

# Mail Merge: Microsoft Office 2016

Any type of mail merge has two components, the main document and the data file. The main document contains the body of the text, plus any graphics, photos, etc. It is usually composed in a word processing program (Word). The data file contains a list of names, addresses, etc. The data file is often created in a spreadsheet program (Excel), or uses a list of contacts from an email program (Outlook). Selected components from the data file are inserted into the main document and the two files are merged to create one seamless document.

## Using Excel to Create a Data File

1. Open Excel.
2. Create Headings in Row 1 for all components of the mail merge.
  - Recommended: Last Name, First Name, Address, City, State, Zip Code.
  - Optional: Title, Middle Initial, Suffix, Partner Name, etc.
  - They do not need to be in any particular order.

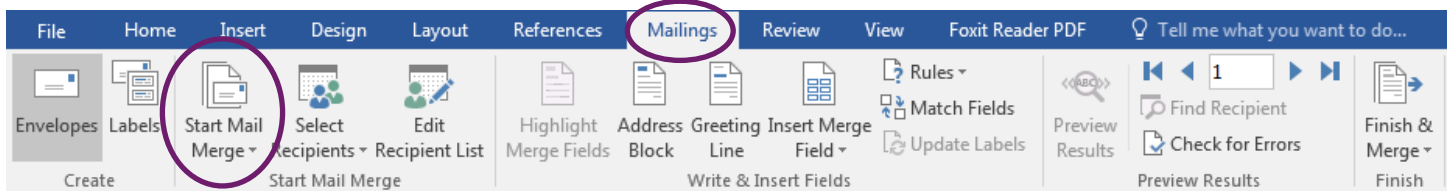
C	D	E	F	G	H	I	
LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIPCODE	START DATE	

3. Enter all data into the data file. Take time to proofread your data, and make sure addresses are current. If it's wrong in the data file, it will be wrong when you merge it into the main document.

**Note:** Zip codes in the New England states begin with a 0 (e.g. 07924). Excel does not recognize the zero and will remove it from the zip code (e.g. 7924). To correct this, **select the entire Zip Code column by clicking the column heading letter at the top of the column. Go to Home → Number → Number Format (pulldown). Choose More Number Formats. In the Category Box, select Special. Click Zip Code or Zip Code +4.** The zeros will be back where they belong. Additionally, any hyphens (e.g. 60187-5342) will appear automatically.

## Start Mail Merge

Go to **Mailings** (tab) → **Start Mail Merge** (group) → **Start Mail Merge** (button)



- Select Document Type
  - **Letters** – Easily insert addresses, greetings, etc. into a letter
  - **E-Mail Messages** – Send a mass e-mail that's personally addressed to each individual
  - **Envelopes** – Print a stack of envelopes instead of typing them individually.
  - **Labels** – Create mailing labels to be printed.

- If you select labels, be ready to provide the type of label (e.g. Avery 5160). This information is typically found on the bottom right corner of the box.
- Word 2016 will automatically select Microsoft as the brand of the label; make sure you change this, if necessary.
- **Directory** – Create a printed list of addresses (like a phone book).

## Select Recipients

- **Type New List** – Word has a limited capacity for storing names and addresses. If you do not have Excel or any other type of spreadsheet program, this can be a good alternative.
- **Use Existing List** – This refers to a data file, such as one created in Excel or Access.
  - Browse to locate the file where the addresses are stored.
  - If using Excel, you may need to select the name of the sheet tab (found at the bottom of the Excel screen) where the data is stored.
- **Select from Outlook Contacts** – Pull your contacts list from Microsoft Outlook.

## Edit Recipient List

- Scroll through the list to make sure all entries are correct. You may uncheck names that are not needed for the merge. This allows you to keep the data file intact, while still providing the flexibility to remove irrelevant names from your merge.
- **Sort** – Click on any heading to sort A to Z.
- **Filter** – If you have a large contact list, but only need to use a portion, you can filter by any criteria (e.g. IL state, only contacts with the last name Smith, etc.)
- **Find Duplicates** – locates contacts that appear to be duplications, and gives you the option to remove them from the list.

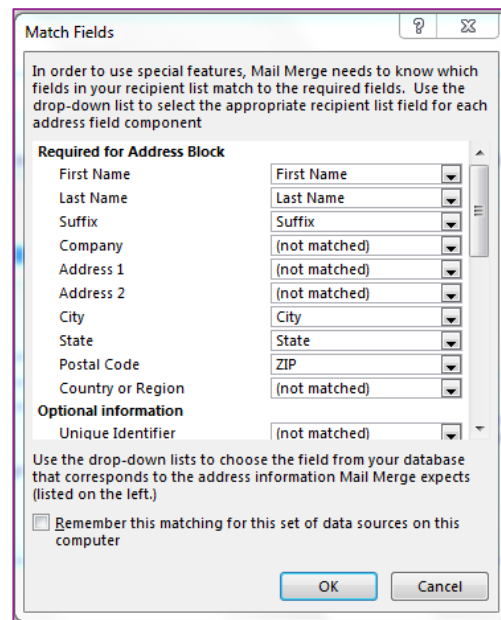
## Write and Insert Fields

First, move your blinking cursor to the correct location on your screen.

- **Address Block – Look at the preview to see how your addresses will look.**
  - Scroll through the name formats to choose the most appropriate form for your letter – first name only, first name and last name, etc. The name *Joshua Q. Randall Jr.* appears as a sample name to help you choose the name format.
  - **Insert Company Name** – if you are sending a personal letter which doesn't require a contact's company name, you can uncheck this box.
- **Greeting Line** – the appropriate greeting can make a difference in the tone of the letter. *Dear Joshua* is a personal greeting, *To Mr. Randall* is a business greeting.
- **Insert Merge Field** - Insert any field anywhere in the document. This allows you to personalize your document further.

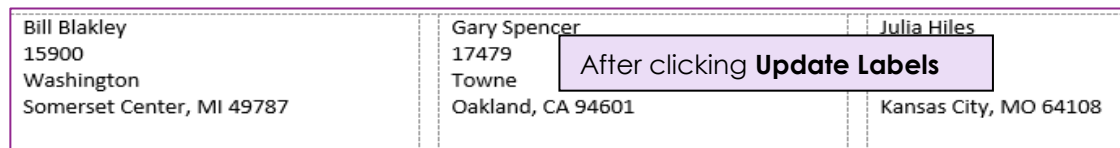
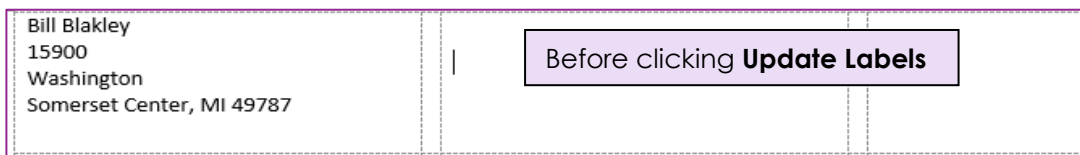
## Match Fields

- Match Fields is a button appearing in the Address Block and Greeting Line. It is used to help Word correlate your Heading title with its own Headings. You only need it if you do not see elements of your address displayed correctly. Look for the phrase [not matched]. Use the pulldown menu to help Word find the correct Heading (e.g. you used Business Name, not Company).



## Update Labels

When merging Labels, it is crucial to click *Update Labels*. Skipping this step results in a single label printing.



## Preview Results

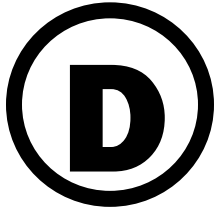
- Displays the address, greeting line, etc. as you'll see it in the final document, instead of <<address block>> or <<greeting line>>. Browse through the recipients to ensure that names are spelled correctly, that addresses are aligned properly, etc.

## Finish and Merge

- Click **Print Documents** to print the entire merge. To make changes to individual letters within the merge, click **Edit Individual Documents** and this opens a **new document** containing the merged items. If printing labels or envelopes, make sure the correct media is loaded into the printer before printing.

IF YOU HAVE QUESTIONS, FEEL FREE TO EMAIL ME.

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ADDRESS

GREETING LINE

The Circle D Horseshoe Manufacturing Company would like to thank you for your continued business. We hope you are extremely satisfied with our line of products and the service we provide to our customers.

Since **START DATE**, you may purchase merchandise on your open account. Our credit manager, Mr. Ed Pferd, will be happy to discuss any aspect of our credit policy with you at your convenience.

Enclosed is our current catalog and price list for your review. I believe that you will find our prices competitive and in keeping with industry trends. As a valued **LEVEL** customer, Circle D is pleased to offer you **DISCOUNT** off list price. Throughout the year we offer our valued customers frequent additional discounts as an incentive and as a show of our appreciation.

I do hope you will afford us the opportunity to serve you in the near future.

Sincerely,

Reid Argentum  
Vice-President of Marketing