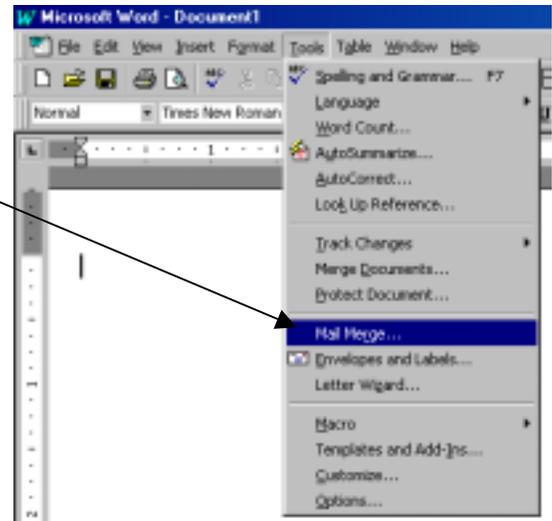


Mail Merge from Excel file

1. Create data file in Excel
2. Save and exit Excel (Take careful note of the name of the file and where it was saved.)
3. Start Word
4. Click on Tools/Mail Merge



5. Click in Main Document - Create

6. Choose Form Letter



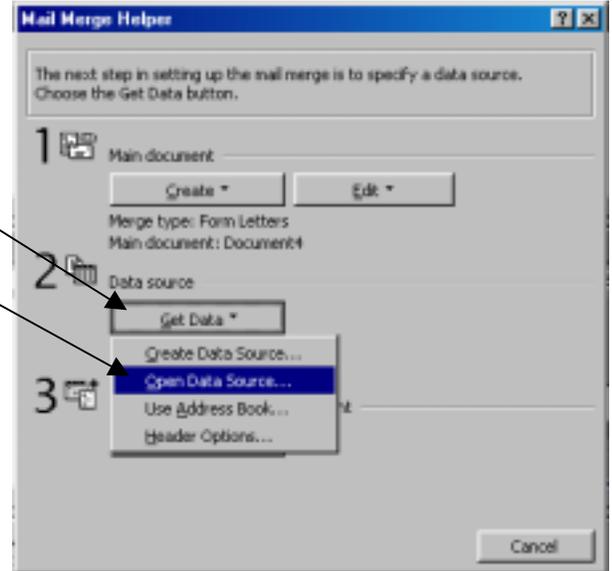
7. Click on Active Window



8. Click in Data Source - Get data

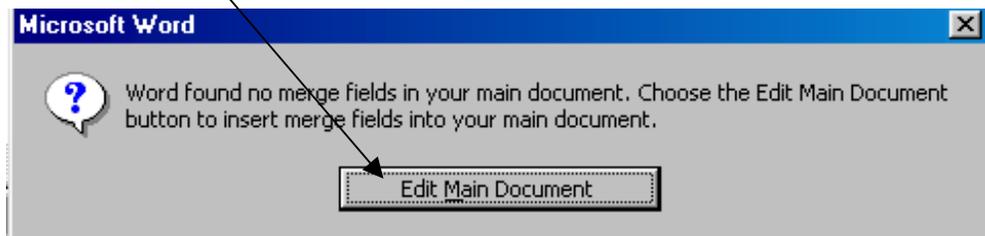
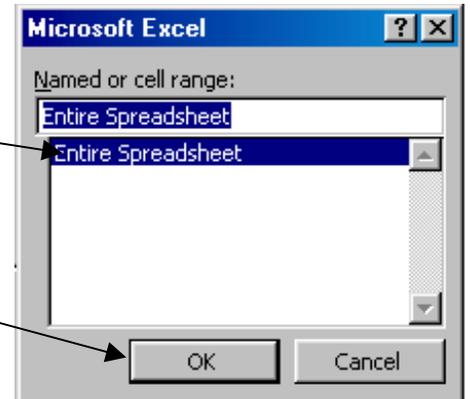
9. Choose - Open Data Source

10. Find and highlight spreadsheet from Excel click on Open.
Remember: You will have to change type of file to from Word Document to Excel Workbook in order to find the file

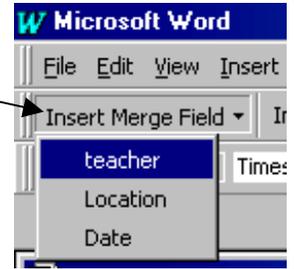


11. Choose entire spreadsheet for range of cells then click OK

12. Word will then tell you that you have no merge fields in your document and will prompt you to edit your main document to add the fields. Click on Edit main Document



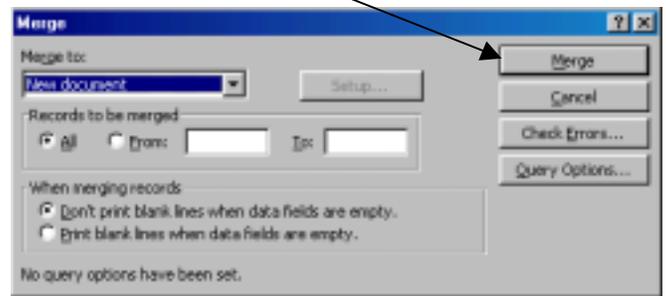
12. Continue to type letter- to add merge fields click on the "Insert Merge Field" Pull down menu and choose field to add.



13. When document is complete click on Tools> Mail Merge > Merge



14. Accept the defaults and click on the merge button of the merge window



15. When window closes it will create a new document that contains the merged data.