

Word 2010 Mail Merge & Forms

Mail Merge

Use a mail merge to automatically create personalized letters, envelopes, labels, e-mail messages, and reports by merging a document, letter, envelope, or label template with a list of names and addresses. Not to email or fax, your computer must have compatible e-mail software and the capability to send a fax. During the merge, options on the MAILMERGE tab help you merge, validate, preview, and print merged steps have been completed.



Choosing the Document Type

Open Microsoft Word and click on the Mailings tab on the ribbon. On the ribbon, click on the Mailings tab and then click on the "New Mail Merge" button.

1. Choose MAILINGS tab, then NEW MAIL MERGE button, then choose one of the document types.
2. For E-mail, click on the E-mail tab, expand the "New Mail Merge" options, then click the "Next Step" button.

Recipient Lists

Acceptable formats for your recipient list include:

- Microsoft Excel, Comma Delimited Text
- Text or Comma Separated Text
- Microsoft Word Document
- Microsoft Outlook List
- Outlook Contacts
- Microsoft Access Database

The Recipient list is a visual table. Each row is a record, containing unique, individual information, such as name, address, telephone number, and so on. The columns are the fields you want to merge.

Creating a Recipient List in Word

1. Choose MAILINGS tab, then NEW MAIL MERGE button, then "New Mail Merge" button.
2. Choose recipient names and addresses. Then click "Next Step" button.
- To add a new entry, press <Tab> after the last entry, or click the "Add" button, then press <Tab> to add another entry.
- To add multiple entries, press <Shift> + <Tab> to add multiple entries.
3. Click "OK".
4. Enter a FILE NAME, then click "Save", the recipient list is stored in a Microsoft Access database file.

Selecting an Existing Recipient List

1. Choose MAILINGS tab, then NEW MAIL MERGE button, then "New Mail Merge" button.
2. Find and select your previous list, then click "OK".
3. Using Outlook Contacts:

 - Choose MAILINGS tab, then SELECT RECIPIENTS button, then "From Outlook Contacts" button.
 - If prompted, select the contact folder, then click "OK".

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Writing the Document

With your document, we can now add any Word document.

- The document should be for filling in. Select the recipient list, then click MAILMERGE tab, then MAIL MERGE FIELDS.
- Use ADDRESS blocks, or a combination of ADDRESS blocks and other common components of Address.

Creating a Label Document

1. Prepare a blank, lined document, in the size of your labels, go to mailings tab, merge fields, using options in the Mail Label.
2. Choose MAILINGS tab, then "New Mail Merge" button, then click "Next Step" button.

Using an IF... Then... Else... Rule

Use the IF... Then... Else rule to format only one of the recipient's information or conditions included.

1. Place the recipient's gender column you want the user selected on file. (e.g., Male, Female) then click "Merge Fields" button.
2. Choose MAILINGS tab, then "New Mail Merge" button.
3. In the ribbon bar, choose from the MAILMERGE tab, then "MAILINGS" tab, and choose a value or type for the CONDITION, (e.g., Male, e.g., "City equals to Paris").
4. Under AND IF, if is selected, this will use both parts added to update when this IF Statement is true.
5. Under OTHERWISE, (e.g., IF City equals to Paris) is the text to appear when this IF Statement is false.
6. Click "OK".

When you run the Mail Merge, different information is printed on each label according to whether the IF statement you specified is true or false.

Previewing the Merge

To see the document as it will look when merged, click on the "MAILINGS" tab, then "PREVIEW" button. Click "OK" then "Print" to preview the document. To preview the document, click "MAILINGS" tab, then "PREVIEW" button, then click "Print" button.

Mailings

1. Choose MAILINGS tab, then PREVIEW & PRINT button.
2. Select the merge options:
 - MAIL MERGE TO OUTLOOK to post the merged documents into a new Word document.
 - PRINT (e.g., MAIL MERGE TO WORD) to send the merge directly to printer.
 - PRINT INDIVIDUAL DOCUMENTS to send individual merged emails to each recipient with the original address.
3. Choose a FILE, click "Merge to Recipients" to merge (e.g., Outlook, Microsoft Word, Microsoft Access, and Microsoft Excel) PREVIEW LIST with recipient list, regardless of differences, such as:
 - If you have an "empty" list, click "OK".
 - Select "Next Step" to continue the email address through the list of names.
 - Type a SUBJECT LINE to be used for each e-mail.
 - Select the MAIL PRIORITY.
4. Under "MAIL" tab, you can choose to use for all recipient's both names and a photo from the photo gallery.
5. Microsoft Word has several merge fields and includes: Name, Address, and Picture, as well as other fields like: To, From, and CC, as well as related document merge fields. This is selected, recipient file recipient file, then click "OK".
6. If prompted, ALLOW Word to access to your e-mail program.
7. Save the document if you want to use it again for another user in the future.

Word 2010 Mail Merge Cheat Sheet

Beezix, Inc Staff

Word 2010 Mail Merge Cheat Sheet:

[Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff, 2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Plain or Rich Text For Plain Text For Building Block Gallery For Combo Box and Drop Down List For Date Picker For Check Box Turning On Off Design Mode Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form Preventing Editing of a Control's Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

[Microsoft Word 2010 Advanced Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix Software Services, Inc, 2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

[Microsoft Word 2010 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix

Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

Microsoft Word 2010 Collaboration

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Beezix Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use formatting features of Microsoft Office Word 2010 at the intermediate level The following topics are covered Displaying the Ruler Changing the Default Font Settings Tabs Moving Tab Positions Removing a Tab Marker Clearing All Tab Markers from the Ruler Tab Tips Setting Tabs with Leaders Disabling Automatic Formatting The Indent Markers Changing Indents Applying Indents Quickly Creating Bulleted Lists Changing Bullet Style

Creating Numbered Lists Turning off Bullets or Numbering Creating Multilevel Numbered List Paragraph Breaks vs Line Breaks Changing Paragraph Spacing Changing Line Spacing Clearing Formatting Using Quick Styles Using Themes to Format the Document Inserting a Table Moving a Table Inserting Rows within a Table Adding a Row at the End of a Table Inserting Columns within a Table Changing Column Widths Merging Table Cells Splitting Cells of a Table Centering a Table within the Margins Changing Text Direction Wrapping Text around Tables Adding Space to Table Rows Adding Paragraph Cell Borders and Shading Inserting a Pre Formatted Text Box Drawing a Text Box Formatting a Text Box Finding and Replacing Text Finding and Replacing Formats Finding and Replacing Special Characters Tabs Spaces etc Also includes Lists of Table Selection Shortcuts and Formatting Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010

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Microsoft Word 2007 Mail Merge and Forms Quick

Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2007-01-31

Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail merge and forms features in Microsoft Office Word 2007 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using Rules Previewing the Merge Merging The Mail

Merge Wizard Highlighting Merge Fields Forms Showing the Developer Tab Preparing the Form Inserting Content Controls Text Fields Drop Down Lists Date Pickers etc Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Text Options for Plain Text Combo Boxes DatePicker Building Block Gallery Design Mode Changing Placeholder Text Protecting a Form from Changes Protecting Only Parts of a Form Preventing Editing of a Control's Content Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template Legacy Form Fields Saving and Printing Data Only for Legacy Form Fields This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Word 2007 Word 2007 Introduction Word 2007 Formatting Word 2007 Advanced Word 2007 Mail Merge Forms Word 2007 Templates Macros **Microsoft Office Word Mail Merge I.F.S.**

Harrison,2013-03-19 Creating Letters E mails and Mailing Labels Will Be Easy With The Mail Merge Wizard This Illustrated Guide Imagine you have letters or e mails that you need to send to many many people Most of the content is the same but you need to show recipient specific information in each letter You don't want to type multiple documents and personalize each one That would take hours You know there is a faster way than copying and pasting That is where Mail Merge comes in No longer cringe when creating correspondences Let Microsoft Office Word take care of most of the work for you and use the Mail Merge Wizard You provide the content the recipient list and let the Wizard do the rest Mailing labels and envelopes are no problem for the Mail Merge Wizard Use the Rules feature to further automate the mail merge What will you learn After reading this manual you will be able to customize form letters using merged fields and connect Word to Excel lists and Outlook to define those fields You will also learn to create your own lists You will create mass e mails and mailing labels You will also be able to customize your merged documents with Fill in fields and text that only appears on documents if that document meets certain conditions Keyboard shortcuts and a cheat sheet at the end of this manual will help you create mail merges even faster Who should purchase this manual This manual is for people whose job responsibilities include working with labels envelopes form letters and mass e mails and who want to save time and customize documents What will you need to know before starting this manual To ensure your success knowledge of basic features of Word Outlook and Excel is recommended Examples Exercises Use the hands on activities in this guide as a learning tool Keep it close by when using Word as a reference tool Exercises and examples apply to Microsoft Office Word 2007 2010 and 2013 Understand how mail merge works so you can get the results you want Scroll up and grab a copy today **Microsoft Word 2016 Mail Merge**

Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Beezix Software Services,2016-02-22 This two page laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge features of Microsoft Word 2016 Windows Version Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Word Mail Merge This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The

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letters envelopes labels and more Along the way gain an understanding of the options available to you when creating a mail merge in Word and gain confidence in your ability to create even complex mail merges with minimal effort **Word 2010: Mail Merge** ,2010 In Word 2010 Mail Merge in Depth author Gini Courier demonstrates how to take advantage of Word s Mail Merge feature to save a tremendous amount of time creating customized documents The course offers tutorials on creating letters emails envelopes and labels It also shows how to use Mail Merge with Outlook and Excel creating data sources inserting fields using IF and other rules for customized merges and troubleshooting Mail Merge issues Exercise files are included with the course *Word 2010: Mail Merge* ,2010 Create custom documents and save time with the Mail Merge features in Word **Microsoft Word 2003 Mail Merge and Forms Quick Reference Guide** Beezix, Inc Staff,2004-03

Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail merge and forms features in Microsoft Word 2003 The following topics are covered Mail Merge Task Pane vs Toolbar Merging Form Letters Preparing a Data Document Editing Fields in a Data Document Data Sources Merging Mailing Labels Merging Envelopes Merging Email Merging Selected Records Sorting Records Conditional Statements and Viewing Field Codes Forms Preparing the Form Layout Inserting Form Fields Text Boxes Drop Down Lists Check Boxes Setting Form Field Options Creating Help for a Form Field Form Field Shading Protecting a Form from Changes Using the Form Saving Form Field Data Only Printing Field Data Only and Making Changes to the Form Template This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Mastering Mail Merge Using Microsoft Word 2007 Andrea Jones,2007

Microsoft Word Mail Merge for Word 2002 and 2003 Quick Reference Card Element K Journals,2003-10-01

Microsoft Word Mail Merge the Step-By-Step Guide C. J. Benton,2016-11-07 Master Mail Merge in just a few short hours Mail Merge is a feature within Microsoft r Word r that allows you to create mass communications in which specific sections can be tailored to individuals or groups You may utilize existing lists of customer or employee data and can customize the communication medium without having to manually change each correspondence The Mail Merge feature saves time and reduces the chance of errors occurring when someone must physically type or modify each message This book is tailored for beginners and will quickly and easily guide you through the Microsoft r Word r Mail Merge functionality All examples include step by step instructions with screenshots demonstrating how to create Mail Merge Form letters Mailing labels Email messages How to use Excel r as the Data Source to create Mail Merge invoices Imagine the time you ll save by not having to search the internet or help files to learn one of the best features in Microsoft r Word r Mastering Mail Merge Using Microsoft Word 2000 , Word for Microsoft 365 Reference and Cheat Sheet ,2021-05-15 Do you need a quick reference for MS Word for Microsoft 365 The four panel Microsoft Word for Microsoft 365 Reference Cheat Sheet contains tips shortcuts and an annotated list of the most frequently accessed Word 365 features for Windows and macOS Almost all of the instructions and examples also apply to Word 2019 Word 2016 and Word 2013

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