

MS Word – Mailings Tab Notes

The **Mailings Tab** in MS Word 2021 is essential for creating and managing mail merges, envelopes, labels, and sending personalized documents to multiple recipients. This tab is especially helpful for businesses, schools, and organizations that need to send bulk correspondence like letters, invoices, invitations, and newsletters.

1. Create Group

- **Start Mail Merge:**
 - **Usage:** **Start Mail Merge** allows you to choose the type of document you want to create and merge, such as letters, envelopes, labels, etc.
 - **Step-by-Step:**
 0. Click on **Start Mail Merge** in the **Create** group.
 1. Choose from options like **Letters**, **Envelopes**, **Labels**, or **Email Messages**.
 2. Word will guide you through the process of merging data with your selected document type.
- **Select Recipients:**
 - **Usage:** Select the recipients of the mail merge. You can either use an existing list or create a new one.
 - **Step-by-Step:**
 0. Click on **Select Recipients**.
 1. Choose to use an **Existing List**, **Select from Outlook Contacts**, or **Type a New List**.
 2. If you select **Existing List**, browse and select the data source (e.g., an Excel spreadsheet).
- **Edit Recipient List:**
 - **Usage:** Allows you to filter and select specific recipients from your list.
 - **Step-by-Step:**
 0. After selecting your recipients list, click on **Edit Recipient List**.

1. A window will appear, where you can check or uncheck recipients, or filter them based on certain criteria.
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2. Write & Insert Fields Group

- **Insert Merge Field:**
 - **Usage:** This option lets you insert fields from your recipient list (e.g., Name, Address, etc.) into your document.
 - **Step-by-Step:**
 0. Click on **Insert Merge Field** in the **Write & Insert Fields** group.
 1. Select the field (e.g., **First Name**, **Address**) from the dropdown list.
 2. The placeholder will appear in your document, which will be replaced with actual data when the mail merge is complete.
 - **Highlight Merge Fields:**
 - **Usage:** Highlights the merge fields in your document to easily identify them.
 - **Step-by-Step:**
 0. Click on **Highlight Merge Fields**.
 1. Word will highlight all merge fields in your document for easy identification.
 - **Rules:**
 - **Usage:** Rules allow you to conditionally insert content in your mail merge based on certain criteria (e.g., if a recipient's address is missing, skip that record).
 - **Step-by-Step:**
 0. Click on **Rules** in the **Write & Insert Fields** group.
 1. Choose from options like **If...Then...Else**, **Skip Record If**, or **Merge Record** to set rules for your mail merge.
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3. Preview Results Group

- **Preview Results:**
 - **Usage:** View how your mail merge document will appear with actual recipient data.
 - **Step-by-Step:**
 0. Click on **Preview Results** in the **Preview Results** group.
 1. Word will display your document with merged data for a specific recipient.
 2. Use the **Next** and **Previous** buttons to view the merged document for other recipients.
 - **Preview First/Previous/Next/Last:**
 - **Usage:** Allows you to scroll through the mail merge preview, displaying the document for the first, previous, next, or last recipient.
 - **Step-by-Step:**
 0. Use the **First**, **Previous**, **Next**, or **Last** buttons to navigate through the mail merge preview.
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4. Finish Group

- **Finish & Merge:**
 - **Usage:** Finalize your mail merge by completing it, printing it, or sending it via email.
 - **Step-by-Step:**
 0. Click on **Finish & Merge** in the **Finish** group.
 1. Choose one of the following options:
 - **Print Documents:** Prints the merged document.
 - **Create New Document:** Creates a new document with all the merged information.
 - **Send Email Messages:** Sends the merged document via email.
 2. Follow the on-screen prompts for additional settings like email subject or format.
- **Preview Results:**

- **Usage:** Preview your document to ensure everything looks correct before finalizing the merge.
 - **Step-by-Step:**
 0. Click on **Preview Results**.
 1. Review the merged document to confirm that all fields are populated correctly.
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5. Envelopes & Labels Group

- **Envelopes:**
 - **Usage:** Create and print envelopes with recipient information using a mail merge.
 - **Step-by-Step:**
 0. Click on **Envelopes** in the **Envelopes & Labels** group.
 1. In the **Envelopes and Labels** window, click on **Add to Document** to insert the envelope into your document.
 2. Select the desired envelope size and recipient details.
 - **Labels:**
 - **Usage:** Create and print labels for recipients, ideal for bulk mailing.
 - **Step-by-Step:**
 0. Click on **Labels** in the **Envelopes & Labels** group.
 1. In the **Envelopes and Labels** window, select **Label Options** to specify label type and size.
 2. Click **New Document** to generate labels.
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Shortcut Keys

- **Ctrl + Shift + M:** Start **Mail Merge** process.
 - **Alt + N, M:** Insert **Merge Field**.
 - **Alt + P, M:** Preview **Mail Merge**.
 - **Alt + F, M:** Finish and **Merge** documents.
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The Mailings Tab in MS Word 2021 is perfect for managing mail merges, sending personalized letters, and generating envelopes and labels for bulk mailing. It saves time and effort in correspondence with a large number of recipients.

MS Word 2021 – Mailings Tab सविस्तर नोट्स

Mailings Tab MS Word 2021 मध्ये मेल मर्ज, लवाजमा, लेबल्स आणि व्यक्तिगत दस्तऐवज पाठवण्यासाठी आवश्यक आहे. हे टूल्स मोठ्या प्रमाणात पत्र, इनव्हॉईस, निमंत्रण, न्यूजलेटर व इतर इन्क्युएरीसाठी वापरले जातात.

1. Create Group

- **Start Mail Merge:**
 - **वापर:** Mail Merge प्रक्रिया सुरू करण्यासाठी.
 - **स्टेप-बाय-स्टेप:**
 0. **Start Mail Merge** वर क्लिक करा.
 1. **Letters, Envelopes, Labels** किंवा **Email Messages** निवडा.
 2. Word आपल्याला मेल मर्ज प्रक्रिया मार्गदर्शन करेल.
 - **Select Recipients:**
 - **वापर:** मेल मर्जसाठी प्राप्तकर्ते निवडा.
 - **स्टेप-बाय-स्टेप:**
 0. **Select Recipients** निवडा.
 1. **Existing List, Outlook Contacts**, किंवा **Type New List** मध्ये निवडा.
 2. **Existing List** निवडल्यास, Excel शीट सारखा डेटा स्रोत निवडा.
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2. Write & Insert Fields Group

- **Insert Merge Field:**
 - **वापर:** डेटा फिल्ड्स आपल्या दस्तऐवजात समाविष्ट करण्यासाठी.

- **स्टेप-बाय-स्टेप:**
 0. **Insert Merge Field** निवडा.
 1. **First Name, Address** इत्यादी फिल्ड्स निवडा.
 2. मर्ज फिल्ड दस्तऐवजात दिसेल.
 - **Highlight Merge Fields:**
 - **वापर:** मर्ज फिल्ड्स हायलाइट करण्यासाठी.
 - **स्टेप-बाय-स्टेप:**
 0. **Highlight Merge Fields** निवडा.
 1. Word सर्व मर्ज फिल्ड्स हायलाइट करेल.
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3. Preview Results Group

- **Preview Results:**
 - **वापर:** मेल मर्ज प्रक्रिया पूर्ण होणाऱ्या कागदावर प्राप्तकर्ता माहिती कशी दिसेल ते पहा.
 - **स्टेप-बाय-स्टेप:**
 0. **Preview Results** निवडा.
 1. मर्ज फिल्ड्ससह दस्तऐवज पहा.
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4. Finish Group

- **Finish & Merge:**
 - **वापर:** मेल मर्ज पूर्ण करा.
 - **स्टेप-बाय-स्टेप:**
 0. **Finish & Merge** निवडा.
 1. **Print Documents, Create New Document**, किंवा **Send Email Messages** निवडा.
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5. Envelopes & Labels Group

- **Envelopes:**

- **वापर:** लवाजम्यासाठी लिफाफे तयार करा.
 - **स्टेप-बाय-स्टेप:**
 - 0. **Envelopes** निवडा.
 - 1. **Add to Document** निवडा.
 - **Labels:**
 - **वापर:** लेबल्स तयार करा.
 - **स्टेप-बाय-स्टेप:**
 - 0. **Labels** निवडा.
 - 1. **New Document** निवडा.
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Mailings Tab MS Word 2021 मध्ये मोठ्या प्रमाणावर मेल मर्ज प्रक्रियेसाठी वापरला जातो. यामुळे व्यक्तिगत पत्र, लेबल्स, लवाजमा इत्यादींना एकाच वेळी पाठवणे सोपे होतो.