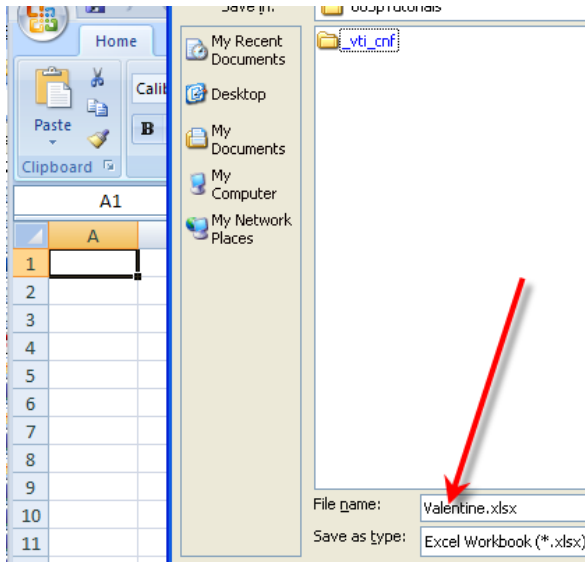
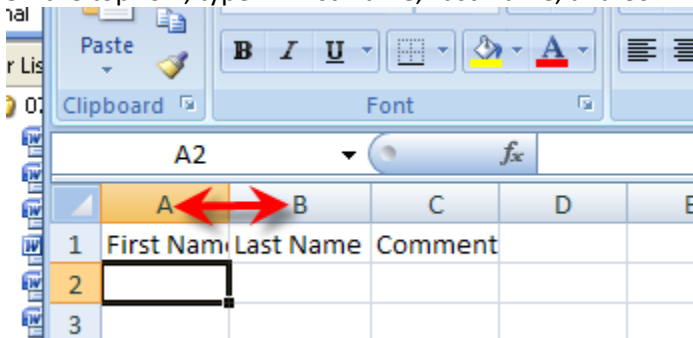


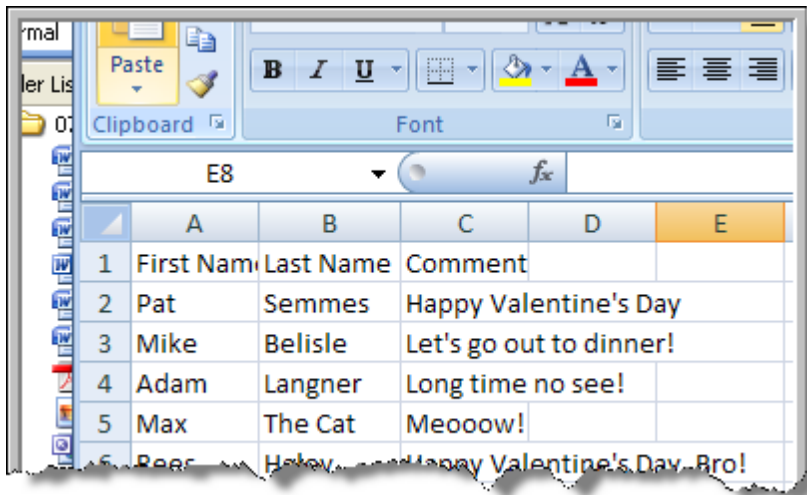
Open a new Excel spreadsheet and save it as Valentine:



On the top row, type in First Name, Last Name, and Comment – widen columns if necessary:



Fill in the cells below with at least six Names and Comments – use tab key to navigate:



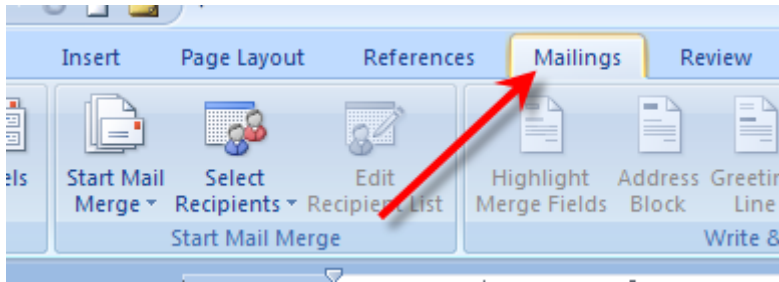
Save your list. Open MS Word and design a Valentine Card, letter size:

Happy Valentine's Day

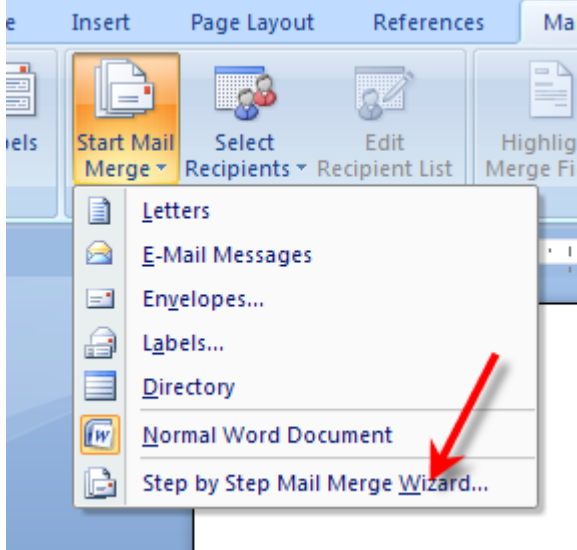
Leave a space for comments:



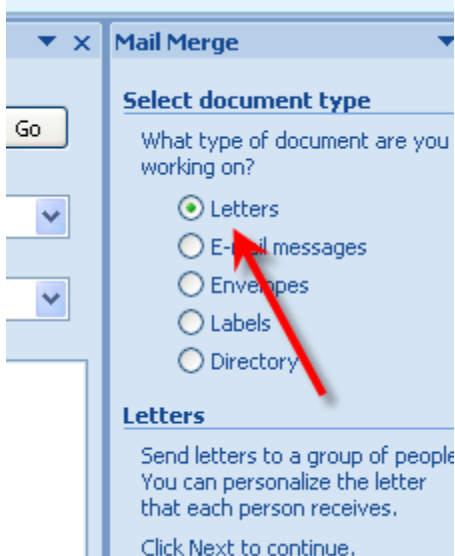
With Valentine letter open, go the Mailings Tab:



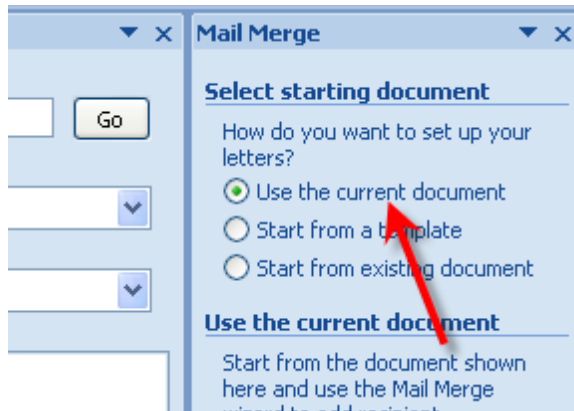
Choose Start Mail Merge> Step by Step Mail Merge Wizard:



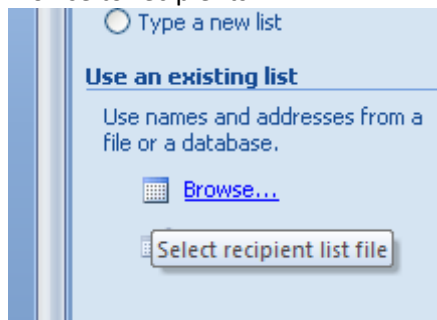
Choose Letters:



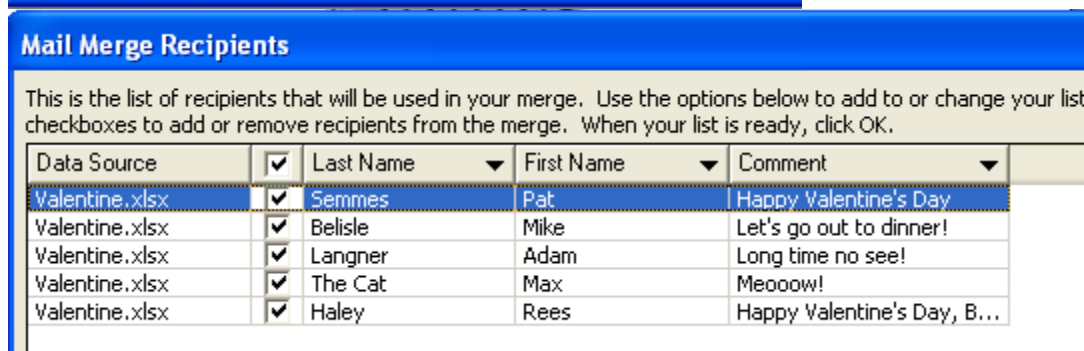
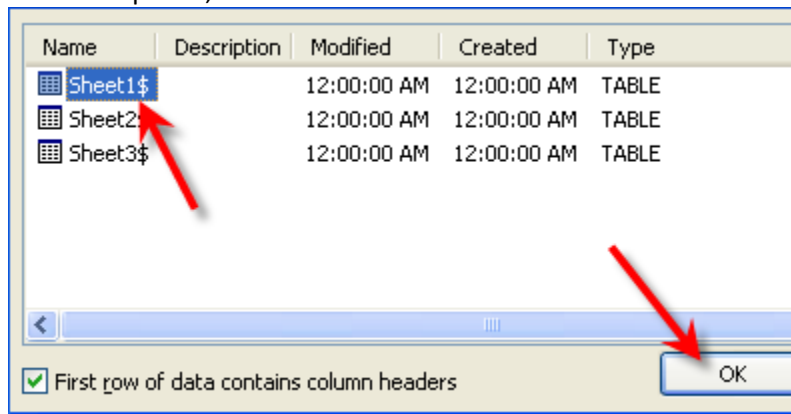
Use Current Document:



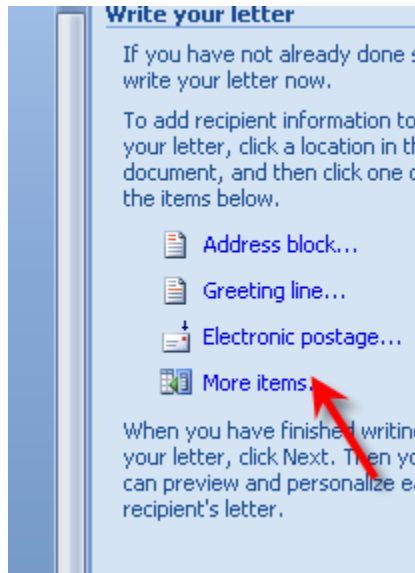
Browse to recipients:



Check Recipients;



Chose Fields:



Add Fields:

Happy Valentine's Day

«First_Name»

«Comment»



Complete and view merge!!