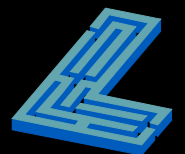# Microsoft Office 2007: Essentials, Revised Edition

Lesson 10: Using Mail Merge

Return to the Office 2007 web page

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LEARNING™

Understanding Mail Merge Concepts

- **How it works**
  - ▲ Main document
  - ▲ Data source
  - ▲ Merge document

- **Benefits of using mail merge**
  - ▲ Saves time
  - ▲ Reduces errors

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Understanding Mail Merge Concepts

Main document

Data source

Merge document

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Working with Mail Merge

Specify the type of main document, such as letters, envelopes, and labels

Edit the data source

Either identify an existing data source or create a new data source

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Data Sources

Pre-defined fields
Customize fields to meet your needs

New Address List

Type recipient information in the table. To add more entries, click New Entry.

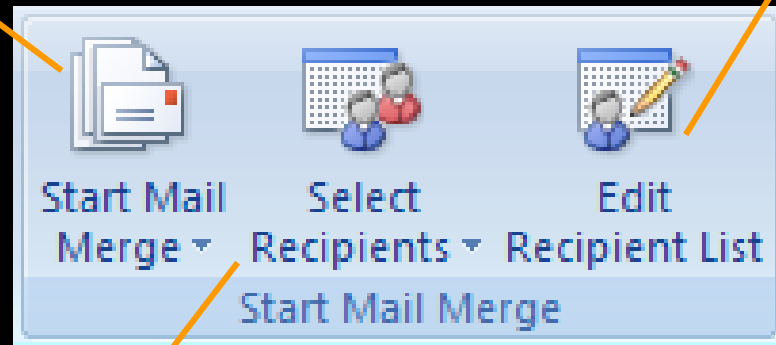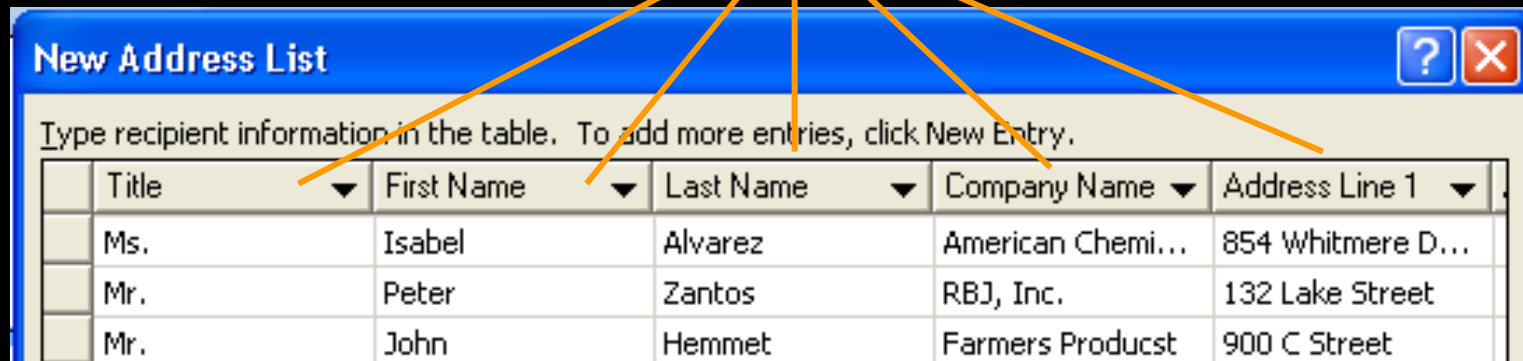| Title	First Name	Last Name	Company Name	Address Line 1
Ms.	Isabel	Alvarez	American Chemi...	854 Whitmere D...
Mr.	Peter	Zantos	RBJ, Inc.	132 Lake Street
Mr.	John	Hemmet	Farmers Producst	900 C Street

TIP ⚠️ *You can't merge a portion of a field:*
More Fields = More Flexibility

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Data Sources

- **Customize an address list**
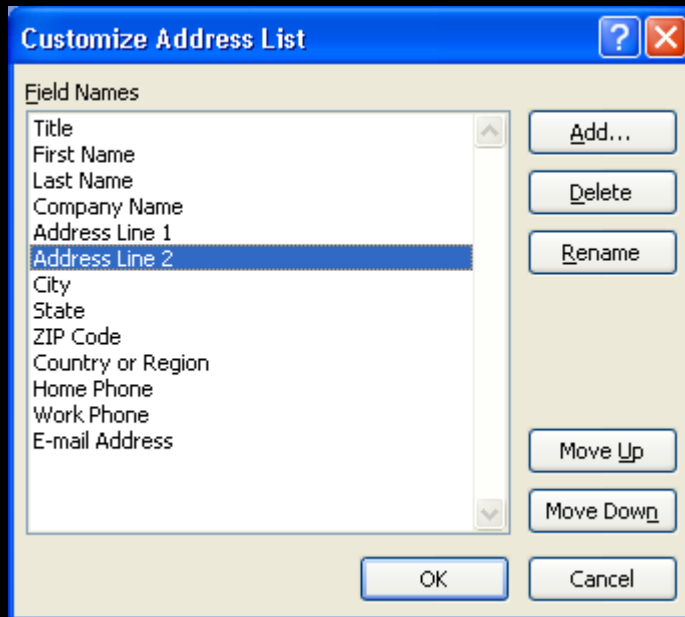
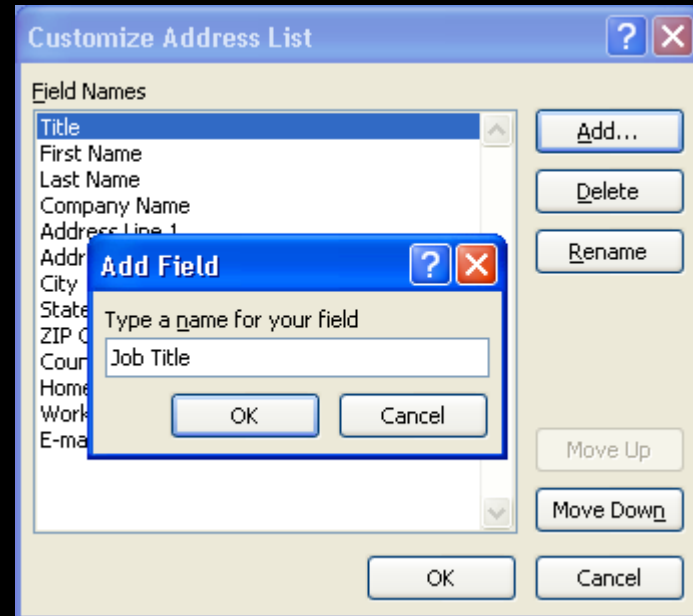Choose fields to delete or move to a new location in the list

Add new fields to the list

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Data Sources

- **Manage your address list**
  - ▲ Sort
  - ▲ Filter
  - ▲ Check
  - ▲ Edit
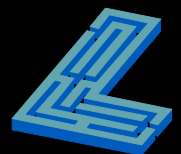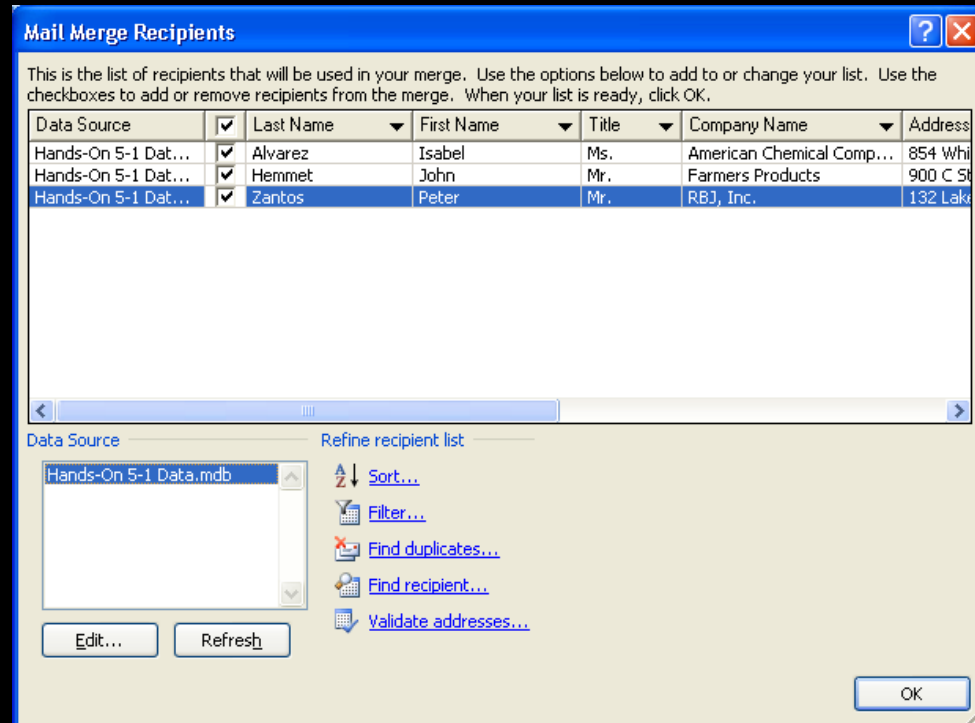
Data Sources

- **Edit records**

TIP ⚠️ *This dialog box looks and operates like the New Address List dialog box.*

Main Documents

- ## Set up your main document
  - ▲ Address block
  - ▲ Greeting line
  - ▲ Fields

TIP ⚠ *You can customize the address block and greeting line.*

Conducting a Merge
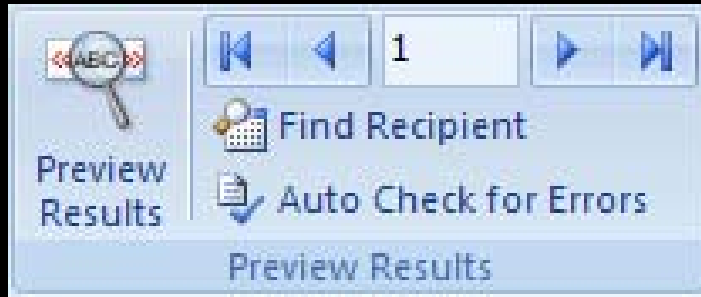
Preview results before executing the merge

Several options for completing the merge

TIP ⚠ *Merged documents are rarely saved.*

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Merge Problems

- **Common problems**

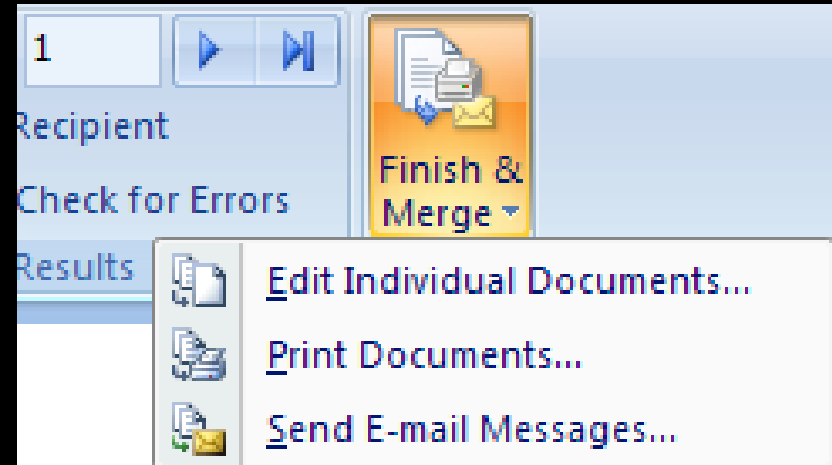| Problem	Solution
Typo, punctuation mistake, or formatting inconsistency	Fix the Main Document
Missing data	Fix the Data Source
Incorrect data in fields	Fix the Data Source

TIP ⚠️ *Try the solution then remerge the document.*

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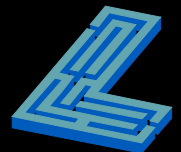
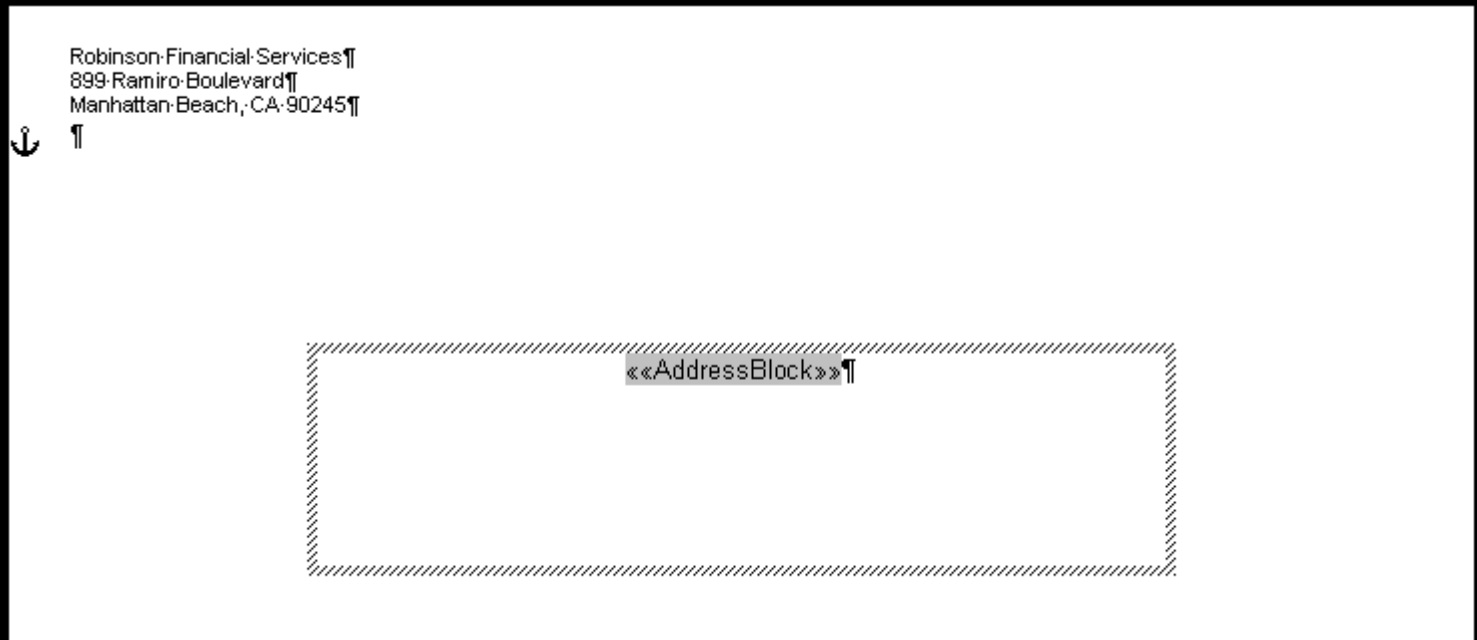# Using Envelopes with Mail Merge

- **Generate envelopes with Mail Merge**

Robinson·Financial·Services¶
899·Ramiro·Boulevard¶
Manhattan·Beach,·CA·90245¶
⚓ ¶

«AddressBlock»¶

TIP ⚠ *Choose the size of envelope in Envelope Options*

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Using Labels with Mail Merge

- **Generate labels with Mail Merge**

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Lesson 10: Using Mail Merge

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