

## MAIL MERGE DISCUSSED STEP BY STEP.

This is one area where all the officials must be good at. The Mail merge function in Micro-soft Word, actually helps us to reduce so many working hours and wastage of man-power. With the help of Micro-soft Excel it gives us wonderful results in quick time. The possibility of making typographical error becomes marginal.

After reading this, you all must be dying to learn more about it, if you are not already using it. I assure you that, after going through this step-by-step description of how mail merge has to be used there will be a new energy in whatever you do.

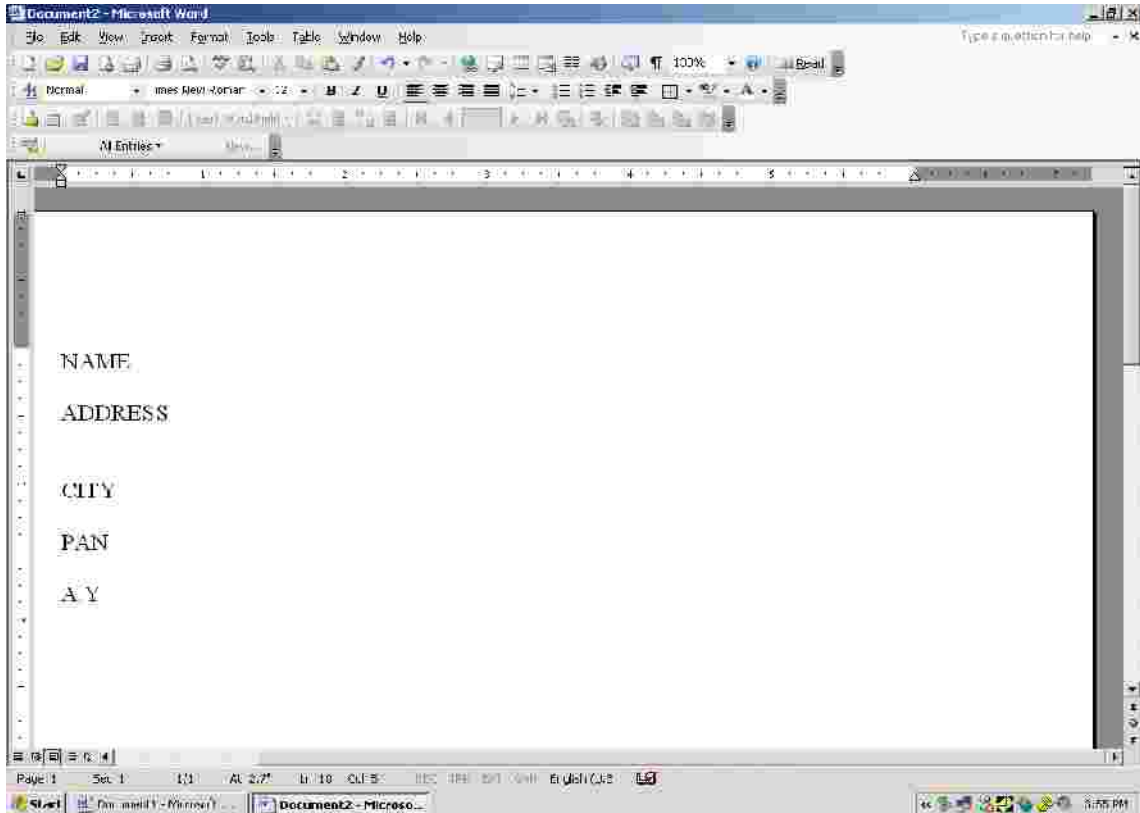
All the best. Go mail merging,

Yours truly,

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Faculty, DTRTI, Ahmedabad

First of all open a blank document in Microsoft Word. (As we all know how to open a file, I am not describing it once again).

In the file, Put some basic inputs, for example as shown below :



Click on Tools menu.

Then Click on Letters & mailings.

Now Click Mailmerge.

How the same has to be done and how the screen will look like after you click as mentioned above is shown in the next page.

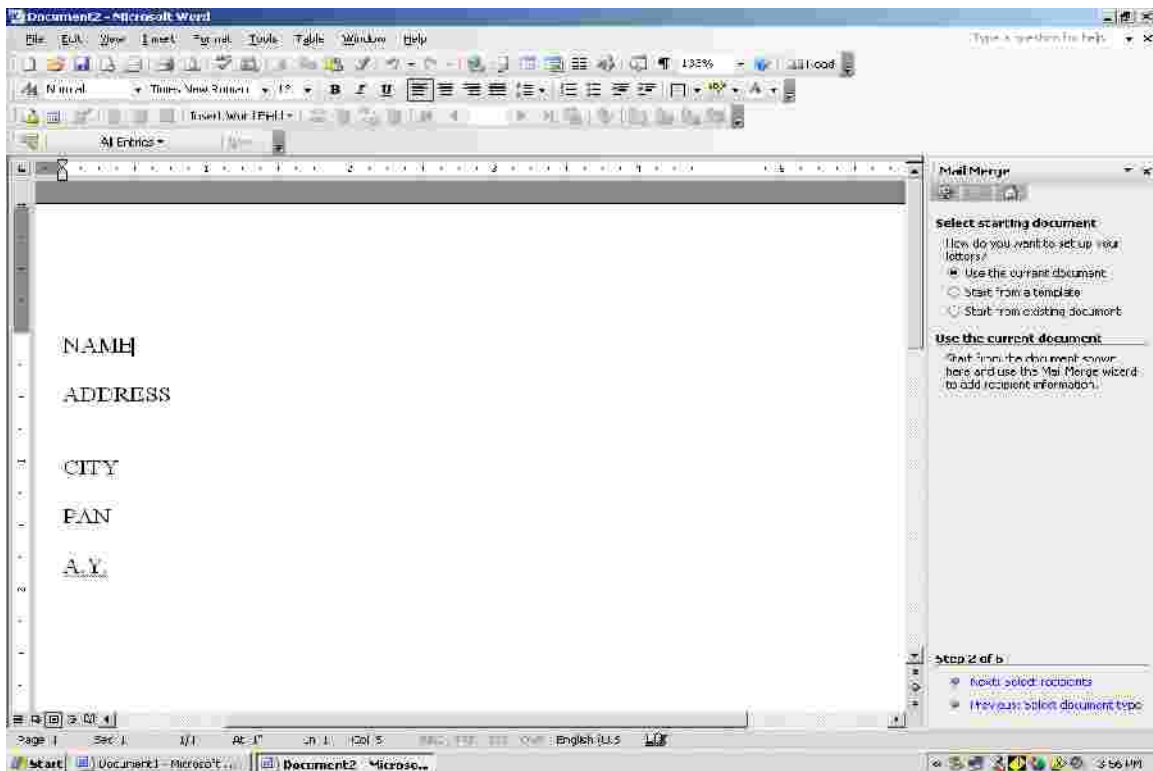


As the Wizard suggests now you can do the entire procedure in just six steps. But Hang on, we are going to do it in three steps. Wonderful, is in it?

By default you will see that in the “Mail Merge Wizard” Letters will be selected. If otherwise, Simply Click on letters. As you had finished the first step just click on “Next : Starting Document” appearing in the right hand side bottom of the wizard window.

New screen will open like below :

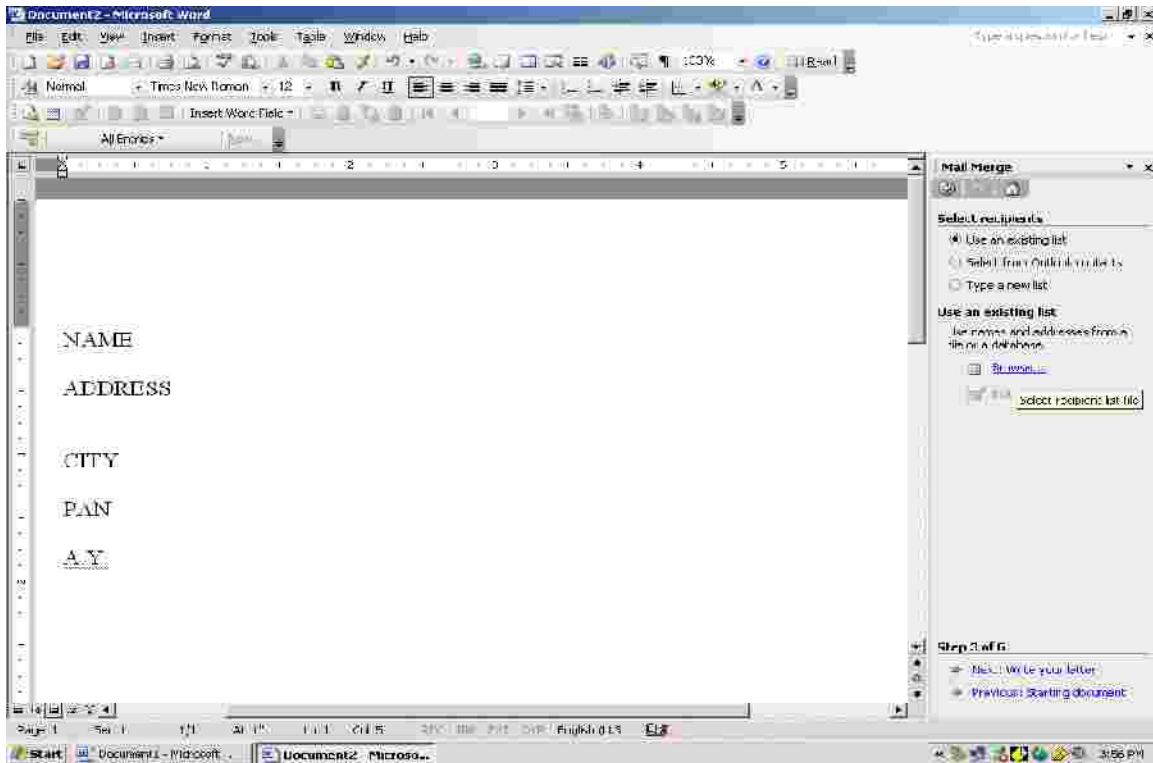
Click Use the Current Document. As done earlier, Click next appearing at the bottom of the wizard window. See you had completed two steps without sweating. Getting more interested. Isn't it??



Now, the third, Click Use an existing list. (Here, I am advising you to click on existing list because I want all of you to keep your data ready in Excel before you do mail merge). In case you don't have one you can always select the third option i.e. "Type a new List".

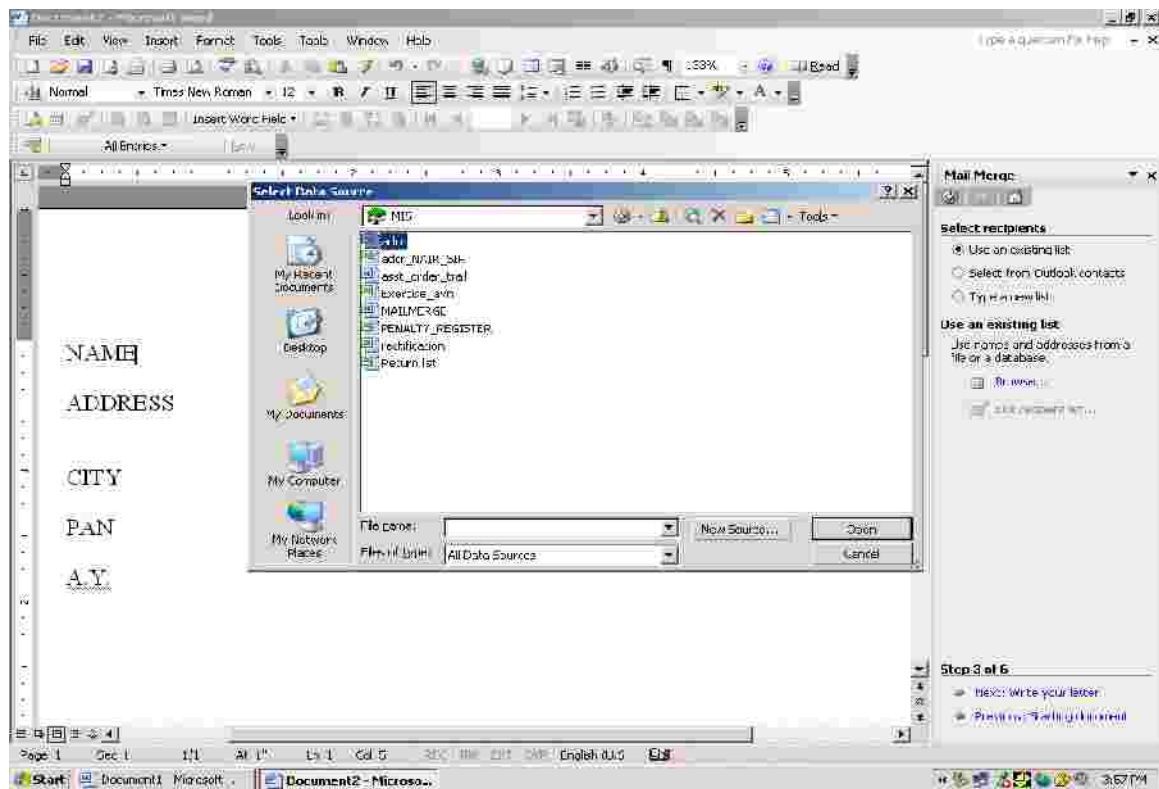
As we had clicked for an existing list, computer will ask where the file is. Thus, comes a new box. Browse.....

Click on Browse



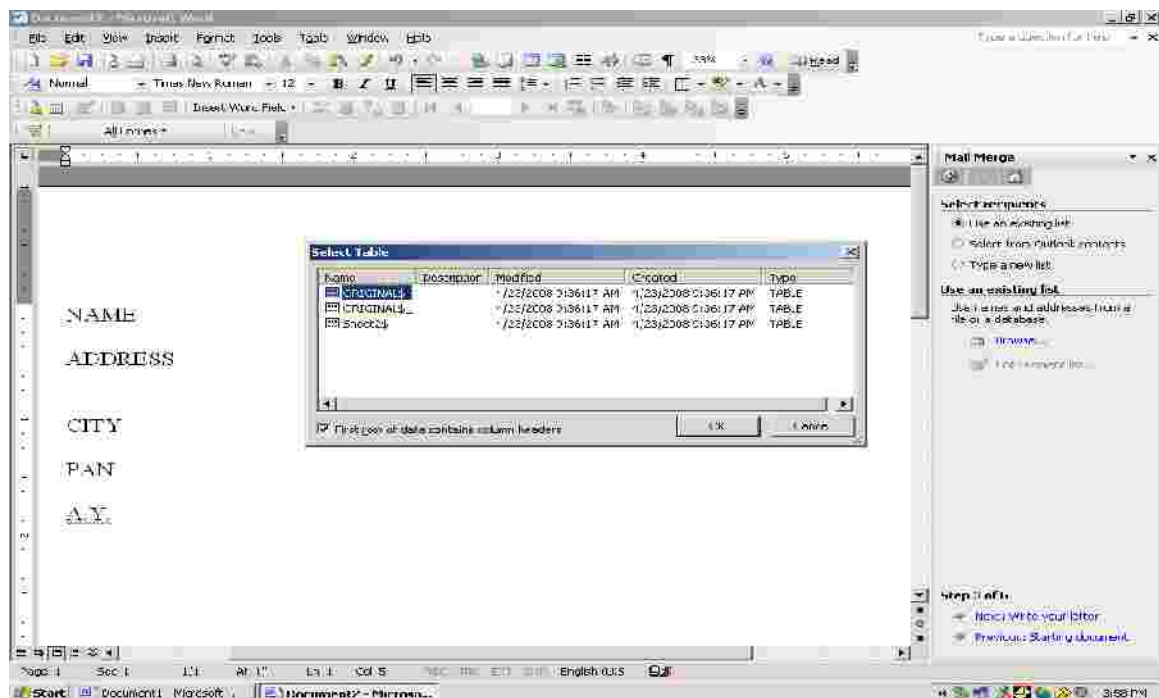
Once you click on Browse, a dialogue box "Select data source" will appear on your screen. It is telling you that please specify the file. Whatever be your file name, please click on it from the place data has been stored.

Once you click on the specific file and click Open.....



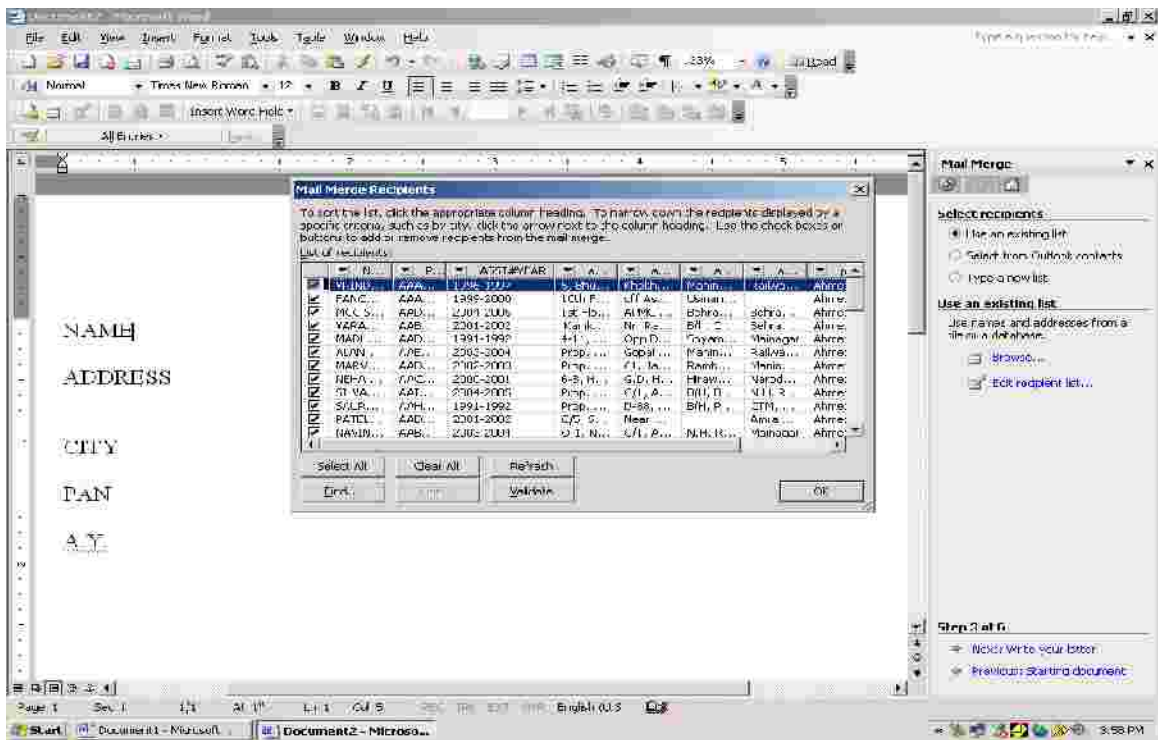
Another dialogue box named "Select Table" will appear

Click on the OK button



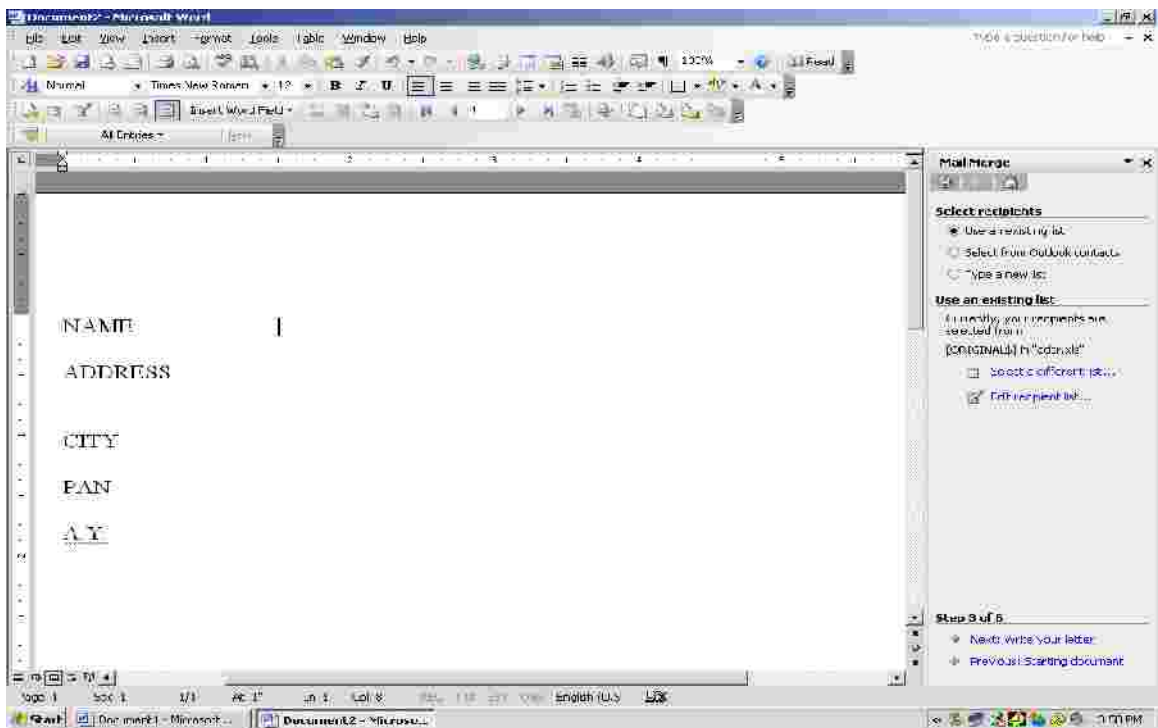
Mail merge recipients dialogue box will appear.

Click on O.K. button



Place the cursor where you want to insert the merge field.

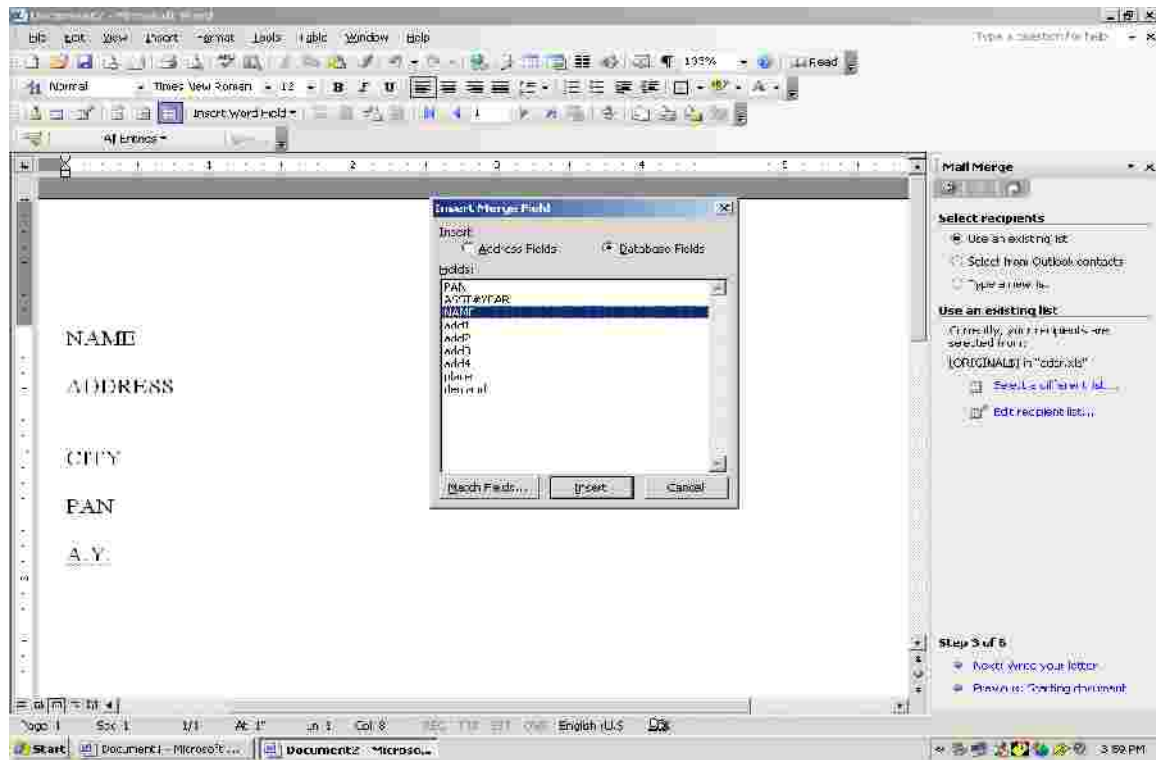
Click the merge field button in the mailmerge tool bar.



Select the field to be inserted.

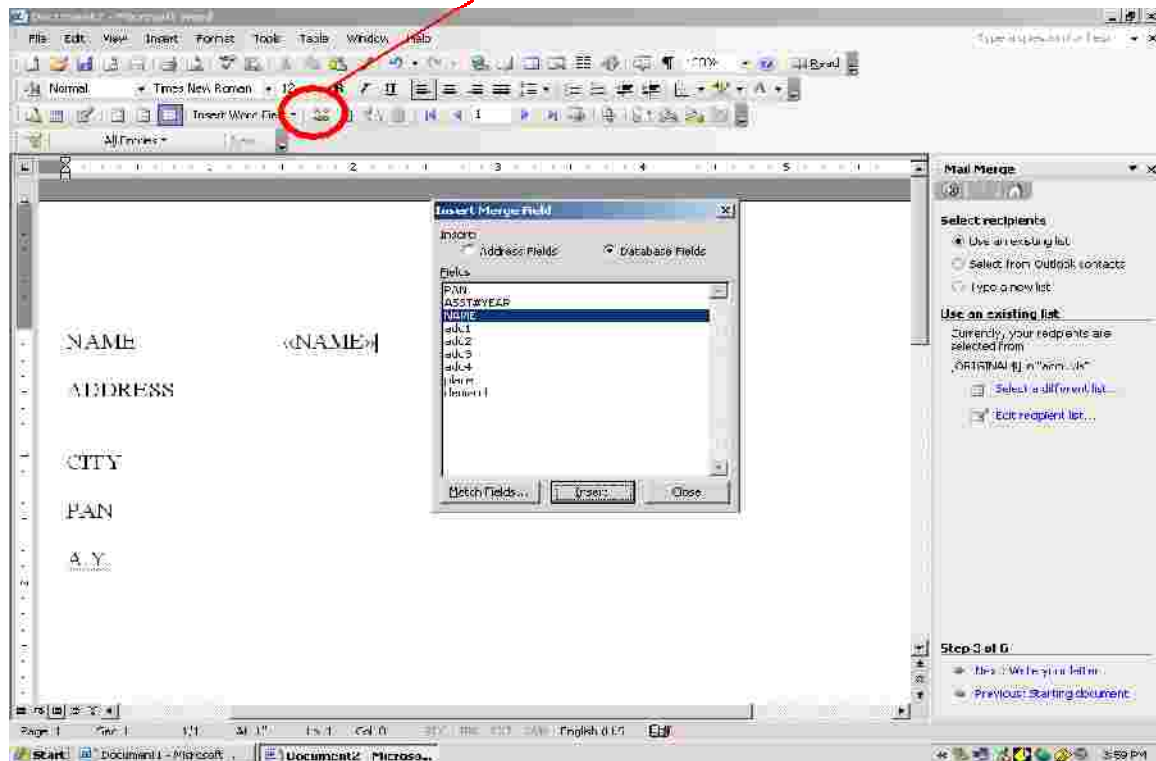


Click on the insert button. The screens are as follows :



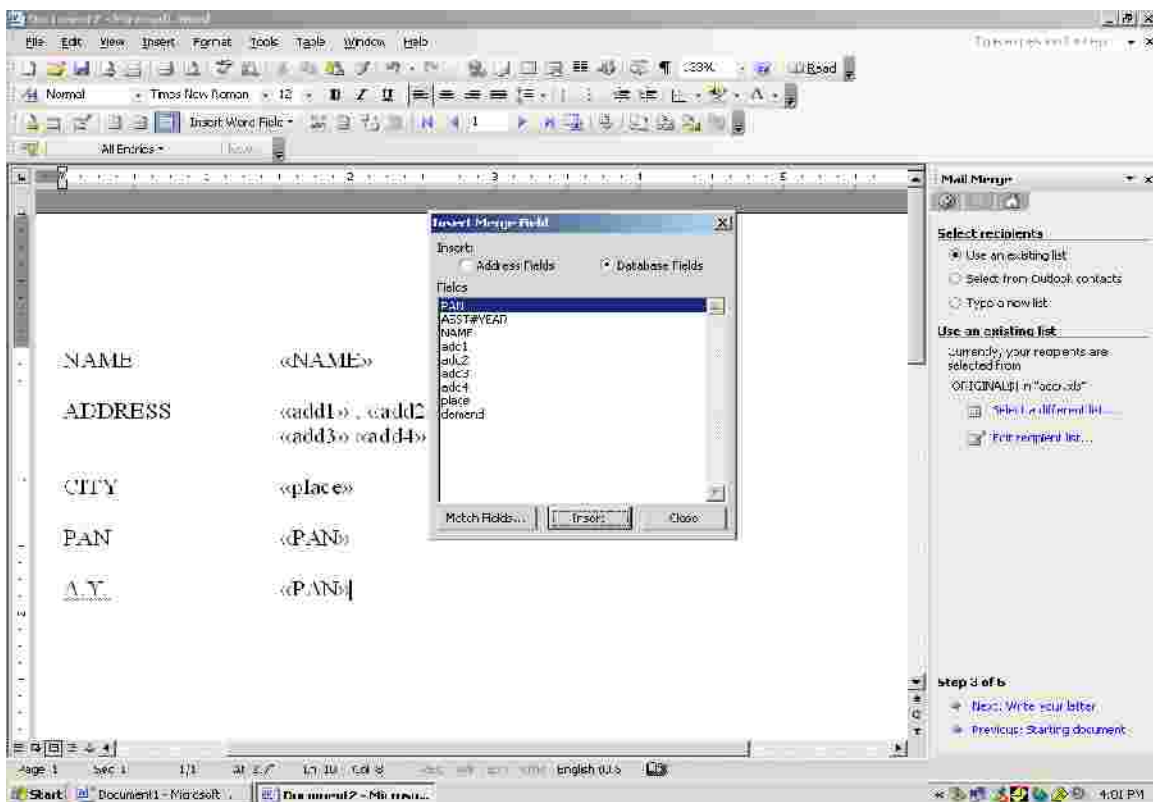
Merge field will appear with in << >> with ABC

Click on the close button

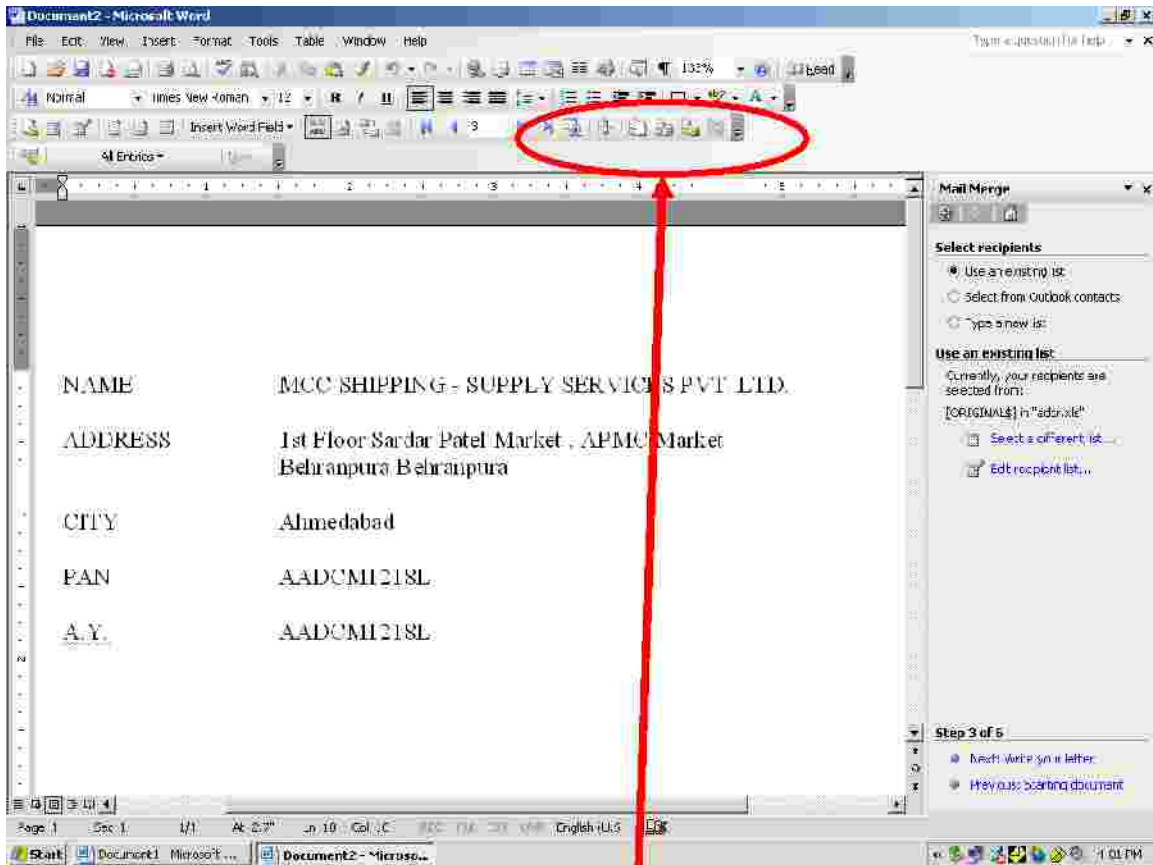




For once, you will have to insert each separately and close it individually in other words, first keep the cursor where you want your merged data to appear and then open the “Insert Merge Field” select the merge field and press close and repeat the same until all the wanted figures are taken. Your last but one screen will look like this. The places where merged data will appear will have a symbol << >>.



Once you are done with all these, then click on the ABC button on the mail merge tool bar to view the merged data. Your final screen will look like this.



Save the file. You can see all the merged information in this file only. You can view or take print out it individually or all. The commands are shown as indicated

Your Mail merge is ready and complete.

Thanking you,

Yours truly,

A.V. Nair & Vardharajan K.  
DTRTI, Ahmedabad

Eager to know more, or find it really worth then do send in your comments and feedback at [avnair.dtrti.abad@gmail.com](mailto:avnair.dtrti.abad@gmail.com), [vard.dtrti.abad@gmail.com](mailto:vard.dtrti.abad@gmail.com). We are waiting for your mail.