

Mail Merge ▾ ×

Select recipients


☐ Use an existing list

☐ Select from Outlook contacts

☒ Type a new list

Type a new list

Type the names and addresses of recipients.

 Create...

Step 3 of 6



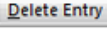
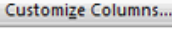
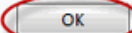

→ Next: Write your letter

← Previous: Starting document

New Address List ? ×

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company Name	Address Line 1

Mail Merge ▾ ×

Select recipients

☒ Use an existing list


☐ Select from Outlook contacts


☐ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "address-l

 Select a different list...

 Edit recipient list...

Step 3 of 6

→ Next: Write your letter

← Previous: Starting document

Mail Merge ▾ ×

Select recipients

☒ Use an existing list


☐ Select from Outlook contacts


☐ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "address-l

 Select a different list...

 Edit recipient list...

Step 3 of 6

→ Next: Write your letter


← Previous: Starting document


Mail Merge ▾ ×


Write your letter


If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

 Address block...

 Greeting line...

 Electronic postage...

 More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

→ Next: Preview your letters

← Previous: Select recipients

Insert Address Block

Specify address elements

☒ Insert recipient's name in this format:

Joshua
Joshua Randall Jr.
Joshua Q. Randall Jr.
Mr. Josh Randall Jr.
Mr. Josh Q. Randall Jr.
Mr. Joshua Randall Jr.

☒ Insert company name

☒ Insert postal address:

☐ Never include the country/region in the address
☐ Always include the country/region in the address
☒ Only include the country/region if different than:

United States

☒ Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

1

Mick Jagger
Rolling Stones
11 Elm St., Sticky Fingers, TX 11111

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

Match Fields

In order to use special features, Mail Merge needs to know which fields in your recipient list match to the required fields. Use the drop-down list to select the appropriate recipient list field for each address field component

Required for Address Block

Courtesy Title	Title
First Name	First Name
Last Name	Last Name
Suffix	(not matched)
Company	Company Name
Address 1	Address Line 1
Address 2	Address Line 2
City	City
State	State
Postal Code	ZIP Code
Country or Region	Country or Region

Optional information

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

☐ Remember this matching for this set of data sources on this computer

OK Cancel

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

Address block...

Greeting line...

Electronic postage...

More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

Next: Preview your letters

Previous: Select recipients

Insert Greeting Line

Greeting line format:
Dear ▼ Mr. Randall ▼ , ▼

Greeting line for invalid recipient names:
Dear Sir or Madam, ▼

Preview
Here is a preview from your recipient list:
◀ ◁ 1 ▷ ▶

Dear Mick Jagger,

Correct Problems
If items in your greeting line are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6


→ Next: Preview your letters
← Previous: Select recipients

«AddressBlock»

«GreetingLine»

I really love your music!

Dave



Y . . . 5 6 7

Mick Jagger

Rolling Stones

11 Elm St., Sticky Fingers, TX
11111

Dear Mick,

I really love your music!

Pave

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

Next: Complete the merge

Previous: W Next wizard step

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

Print...

Edit individual letters...

Step 6 of 6

Previous: Preview your letters



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Hey there I am Manish Ghimire. I live in Butwal city, Nepal as a student majoring in Computer Application (BCA). I enjoy learning and listening to music. I am also a web developer and have a basic knowledge of designing.

EDUCATION

- 2076
SEE, NABIN AUDHYOGIC KADAR BAHADUR RITA SECONDARY SCHOOL
A+
- 2078
+2, NABIN AUDHYOGIC KADAR BAHADUR RITA SECONDARY SCHOOL
A

SKILLS

- ☐ Web Development
- ☐ Basic Designing
- ☐ Multitasking
- ☐ Communication
- ☐ Decision Making

ACTIVITIES

NO ACTIVITIES FOR NOW.