

Microsoft Word - Explained



Mail Merge Explained.

To perform a mail merge you will require a **Form Letter** that contains the text that you want to send along with the **Merge Fields** for the information that you want to use to personalize each letter, such as the recipients name, address etc in the greeting line.

These fields can be added manually or as part of the **Mail Merge** wizard process.

You must have a data document that contains all of this information in either comma or tab delimited format.

The merge information can also be stored in other applications such as Excel, Access and Outlook.