



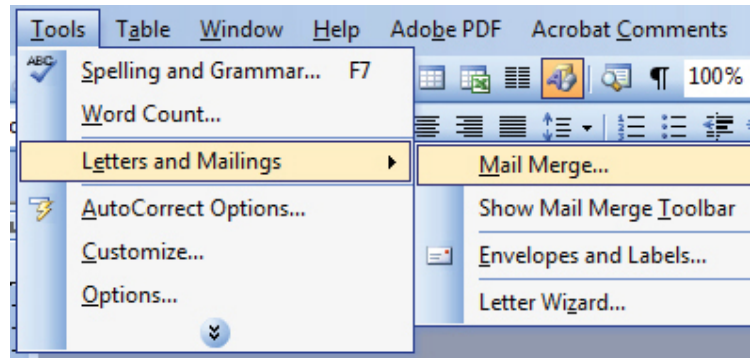
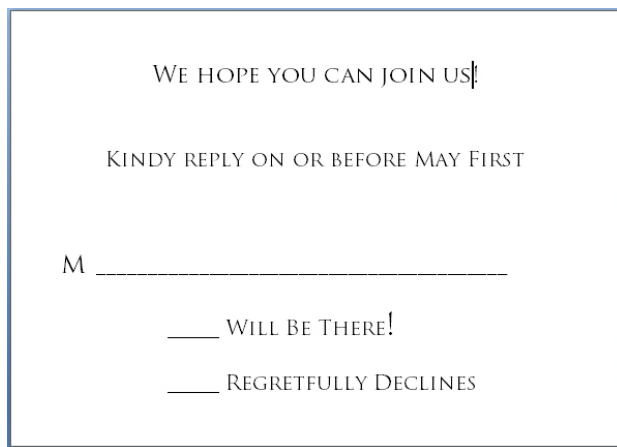
## With a Fully Formatted Invitation Document Open, Start Mail Merge

With a fully formatted, ready to print document\* open, start mail merge.

Click **Tools > Letters and Mailings > Mail Merge**.

The *Mail Merge Wizard* opens, guiding you through the rest of the process in 6 steps.

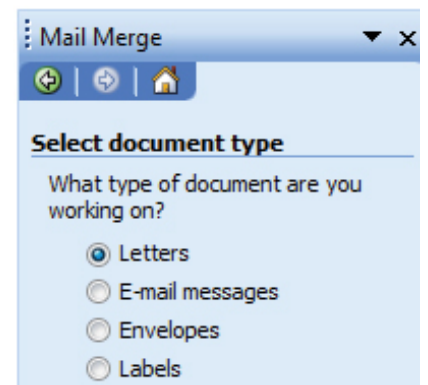
*\*This process can be used for any personalized stationery including invitations, response cards, thank you notes, etc.*



## 1. Select a Document Type

In Step 1, *Select Document Type*, you will be choosing the type of document you are working on.

Next you're asked, *What type of document are you working on?* Select **Letters**, then continue by clicking **Next: Starting document**.

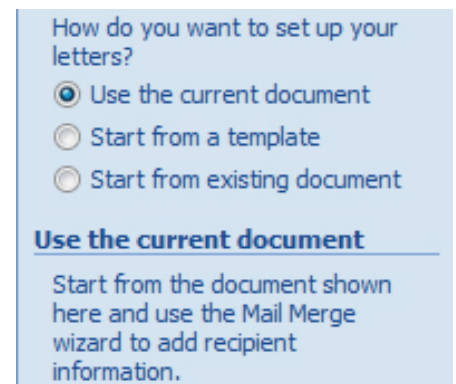


## 2. Select Starting Document

Next you're asked, *How do you want to set up your letters?*

Select **Use the current document**.

Continue by clicking **Next: Select recipients**.



## 3. Select Recipients

Under *Select recipients*, click **Use an existing list > Browse**.


Navigate to the spreadsheet of names that you have previously made. Click **OK** twice, then proceed to step 4, **Write your letter**.

### Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

### Use an existing list

Use names and addresses from a file or a database.

 [Browse...](#)

## 4. Write Your Letter/Insert Placeholders

Under *Write your letter*, click **More items**.





The *Insert Merge Field* opens. Highlight the fields that you want from your spreadsheet, then click **Insert**.

The placeholders are now in your document surrounded by << and >> marks. Place them exactly where you want them to fall in your document. They are now ready to be filled in with the information in your spreadsheet.

### Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

-  Address block...
-  Greeting line...
-  Electronic postage...
-  More items...

WE HOPE YOU CAN JOIN US «NAME»!

KINDY REPLY ON OR BEFORE MAY FIRST



## 5. Preview Your Letter

All of the information from your spreadsheet has now populated into the document and you can preview each card by clicking the << and >> buttons.

This is a good time to make sure none of the names are too large to fit on one line. When everything looks good, you're ready to complete the merge.

### Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

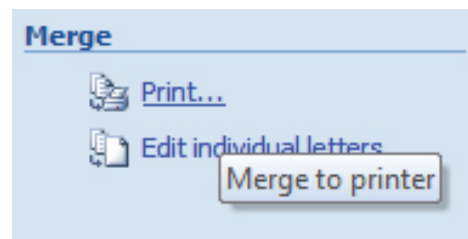
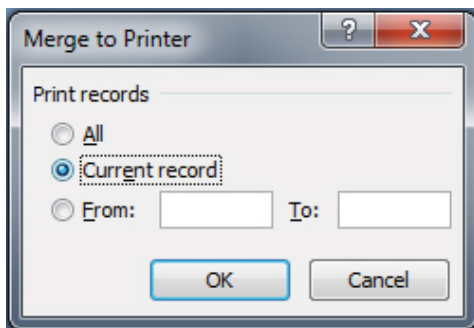
 Recipient: 1 

WE HOPE YOU CAN JOIN US AMES FAMILY!

# 6. Complete the Merge & Print

This is the appropriate time to print one card as a test.

In step 6, *Complete merge*, click **Print**.



Select **Current Record**. This prints just the document on the screen, not the entire collection.

A print window appears which brings up your print driver. After printing the test, if everything is properly positioned, click **All** to print the entire list.