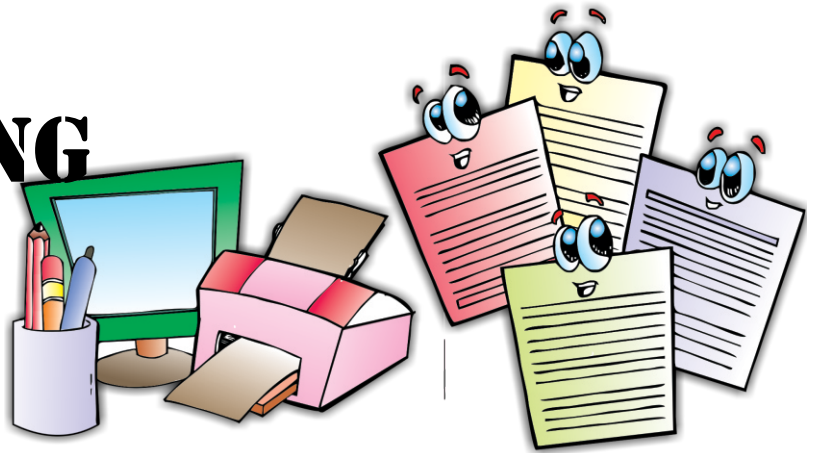


Chapter 7

Word Watch

- Mass Mail
- Mail Merge
- Form Letter
- Mailing List

MASS MAIL AND 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.

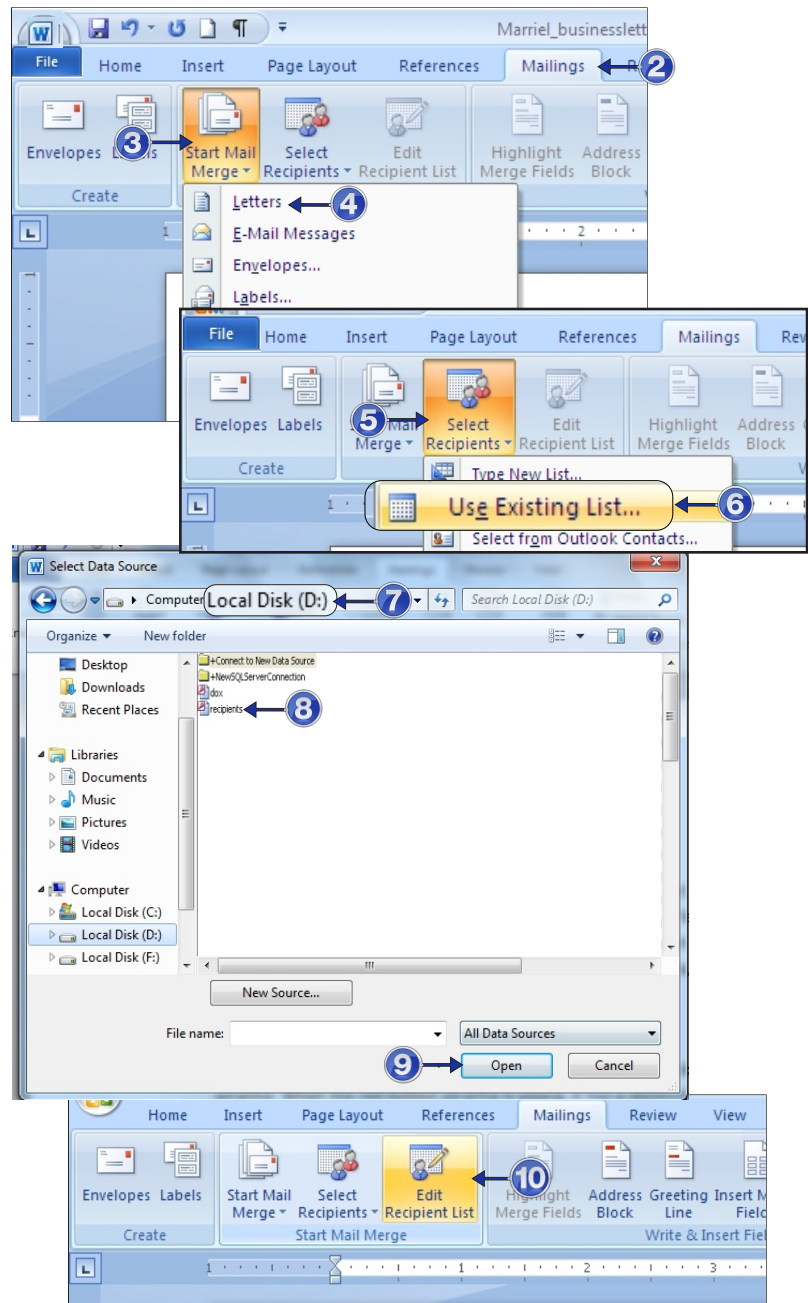
- 7 Click on Look in: pull-down arrow to navigate to the folder containing the mailing list file.
 - You can use the buttons to navigate to the commonly used folders.
- 8 Click the file containing the mailing list.
- 9 Click Open.

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.

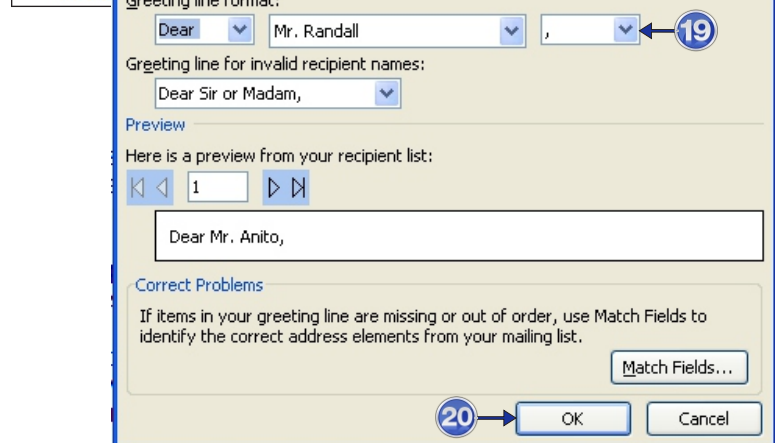
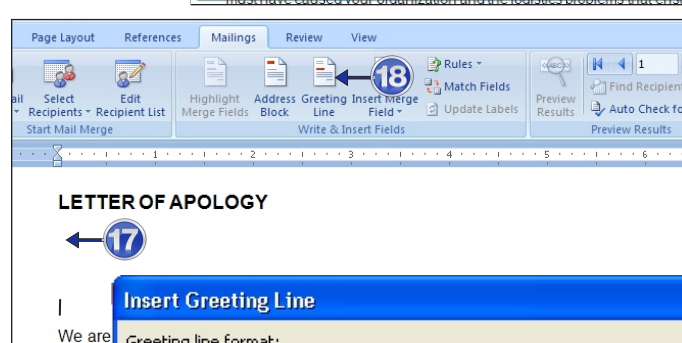
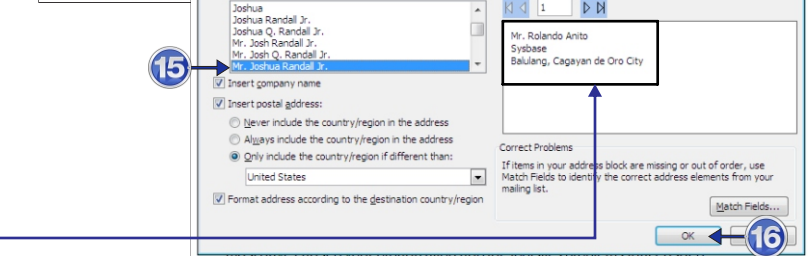
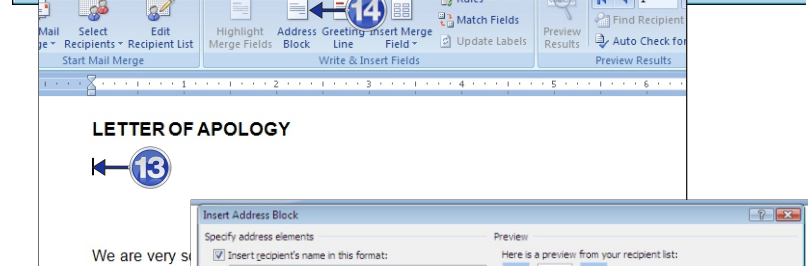
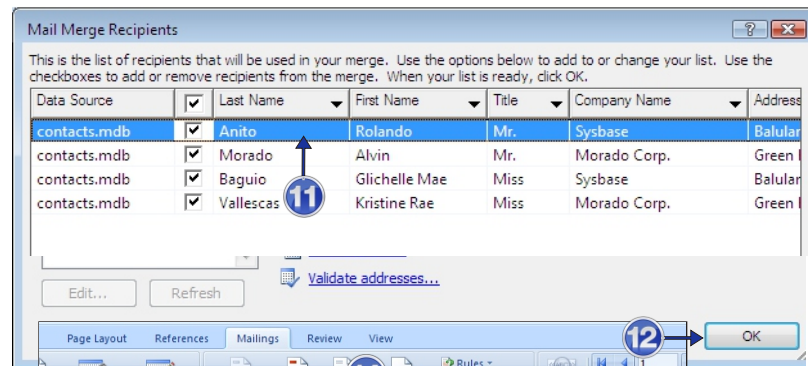
19 Click on the Greeting line format: field to specify the greeting format.

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.

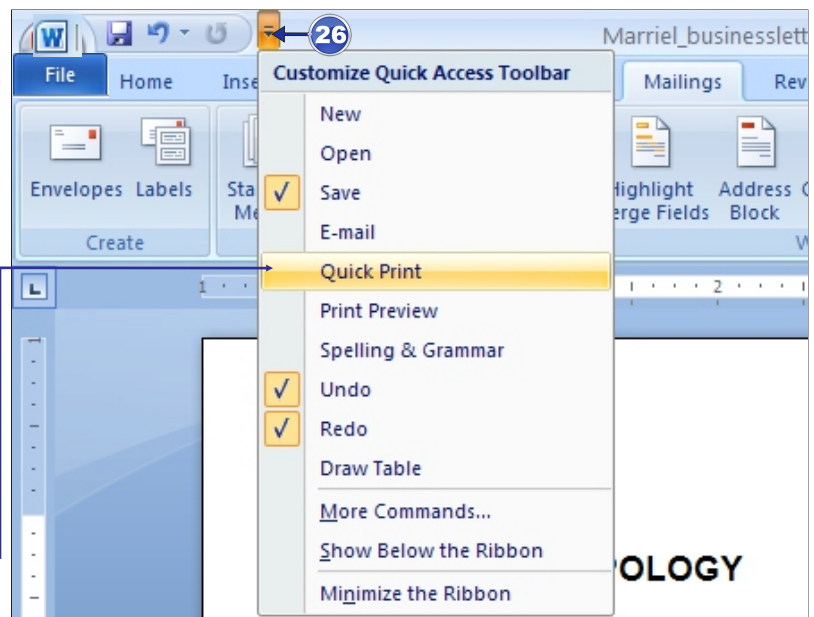
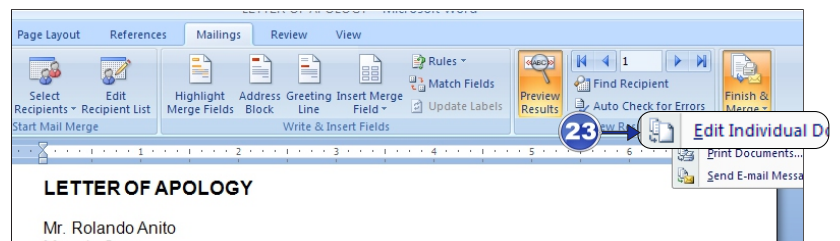
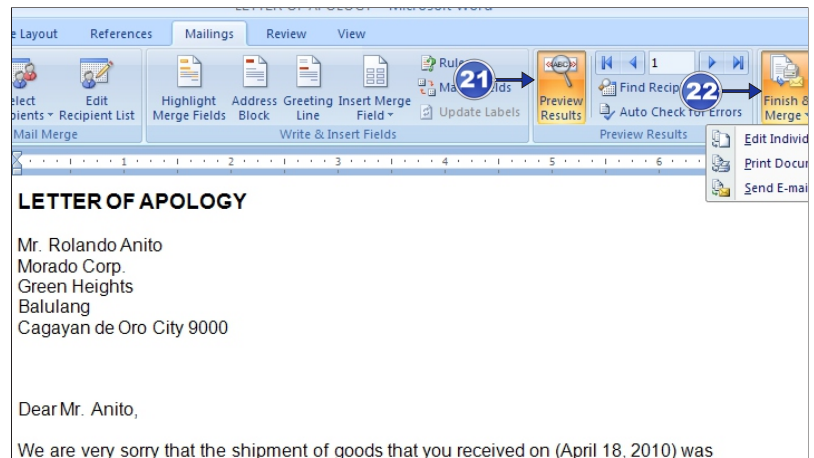
25 Click OK.

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.



Chapter 6 Formatting Pages

Exercise 36 **Action Format**

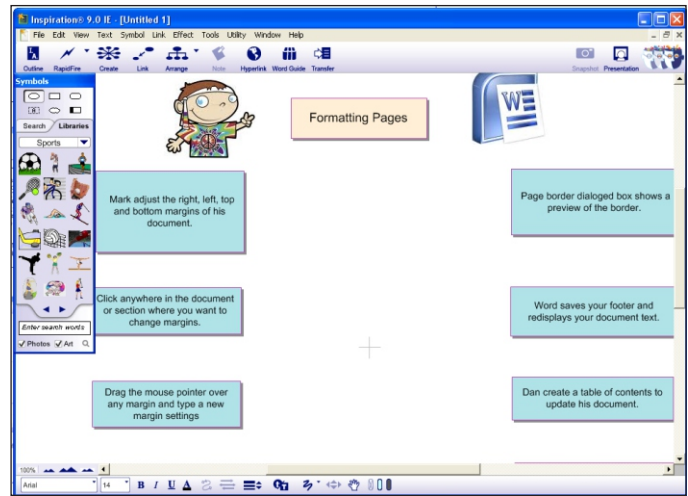
Directions:

1. Launch Inspiration.
2. Open and answer **Formatting Pages**.
3. Color the verbs found in each sentence. Choose any color that you like. Insert the pictures found in the preview from the library.

A **verb** is a word that tells what something does or that something exists.

4. Save the exercise as its document name and place it to your own folder.

Preview:



Chapter 7 Mass Mail and Printing

Exercise 37 Mail Merge

Directions:

1. Launch **Microsoft Word**.
2. Create a letter with the paragraph below as the body.

<First Name> <Last Name>
<Position>
<Company Name>
<Address>

Sir/Madam:

My unique mix of previous work experience and my status as a Polytechnic State University business student in my junior year with marketing as major, makes me an ideal candidate for a summer internship.

My experience in sales and customer relationship management, combined with my course in marketing, have convinced me that I would like to explore hospitality marketing as a career option.

More importantly, an internship would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

I am sure that it would be worthwhile for us to meet. You may reach me via phone (your cellphone number) or via email (your email address).

Thank you for your time and consideration.

Sincerely,

<Your Name>

3. Using MS Word's mail merge feature, merge the information below to create five (5) application letters to each of the firm in the list.

First Name : Leah Jean
 Last Name : Santos
 Company Name : Makati Development Corp.
 Position : Project Manager
 Address : Rodriguez St. Makati City

First Name : Glichelle
 Last Name : Honteveros
 Company Name : Manila Trade Center
 Position : Human Resource Manager
 Address : Manila City

First Name : Rhian Dave
 Last Name : Cabrera
 Company Name : Sysbase Computers

Position : I.T. Manager
 Address : Velez St. Quezon City

First Name : Bonnibel
 Last Name : Vincoy
 Company Name : Del Monte Philippines Inc.
 Position : Human Resource Manager
 Address : Bugo, Cagayan de Oro City

First Name : Lucy Ann
 Last Name : Anito
 Company Name : Dept. of Trade and Industry
 Position : Human Resource Manager
 Address : Lapasan, Cag. de Oro City

4. Preview the document and print. Do the necessary changes to your document if needed.
 5. Save the exercise as **Mail Merge** and place it to your own folder.

Chapter 7 Mass Mail and Printing

Exercise 38 Mail Tense

Directions:

1. Launch **Inspiration**.
2. Open and answer **Mass Mail and Printing**.
3. Type the past and past participle forms of each present tense verb.

Verb Tense

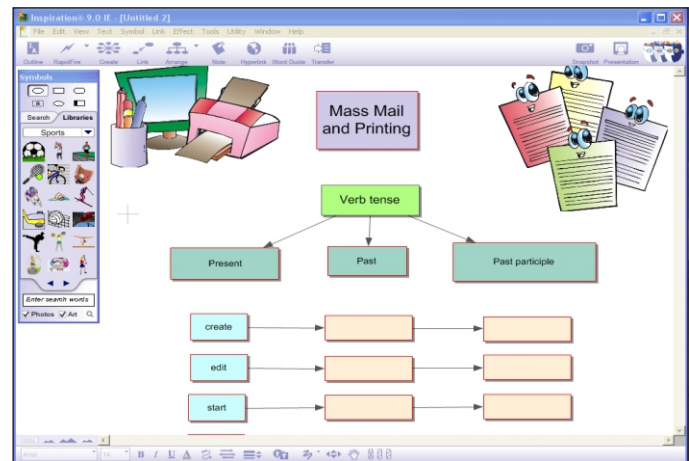
Verbs can be present, past and past participle. Add -d or -ed to form a past tense. Past participle verbs also use a helping verb such as has or have.

Example:

Present Tense	Past Tense	Past Participle
help	helped	has or have helped

4. Save the exercise as its document name and place it to your own folder.

Preview:



TIPS

How do I know that Word will assign the correct fields in my mailing list file to the recipient's address information?

To make sure that Word assigns the correct fields, follow these steps:

1. After you complete Step 22, click **Match Fields**. The Match Fields dialog box appears.
2. Beside each field you use in your merge, click the and select the corresponding field name in your mailing list file.
3. Click **OK** and continue with Step 23. Word matches your fields.

