

What is Mail Merge?

- Mail Merge allows you to easily produce personalized letters, labels, and envelopes using contact information stored in a list, database or spreadsheet.

The image shows a screenshot of the Microsoft Word interface with the Mailings tab selected. Four numbered callouts provide instructions: 1. 'Start on the Mailings tab.' points to the Mailings tab in the ribbon. 2. 'Click on Start Mail Merge.' points to the 'Start Mail Merge' button in the ribbon. 3. 'Click on Step by Step Mail Merge Wizard.' points to the 'Step-by-Step Mail Merge Wizard' option in the dropdown menu. 4. 'Follow the instructions on the sidebar to complete basic merges.' points to the Mail Merge sidebar on the right. The sidebar shows 'Letters' selected under 'Select document type'. The main document content includes a paragraph about Denver Public Library and two lists: 'Beginning Computer users' and 'Job Seekers'. A red 'NOTICE!' box at the bottom states: 'The Mail Merge sidebar will walk you through the process with more detailed instruction. What it's actually doing is walking through the buttons on the Mailings tab. If you want to create a more complicated merge, use the buttons on the Mailings tab instead.'

1 Start on the Mailings tab.

2 Click on Start Mail Merge.

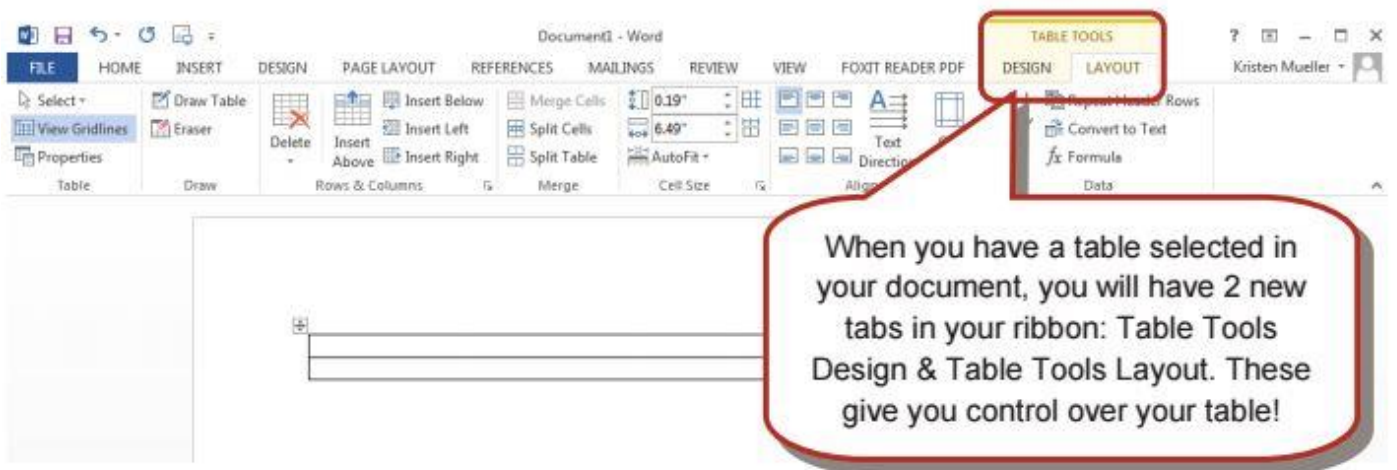
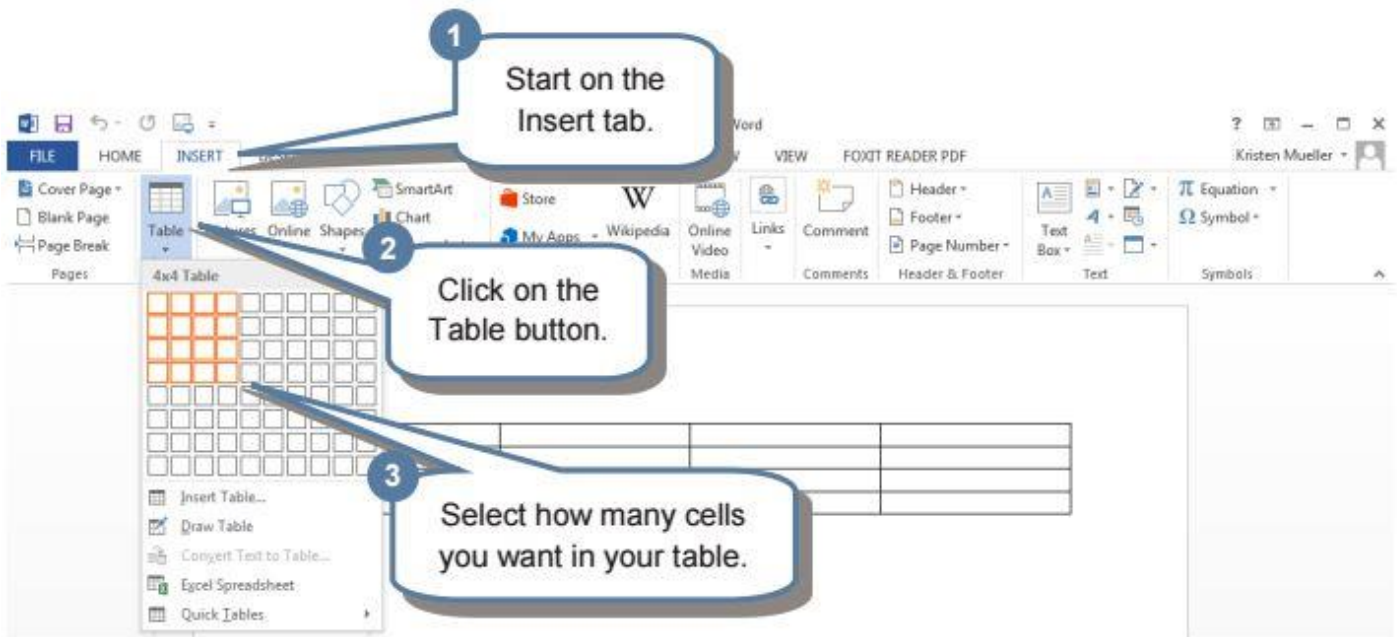
3 Click on Step by Step Mail Merge Wizard.

4 Follow the instructions on the sidebar to complete basic merges.

NOTICE!
The Mail Merge sidebar will walk you through the process with more detailed instruction. What it's actually doing is walking through the buttons on the Mailings tab. If you want to create a more complicated merge, use the buttons on the Mailings tab instead.

Tables

- Tables are used in Word to organize text on your page. If you're creating labels and need your text precisely aligned, you can use a table to control how it looks. Tables are also commonly used in resumes to make fancy designs.



Need more help?

- Go to: <http://www.gcfllearnfree.org/word2016>
- Call Pam at the Baldwin Library and schedule a one-on-one appointment: 412-885-2255.