



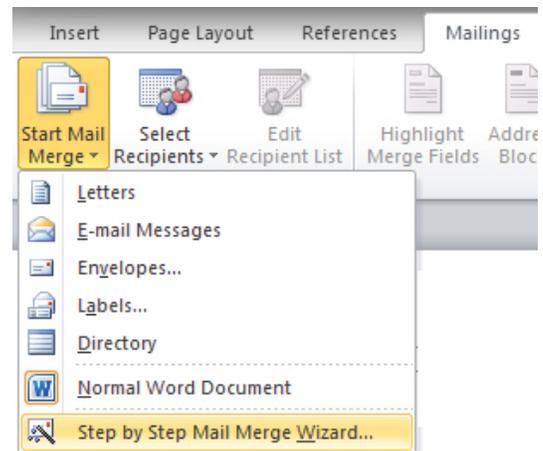
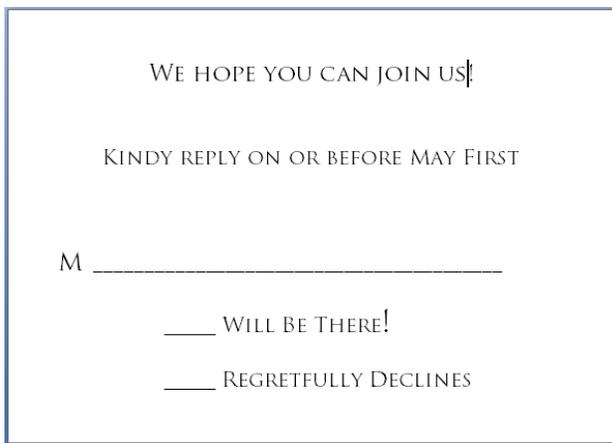
With a Fully Formatted Invitation Document Open, Start Mail Merge

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

Click **Mailings > Start Mail Merge > Step by Step Mail Merge Wizard**.

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**.

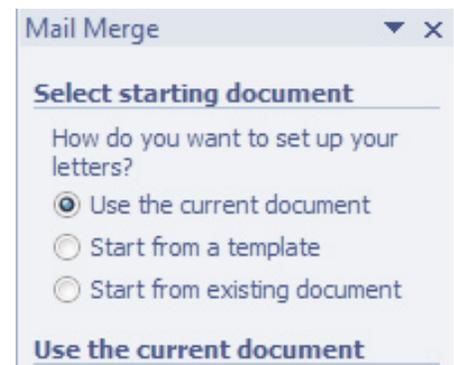


2. Select Starting Document

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:

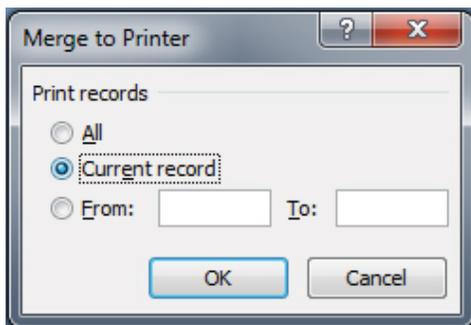
 Recipient: 1 

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.

