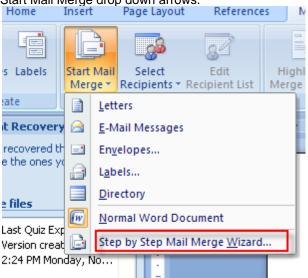
When your letter is complete, go to the Mailings tab and select Step by Step Mail Merge Wizard from the Start Mail Merge drop down arrows.



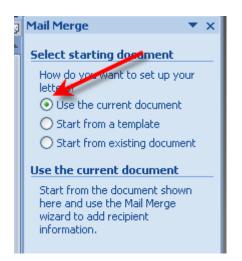
Right now, we are working on a letter, so that's what we select:



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



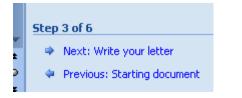
Browse to your database

Look in:	🛅 27access
My Recent Documents	Corrections
Desktop 🤇	Exceldata addresses
Ocuments	
My Computer	
My Network Places	· ·

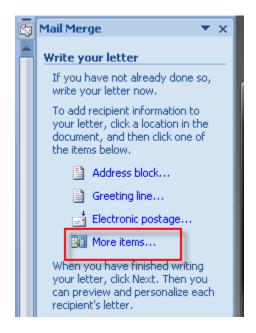
This window opens - you can check or uncheck recipients

	Mail Merge Recip	oients					? 🗙	
	This is the list of recipients that will be used in your merge. Use the options below to add to or change you checkboxes to add or remove recipients from the merge. When your list is ready, click OK.							
	Data Source		Last Name 🗖	🕶 First Name 🗖	 Street address 	👻 City 👻	- State	
	addresses.mdb		Butler	Greg	100 Main Street	Lynchburg	va	
	addresses.mdb	V	Smith	John	11 Ocean Drive	Hatfield	va	
-	addresses.mdb		Smith	Eulie	234 Smith street	Dallas	ΤX	
	addresses.mdb		Hoover	Natalie	12345 First St.	San Antonio	Τ×	
	addresses.mdb		West	Chris	11 Low St.	Dallas	ΤX	
	addresses.mdb		Hinson	Greg	2345 High St.	Dallas	Τ×	
	addresses.mdb	V	Hoover	Greg	124 Sansaba St.	San Antonio	ΤX	
	addresses.mdb		Jones	Percy	234 Mystreet	Anywhere	MN	
	addresses.mdb		Jackson	Annabeth	23 Jones St.	Dallas	T×	
	addresses.mdb		West	Jane	567 Dallas St.	San Francisco	Ca	
	<		III				>	
	Data Source Refine recipient list							
	addresses.mdb							
			<u>Z* 501</u>	<u></u>				
			Eilte	er				
	X Tind durlington							
	End duplicates							
	🕞 🦓 Find recipient							
	Edit	Refre		date addresses				
		Kente	511					
							Ж	

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»

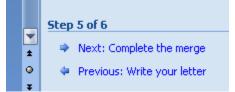
Next Step



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

