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

Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

You can preview the recipients

Go Next Step

Step 5 of 6

- Next: Complete the merge
- Previous: Write your letter

To edit individual letters

Choose Merge to New Documents
All of your merged letters will appear as you scroll