

Chapter 7

Mass Mail & Printing

Learning Objectives:

After completing this chapter, you should be able to:

- create letters to mass mail;
- make use of mail merge;
- preview document before printing; and
- print a document.

Creating Letters to Mass Mail

You can make use of mail merge when you want to create sets of documents which are essentially the same except for a few unique elements. Using a form letter and a mailing list, you can quickly and easily create a mass mailing that merges the addresses from the mailing list into the form letter.

Apply Artistic Effects

- 1 Open the Word document that you want to use as the form letter.

Note: The letter should not contain any information that will change from letter to letter, such as the inside address.

- 2 Click the Mailings tab.

- 3 Click Start Mail Merge.

- 4 Click Letters.

Nothing happens on-screen, but Word sets up for a mail merge.

- 5 Click Select Recipients.

- 6 Click to identify the type of recipient list you plan to use.

The Select Data Source dialog box will appear.

- 7 Click on Look in: pull-down arrow to navigate to the folder containing the mailing list file.

- You can use the buttons to navigate to the commonly used folders.

- 8 Click the file containing the mailing list.

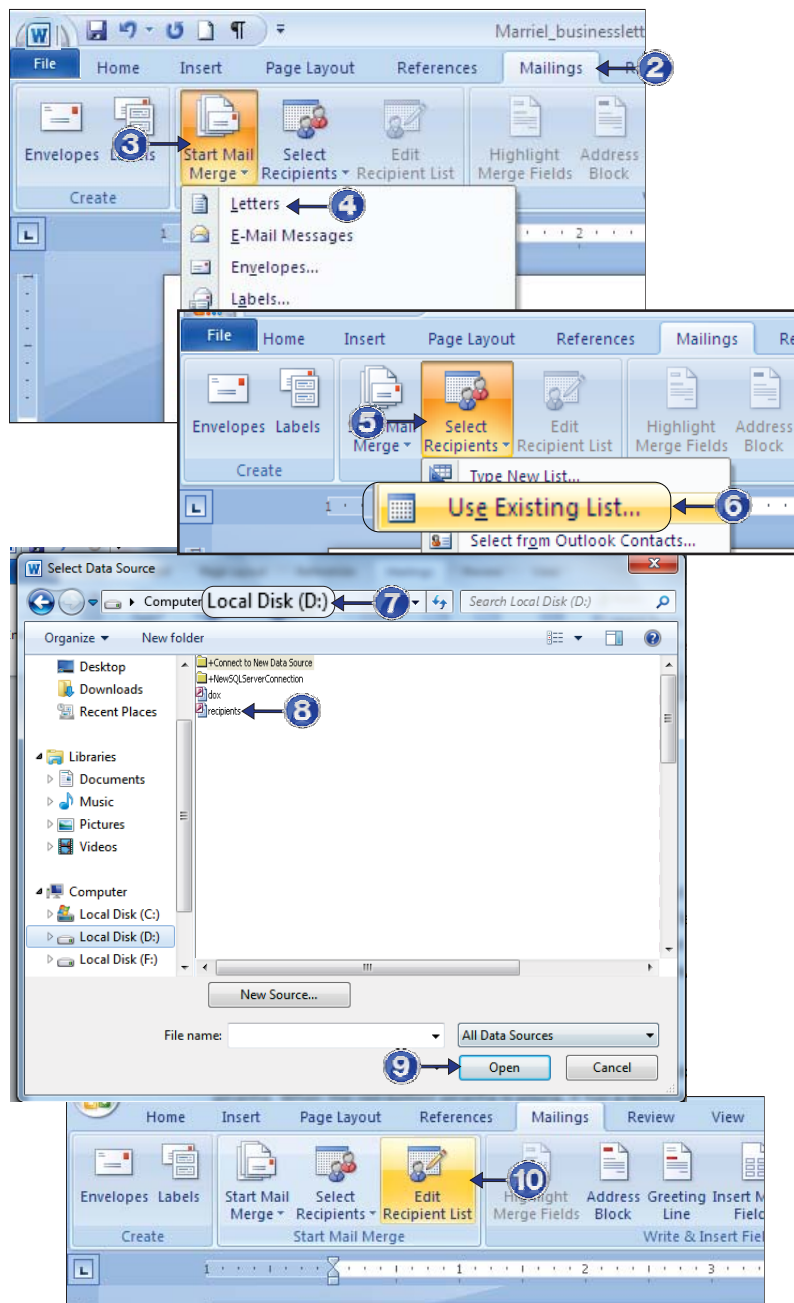
- 9 Click Open.

You can select specific recipients from the mailing list to receive the form letter, and you can use merge fields to specify the place in your document where the recipient's address and greeting should appear.

- 10 Click Edit Recipient List.

The Mail Merge Recipients window appears.

A check box (☒) appears beside each person's name, identifying the recipients of the form letter.



11 Click beside any addressee to whom you do not want to mail a form letter (☒ changes to ☐).

12 Click OK.

13 Click the location where you want the inside address to appear in the form letter.

14 Click Address Block.

The Insert Address Block dialog box appears.

15 Click a format for each recipient's name.

You can preview the format here.

16 Click OK.

A merge field representing the address block in the letter appears.

17 Click in the location where you want the greeting to appear.

18 Click the Greeting Line.

The Insert Greeting Line dialog box appears.

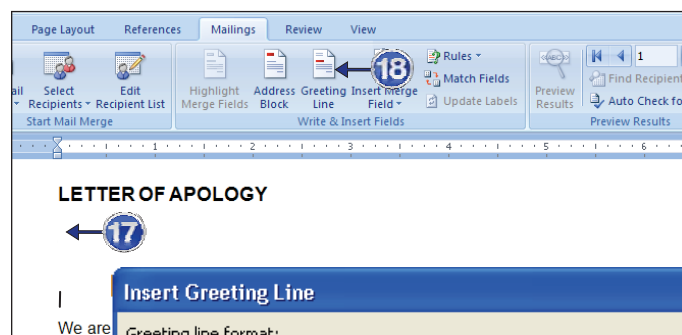
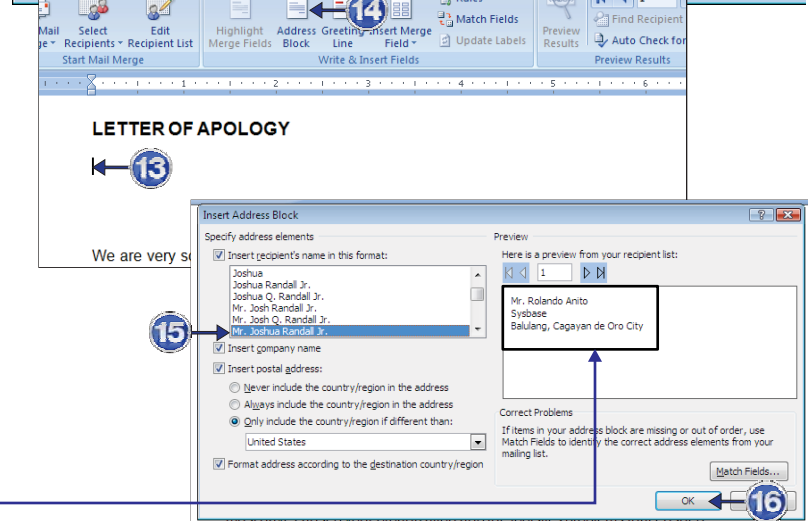
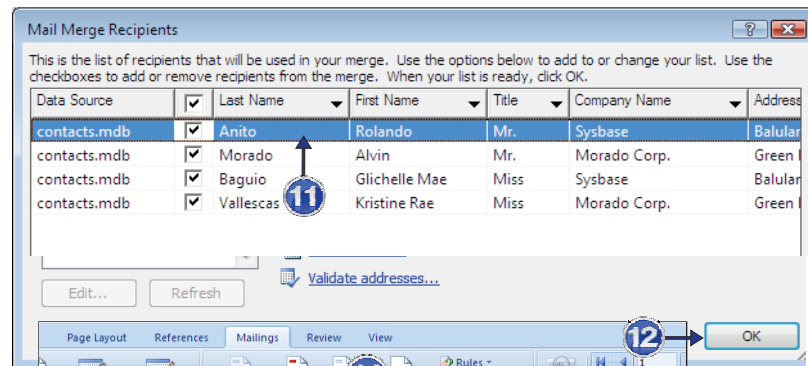
19 Click on the Greeting line format: field to specify the greeting format.

A preview of the greeting appears.

20 Click OK.

A merge field representing the greeting line appears in the letter.

Note: When you complete the merge, Word replaces the merge field with greeting information.



21 Click Preview Results.

After you finish adding merge fields, you can preview the letters, select specific recipients and then create individual letters for each person in the mailing list file.

You can merge the letters directly to your printer by creating an electronic file of letters. and, you can send the letters as e-mail messages.

Word displays a preview of the merged letter, using the unchanging content of the letter and information from the address file.

- You can click the Next Record icon (⏮) to preview the next letter and the Previous Record icon (⏭) to move back and preview the previous letter.
- You can click Preview Results to redisplay merge fields.

22 Click Finish & Merge.

23 Click Edit Individual Documents.

The Merge to New Document dialog box appears.

24 Click an option to identify the recipients of the letter (○ changes to ●).

The All option creates a letter for all entries on the mailing list; the Current record option creates only one letter for the recipient whose letter you are previewing; and the From option creates letters for recipients you specify.

25 Click OK.

Word merges the form letter information with the mailing list information, placing the results in a new document named Letters1.

- The new document contains individual letters for each mailing list recipient.

26 Click the Customize Quick Access Toolbar icon and click Quick Print from the list that appears.

- You can click save (💾) and assign a new name to save the merged letters.

