Mail Merge Steps

1. Click on **mailing menu.**
2. Select **Start ->mail merge option->step by step mail merge wizard**
3. Select document type **1) letters-> click next**
4. Select starting document as **1) use current document->click next**
5. Select recipients **1) Type a new list-> click on creates.**
6. It will open one dialogue box of **New address** **list->**click on **customize columns** button ->It will open customize Address list dialogue box.
7. Keep the records you required for your document and delete the records which you not needed.
8. You can perform **ADD ->DELETE->RENAME->MOVE UP->MOVE DOWN->OPTIONS.**
9. Click on **OK**
10. Then enter records information in the new **Address list ->Click on OK.**
11. Save the database by giving file name.**ex:abc.mdb**->save Click on **OK.**
12. Place the merge field on your document. By selecting **Insert merge field** option.
13. To view records click on **preview results.**
14. To see all records **Click on->First record->Last record->Previous record->Next record.**
15. Click on finish & merge option->**Edit Individual** **document**->merge record **1) All ->OK.**