shown Showing Deletions and Moves in Balloons Hiding Formatting Changes Turning Off On Tracking Formatting Hide Show Specific Authors Changing Author Forcing Landscape Printing Comparing Two Documents Combining Multiple Documents Comparing with Previous Versions Comparing Documents Side by Side Protecting your Document Removing Personal or Hidden Information from a Document Restricting Editing Blocking Others from Editing Part of a Document Stored on SharePoint Unblocking Sharing a Document on SkyDrive Sending a Link to a SkyDrive Folder Sharing a Document on a SharePoint Co Authoring Using the Navigation Pane While Co Authoring Resolving Conflicts 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 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)**

Beezix Software Services, Inc, Beezix, Inc Staff, 2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use formatting features of Microsoft Office Word 2010 at the intermediate level The following topics are covered Displaying the Ruler Changing the Default Font Settings Tabs Moving Tab Positions Removing a Tab Marker Clearing All Tab Markers from the Ruler Tab Tips Setting Tabs with Leaders Disabling Automatic Formatting The Indent Markers Changing Indents

Applying Indents Quickly Creating Bulleted Lists Changing Bullet Style Creating Numbered Lists Turning off Bullets or Numbering Creating Multilevel Numbered List Paragraph Breaks vs Line Breaks Changing Paragraph Spacing Changing Line Spacing Clearing Formatting Using Quick Styles Using Themes to Format the Document Inserting a Table Moving a Table Inserting Rows within a Table Adding a Row at the End of a Table Inserting Columns within a Table Changing Column Widths Merging Table Cells Splitting Cells of a Table Centering a Table within the Margins Changing Text Direction Wrapping Text around Tables Adding Space to Table Rows Adding Paragraph Cell Borders and Shading Inserting a Pre Formatted Text Box Drawing a Text Box Formatting a Text Box Finding and Replacing Text Finding and Replacing Formats Finding and Replacing Special Characters Tabs Spaces etc Also includes Lists of Table Selection Shortcuts and Formatting Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and template 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 Templates Templates vs Documents Using a Template Creating a New Template Editing a Template Adding a Workgroup Template Folder Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Showing the Developer Tab Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Documenting Macros Assigning Macros to the Quick Access Toolbar and Shortcut keys Auto Macros Calling Another Macro Deleting Macros Setting Macro Security Getting Help on Visual Basic 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 2007 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail merge and forms features in Microsoft Office Word 2007 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label

Document Using Rules Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing the Developer Tab Preparing the Form Inserting Content Controls Text Fields Drop Down Lists Date Pickers etc Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Text Options for Plain Text Combo Boxes DatePicker Building Block Gallery Design Mode Changing Placeholder Text Protecting a Form from Changes Protecting Only Parts of a Form Preventing Editing of a Control s Content Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template Legacy Form Fields Saving and Printing Data Only for Legacy Form Fields This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Word 2007 Word 2007 Introduction Word 2007 Formatting Word 2007 Advanced Word 2007 Mail Merge Forms Word 2007 Templates Macros Microsoft Word 2016 Mail Merge Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate Beezix Software Services,2016-02-22 This two page laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge features of Microsoft Word 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Word Mail Merge 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 Select the Type of Document Choosing the Document Type Choose the List of Recipients Formats for Recipient Lists Creating a Recipient List Directly 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 Envelopes Creating Labels Using an If Then Else Rule Suppressing Blank Address Lines Changing Case of Output Text Changing Format of Date Time Merge the Document with the Recipients Previewing the Merge Merging Merging to a New Document Merging to Email General Merge Tips Recommendations for Effective Post Mail Addressing The Mail Merge Wizard Highlighting Merge Fields **Microsoft Office Word Mail Merge** I.F.S. Harrison,2013-03-19 Creating Letters E mails and Mailing Labels Will Be Easy With The Mail Merge Wizard This Illustrated Guide Imagine you have letters or e mails that you need to send to many many people Most of the content is the same but you need to show recipient specific information in each letter You don t want to type multiple documents and personalize each one That would take hours You know there is a faster way than copying and pasting That is where Mail Merge comes in No longer cringe when creating correspondences Let Microsoft Office Word take care of most of the work for you and use the Mail Merge Wizard You provide the content the recipient list and let the Wizard do the rest Mailing labels and envelopes are no problem for the Mail Merge Wizard Use the Rules feature to further automate the mail merge What will you learn After reading this manual you will be able to customize form letters using merged fields and connect Word to Excel lists and Outlook to define those fields You will also learn to create your own lists You will create mass e mails and mailing labels You will also be able to customize your merged documents with Fill in fields and text that only

appears on documents if that document meets certain conditions Keyboard shortcuts and a cheat sheet at the end of this manual will help you create mail merges even faster Who should purchase this manual This manual is for people whose job responsibilities include working with labels envelopes form letters and mass e mails and who want to save time and customize documents What will you need to know before starting this manual To ensure your success knowledge of basic features of Word Outlook and Excel is recommended Examples Exercises Use the hands on activities in this guide as a learning tool Keep it close by when using Word as a reference tool Exercises and examples apply to Microsoft Office Word 2007 2010 and 2013 Understand how mail merge works so you can get the results you want Scroll up and grab a copy today

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

**Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca** Beezix, Inc Staff, 2010-06-01  
4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user      Word 2010: Mail Merge , 2010  
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

envelopes and labels It also shows how to use Mail Merge with Outlook and Excel creating data sources inserting fields using IF and other rules for customized merges and troubleshooting Mail Merge issues Exercise files are included with the course

*Word 2010: Creating a Mail Merge* ,2013 One of the most powerful features of Microsoft Word 2010 is mail merge which is simple in principle but sometimes tricky in execution In this workshop Tim Grey takes you step by step through the process of creating a mail merge Learn how to prepare your source data create a document and merge the two to create individualized letters envelopes labels and more Along the way gain an understanding of the options available to you when creating a mail merge in Word and gain confidence in your ability to create even complex mail merges with minimal effort

*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** ,

*Mastering Mail Merge Using Microsoft Word 2000* , [Word: Mail Merge in Depth](#) ,2019 Learn how to create custom emails labels and other documents using the popular Mail Merge feature in Microsoft Word *Word for Microsoft 365*

*Reference and Cheat Sheet* ,2021-05-15 Do you need a quick reference for MS Word for Microsoft 365 The four panel Microsoft Word for Microsoft 365 Reference Cheat Sheet contains tips shortcuts and an annotated list of the most frequently accessed Word 365 features for Windows and macOS Almost all of the instructions and examples also apply to Word 2019 Word 2016 and Word 2013

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