MICROSOFT WORD 2007

by Dr. Churee Techawut and Worawut Srisukkham

Adapted to English by Prakarn Unachak

Mail Merge

- What is mail merge
- How to perform mail merge
  - Contents & Settings
  - Creating contact list from workbook table
- Making envelope from mail merge

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Mail Merge

- Sometime you will need to write multiple mails that are similar, but with small differences. For examples, writing mails addressing to multiple recipients.

- **Mail Merge** is a tool that allow you to combine a a document with a data source. For example, combine a mail with list of recipients.

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What you need for Mail Merge

- **A Main Document** is the document we will use as the source, such as a form letter, an envelope, or other forms

- **A Data Source** such as list of names and addresses of recipients. It can be stored in workbook table or database table.

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How to Perform Mail Merge

1. Create the main document and settings
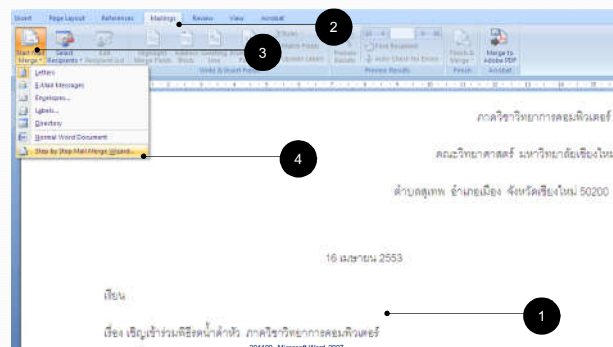2. Create recipient's data in workbook table

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Create Main Document and Settings with Wizard

1. Type out (or load) the letter.
2. Click *Mailings* tab.
3. Under *Start Mail Merge* group, click *Start Mail Merge.*
4. Select *Step by Step Mail Merge Wizard…*
5. Select document type.
6. Click *Next: Starting document* to move to step 2.
7. Under *Select starting document, s*elect *Use the current document* to use the current document as mail merge's main document.
8. Click *Next: Select recipients* to move to step 3.

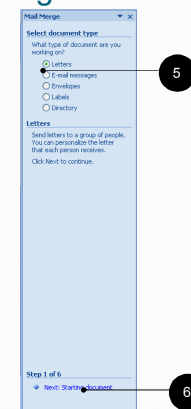# Create Main Document and Settings with Wizard (2)

Create Main Document and Settings with Wizard (3)

Create Main Document and Settings with Wizard (4

Mail Merge

Select starting document

How do you want to set up your letters?
- ● Use the current document
- ○ Start from a template
- ○ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

(7)

Step 2 of 6
- → Next: Select recipients *(8)*
- → Previous: Select document type

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Creating and Using New Recipient List

1. Under *Select recipients,* select *Type a new list* to create a new list of recipients
2. Click *Create…* to create new recipient list
3. Type in recipient's information such as name, address, title, etc.
4. Click *New Entry* to add in another recipient
5. After you have entered all recipient's information, click *OK*
6. Type in the list file name in *File Name:*
7. Click *Save*
8. Check the recipients you want to use for mail merge.
9. Click *OK*
10. Click *Next: Write your letter* to move to step 4.
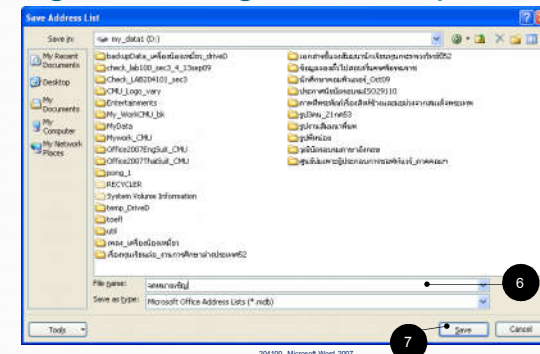
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Creating and Using New Recipient List (2)
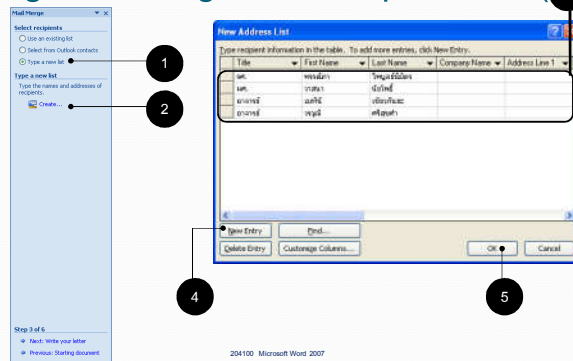
Creating and Using New Recipient List (3)
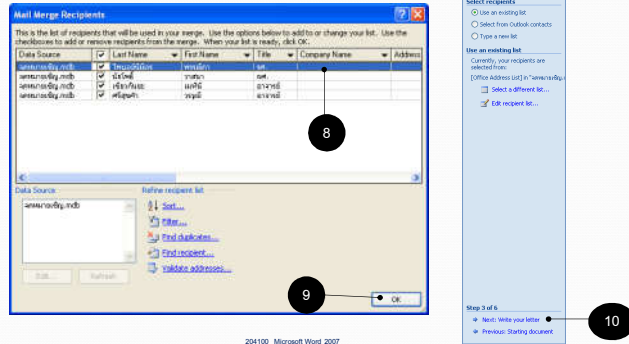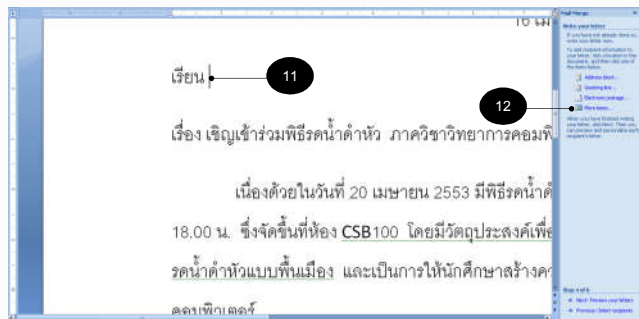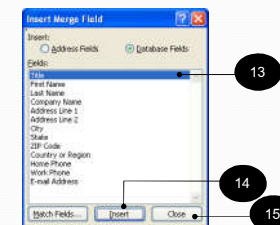
Creating and Using New Recipient List (4)

Creating and Using New Recipient List (5)

11. Move cursor to where you want to insert a recipient's data
12. Click *More items…*
13. Select the field you want to insert.
14. Click *Insert*
15. Click *Close*. Note that you can insert multiple fields before you click *Close*.
16. You will see tags of the fields appear on the document, for example, <<First_Name>>. Click *Next: Preview your letters* to move to step 5.
17. You will now see previews of your merged letters. Click << or >> to review each copy. When you have finish reviewing, click *Next: Complete the merge*. You will go to step 6: *Complete the merge*. You can print, e-mail or edit each copies.
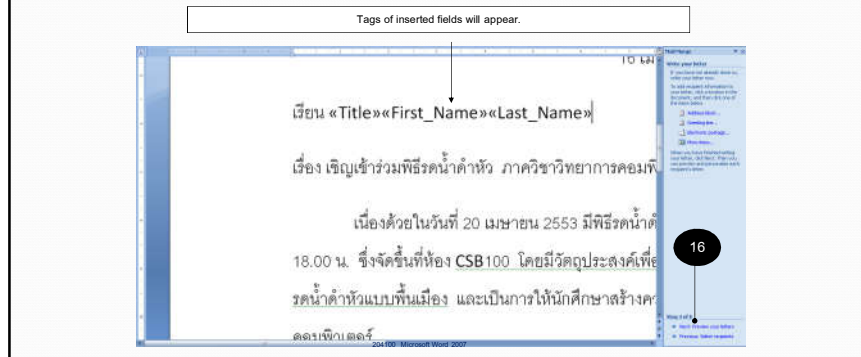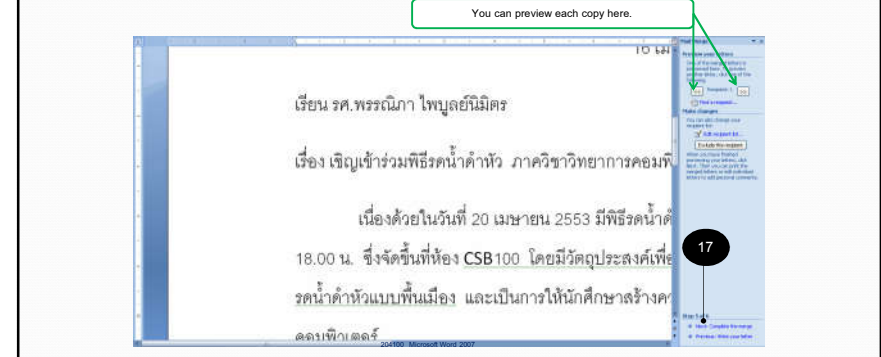
Creating and Using New Recipient List (6)
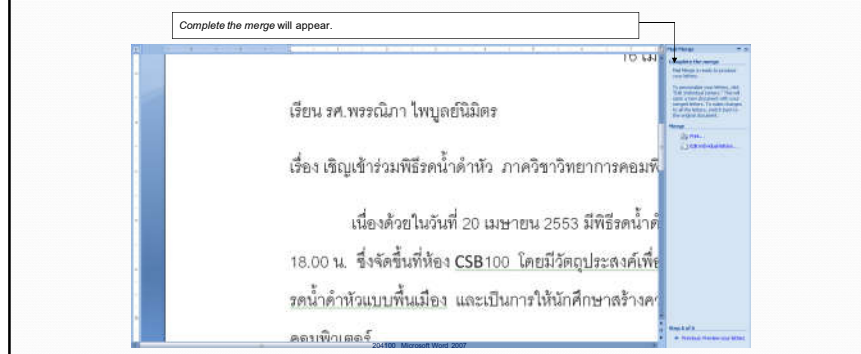
Creating and Using New Recipient List (7)

Creating and Using New Recipient List (8)

Tags of inserted fields will appear.

เรียน «Title»«First_Name»«Last_Name»

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพ

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำด
18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่
รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค
ดอบพิวเตอร์

Creating and Using New Recipient List (9)

You can preview each copy here.

เรียน รศ.พรรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพ

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำ
18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่
รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค
ดอบพิวเตอร์

Creating and Using New Recipient List (10)

Complete the merge will appear.

เรียน รศ.พรรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพ

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ดอบพิวเตอร์

Finishing the Mail Merge

18. Select *Edit individual letter* to merge All copies of letters into one file, in order to edit individual letters.

19. *Merge to New Document* dialog box will appear. Select *All* to merge all copies, or select *From:*, *To:* to merge only merge on specified copies. After you have decided which copies to keep, click *OK*.

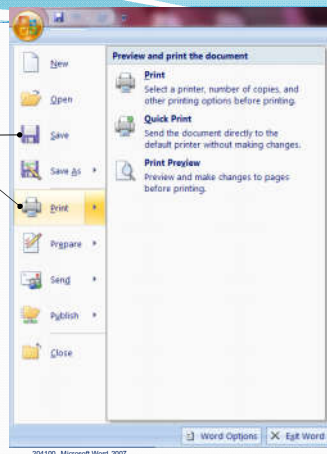20. You can then save the file and print the letters like other documents.

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Finishing the Mail Merge (2)
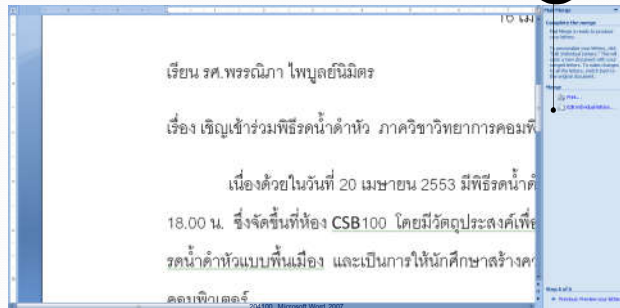
Finishing the Mail Merge (3)
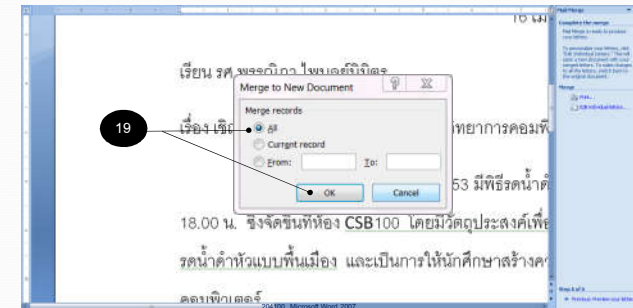
Mail Merge from Existing Recipients List

1. Type out (or load) the letter.
2. Click *Mailings* tab.
3. Under *Start Mail Merge* group, click *Start Mail Merge.*
4. Select *Step by Step Mail Merge Wizard…*
5. Select document type.
6. Click *Next: Starting document* to move to step 2.
7. Under *Select starting document,* select *Use the current document* to use the current document as mail merge's main document.
8. Click *Next: Select recipients* to move to step 3.

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Mail Merge from Existing Recipients List (2)

9. Click *Use and existing* list, then select *Browse*
10. Select the data file, such as ex_data_mailmerge.xlsx
11. Click *Open*
12. Click *OK* to confirm the list you will use.
13. Select the recipients, then click *OK*
14. Insert the fields you want into the document and click *Close*
15. Click *Finish & Merge* → Select *Edit Individual Document…*
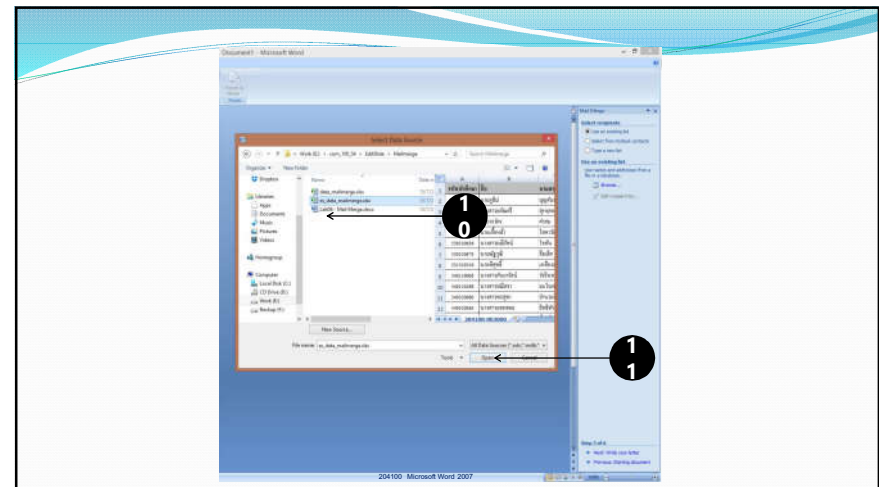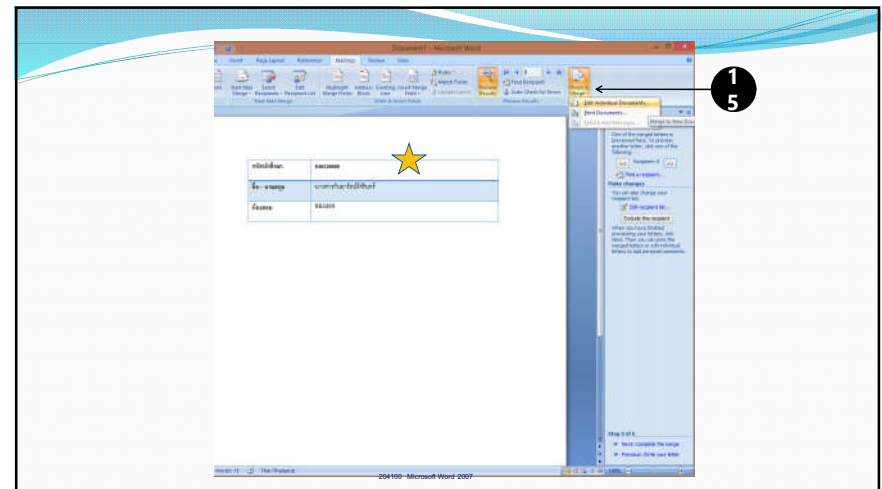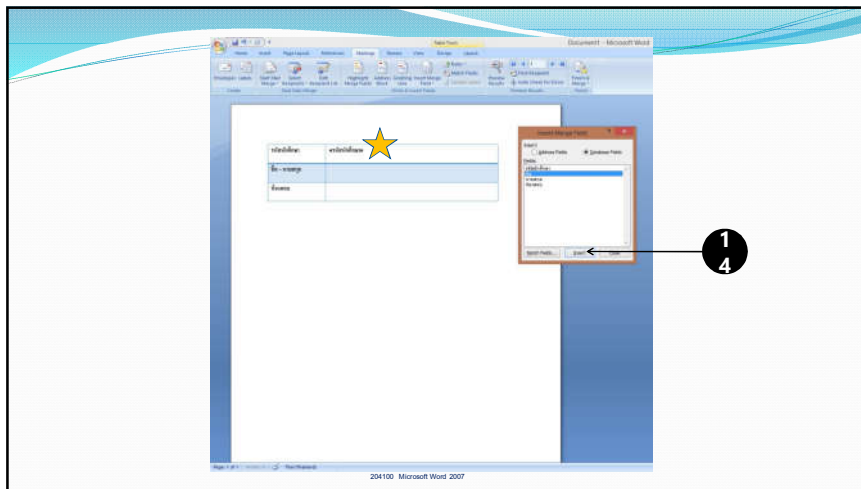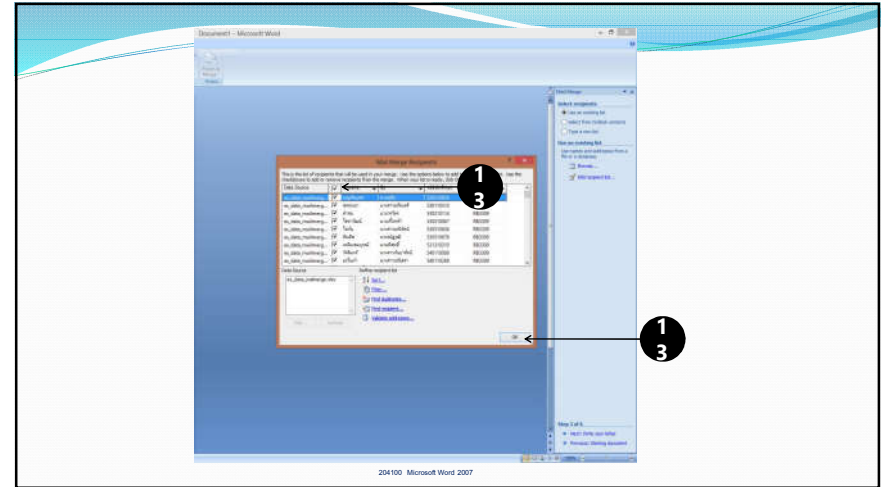   New file containing finished documents will appear.

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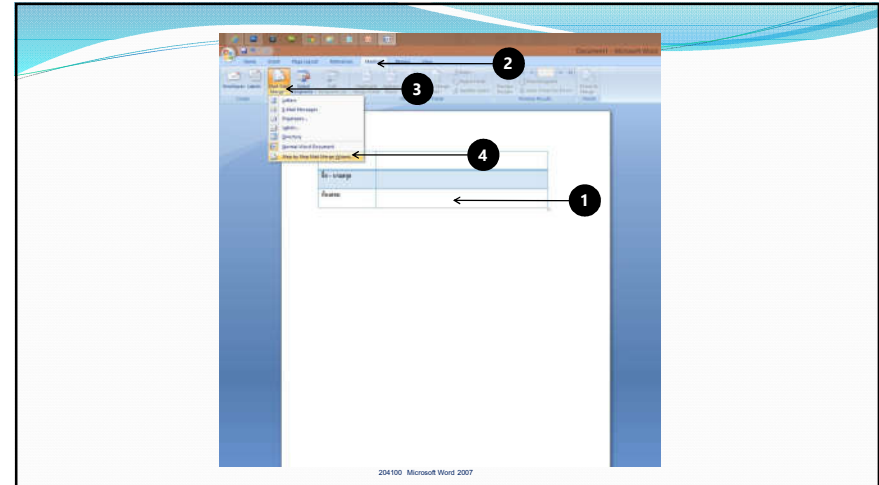
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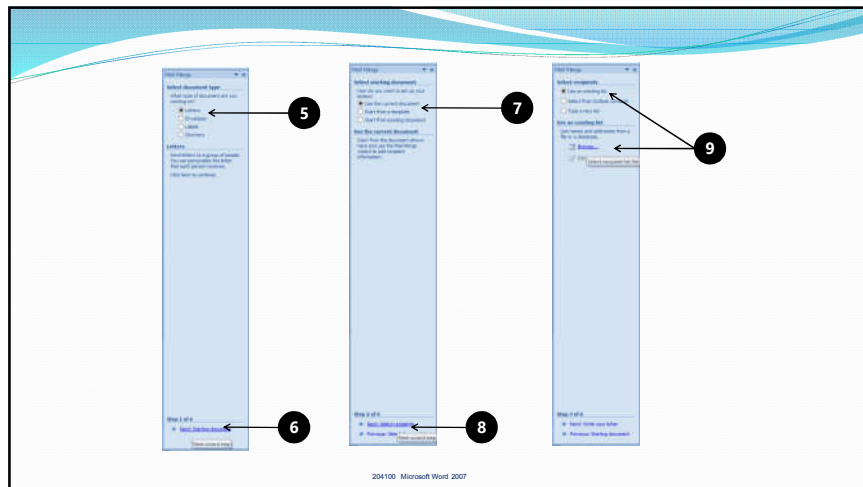
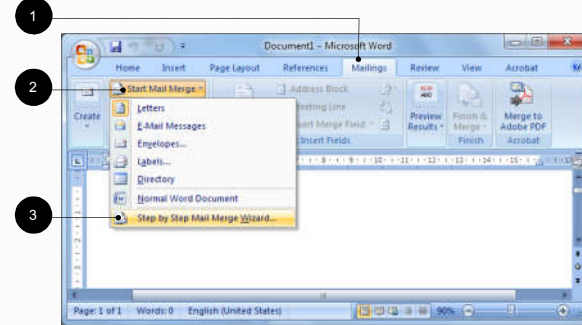204100 Microsoft Word 2007

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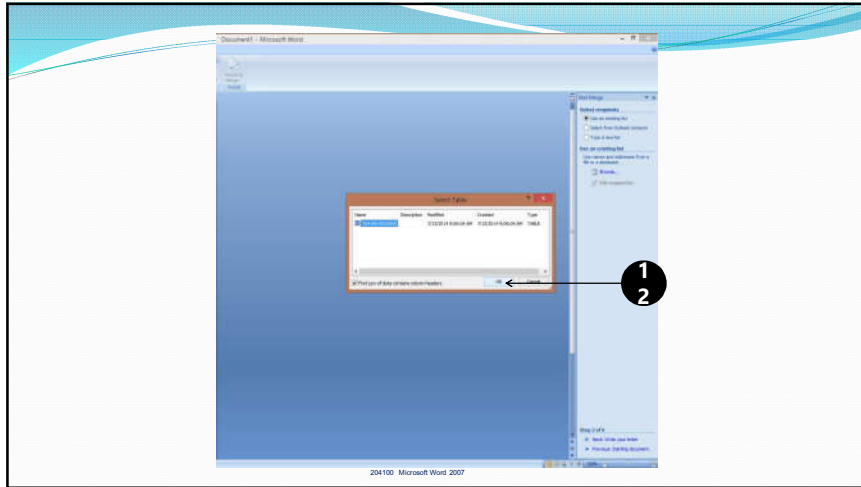
Creating an envelope From Mail Merge

1. Click Mailings tab.

2. Under Start Mail Merge group, click Start Mail Merge.

3. Select Step by Step Mail Merge Wizard…

4. Under *Select document type,* select *Envelopes.*

5. Click *Next: Starting document*

6. Click *Next: Select recipients. Envelope Options* dialog box will appear, select the envelope and printing options you want.
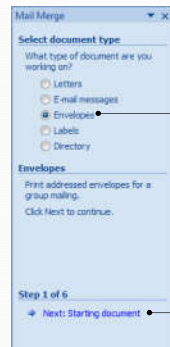
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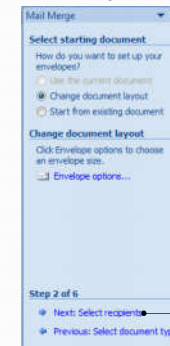
Creating an envelope From Mail Merge (2)

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Creating an envelope From Mail Merge (3)

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Creating an envelope From Mail Merge (4)

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Creating an envelope From Mail Merge (5)

Using existing recipients list.

7. Click *Use an existing list*
8. Click *Select a different list…*
9. Select the folder where the recipients list is.
10. Select the file containing the recipients list.
11. Click *Open*
12. Check the recipients you want to create envelopes for.
13. Click *OK*

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Creating an Envelope From Mail Merge (6)

14. Click *Next: Arrange your envelope*
15. Click *Address block…* to add recipients' address blocks
    - Name, Address, City, Postal Code, Country
16. Select address block's format.
17. Add in other details, such as sender's address, then click *OK*
18. Click *Next: Preview yours envelopes*
19. Click *Next: Complete the merge*
20. *Complete the merge* bar will appear.
21. You can then select *Edit individual envelopes* and all envelopes you choose will be arranged into one file, for printing and editing later.
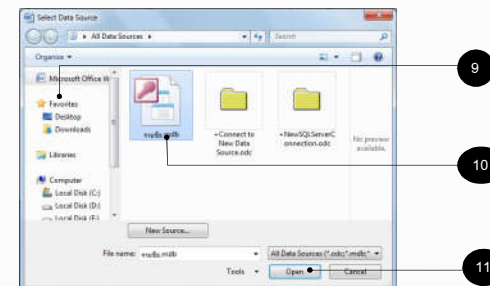
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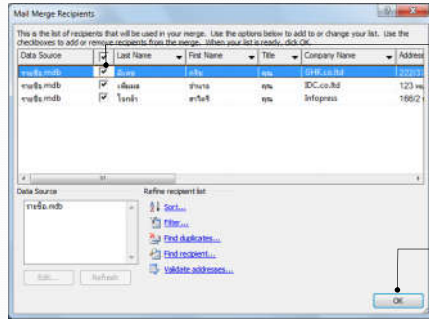
Creating an envelope From Mail Merge (7)
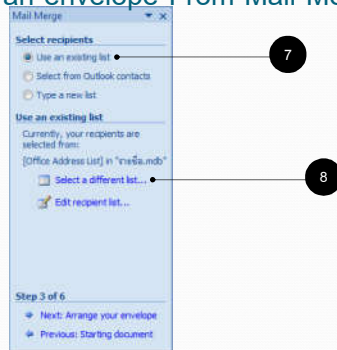
204100 Microsoft Word 2007
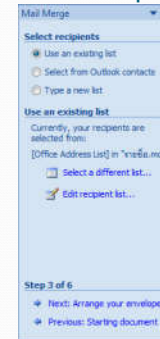
Creating an envelope From Mail Merge (8)

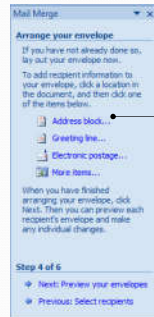204100 Microsoft Word 2007

Creating an envelope From Mail Merge (9)

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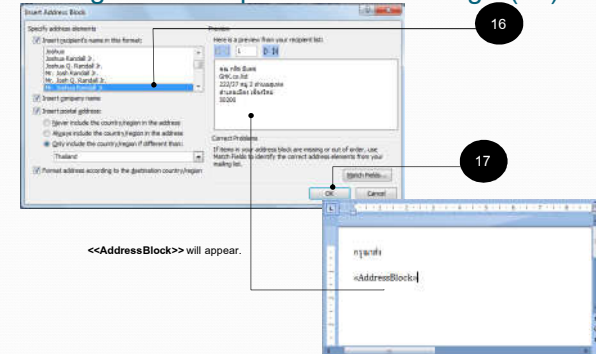
Creating an envelope From Mail Merge (10)

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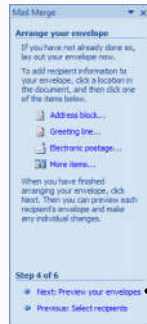## Creating an envelope From Mail Merge (11)

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Creating an envelope From Mail Merge (12)
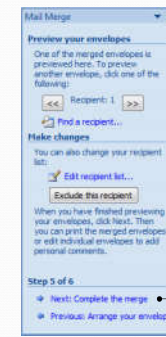

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Creating an envelope From Mail Merge (13)

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Creating an envelope From Mail Merge (14)

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20

Complete the merge bar will appear, which mean the envelope is ready.

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