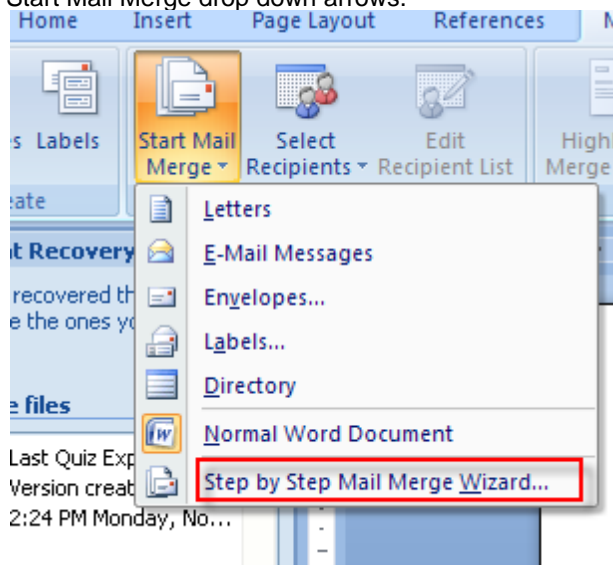
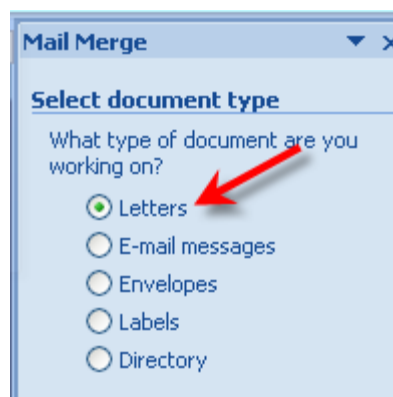


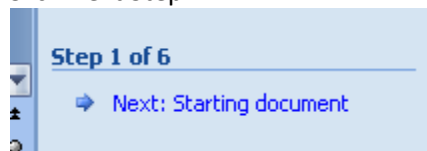
When your letter is complete, go to the Mailings tab and select Step by Step Mail Merge Wizard from the Start Mail Merge drop down arrows.



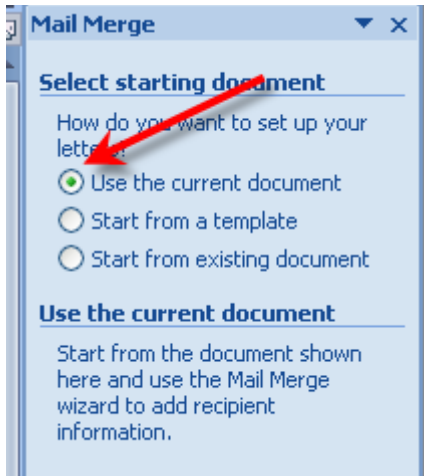
Right now, we are working on a letter, so that's what we select:



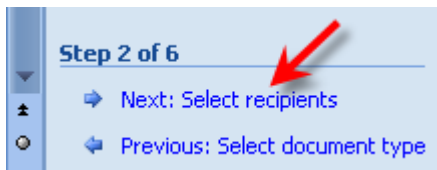
Click Next Step



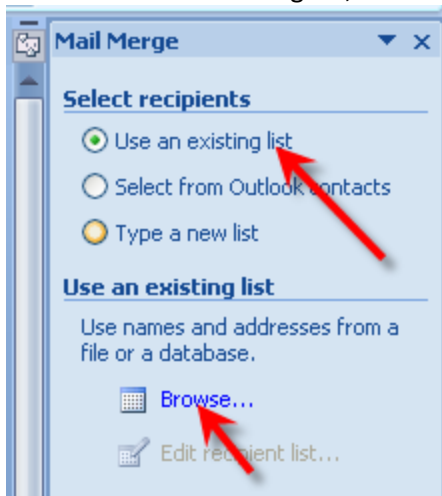
Since our letter is open, we choose the current document



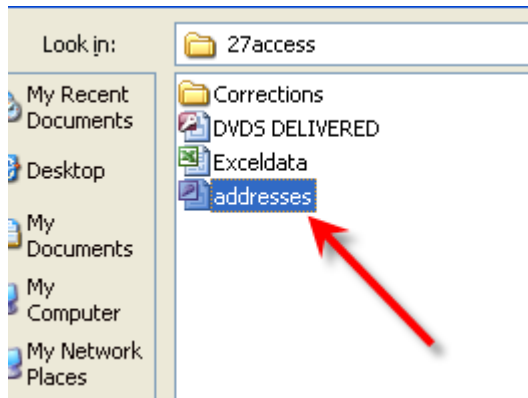
Click Next Step



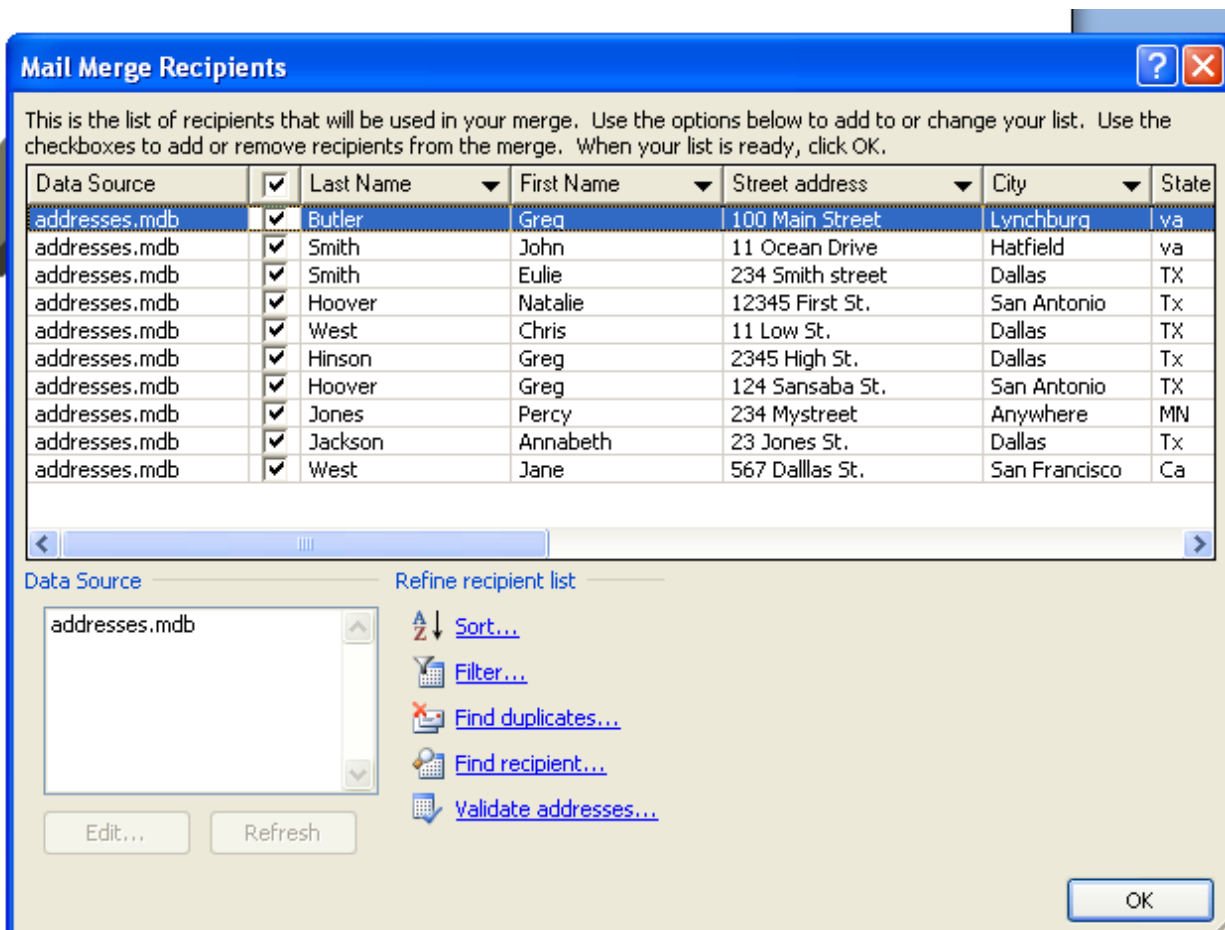
Since we have an existing list, we choose that option and go to Browse



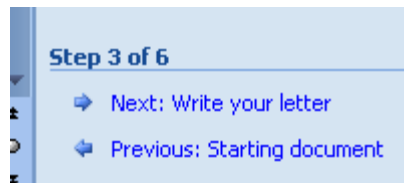
Browse to your database



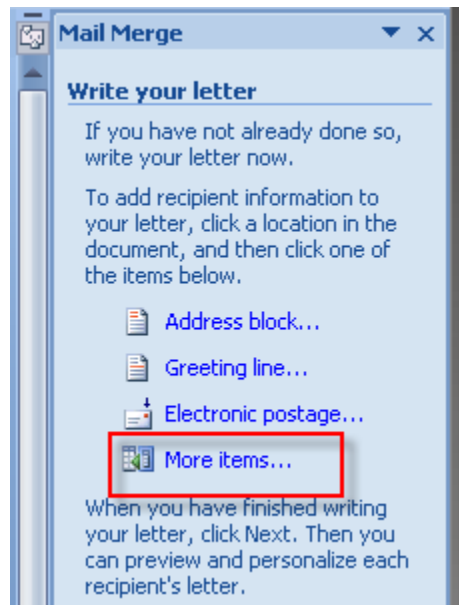
This window opens – you can check or uncheck recipients



Next Step



Go to Write your Letter and click More Items:

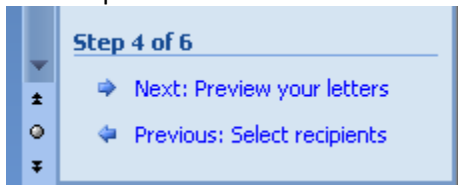


Choose the fields you wish to insert – make sure your cursor is in the right place before you insert the field

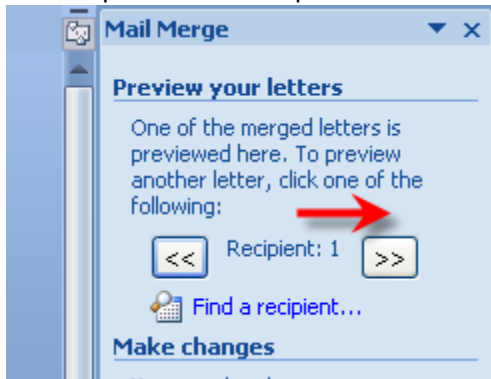


Dear «First\_Name»|

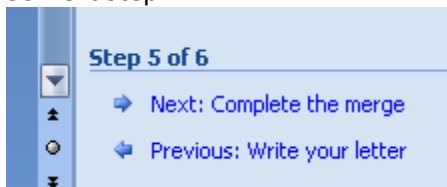
Next Step



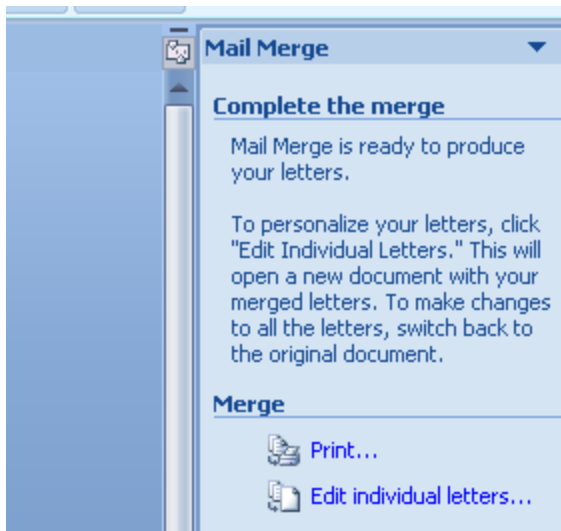
You can preview the recipients



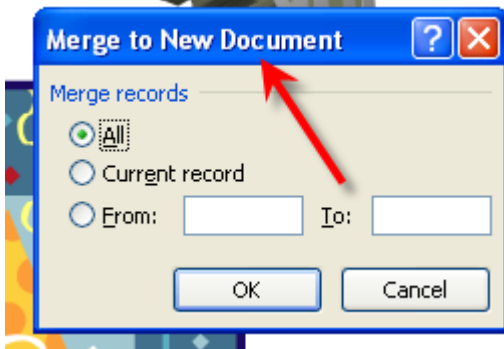
Go Next Step



To edit individual letters



Choose Merge to New Documents



All of your merged letters will appear as you scroll

