

Mail Merge

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



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.



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.



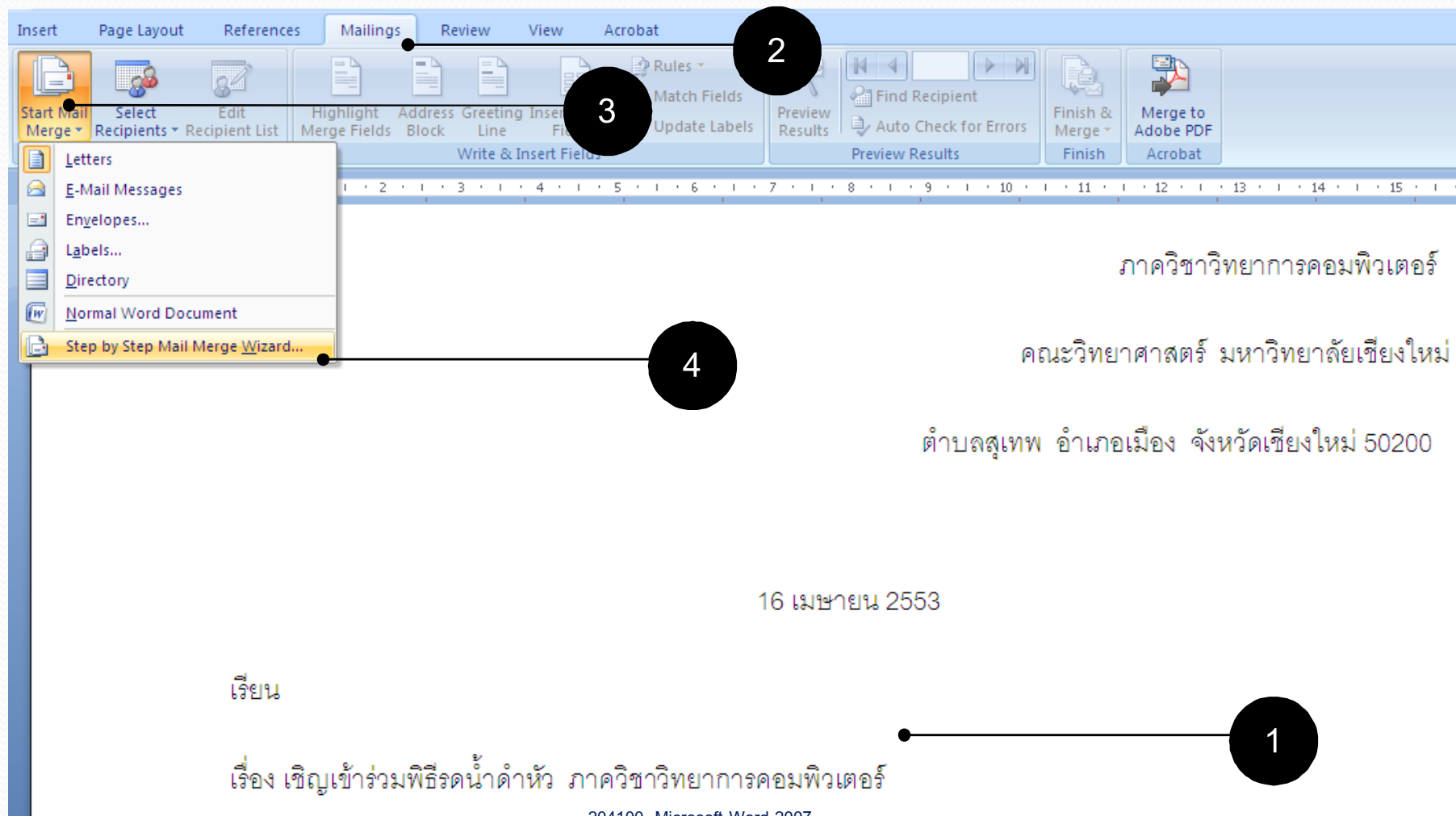
How to Perform Mail Merge

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

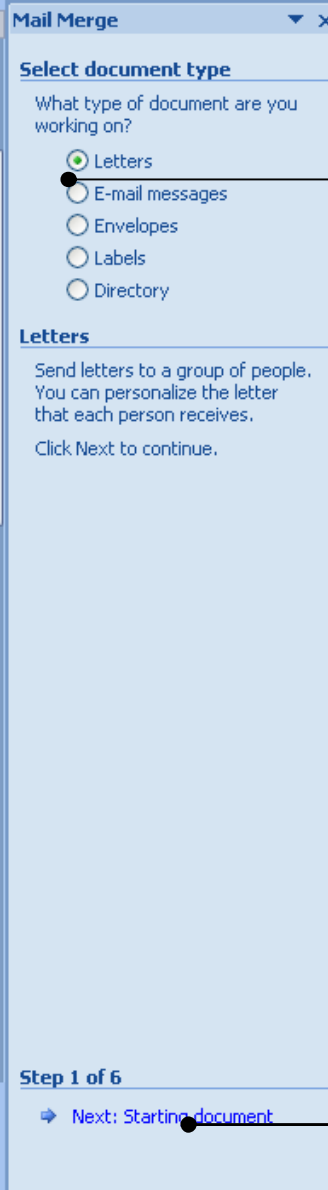
Create Main Document and Settings with Wizard

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*, 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.

Create Main Document and Settings with Wizard (2)



Create Main Document and Settings with Wizard (3)



The image shows the 'Mail Merge' dialog box in Microsoft Word 2007. It is titled 'Mail Merge' and has a close button (X) in the top right corner. The dialog is divided into two main sections. The first section, 'Select document type', asks 'What type of document are you working on?' and lists five options: 'Letters' (selected with a green dot), 'E-mail messages', 'Envelopes', 'Labels', and 'Directory'. The second section, 'Letters', provides instructions: 'Send letters to a group of people. You can personalize the letter that each person receives. Click Next to continue.' At the bottom, it says 'Step 1 of 6' and has a 'Next: Starting document' button with a right-pointing arrow. Two black circles with white numbers are overlaid on the image: circle '5' is next to the 'Letters' radio button, and circle '6' is next to the 'Next: Starting document' button.

Mail Merge

Select document type

What type of document are you working on?

☒ Letters

☐ E-mail messages

☐ Envelopes

☐ Labels

☐ Directory

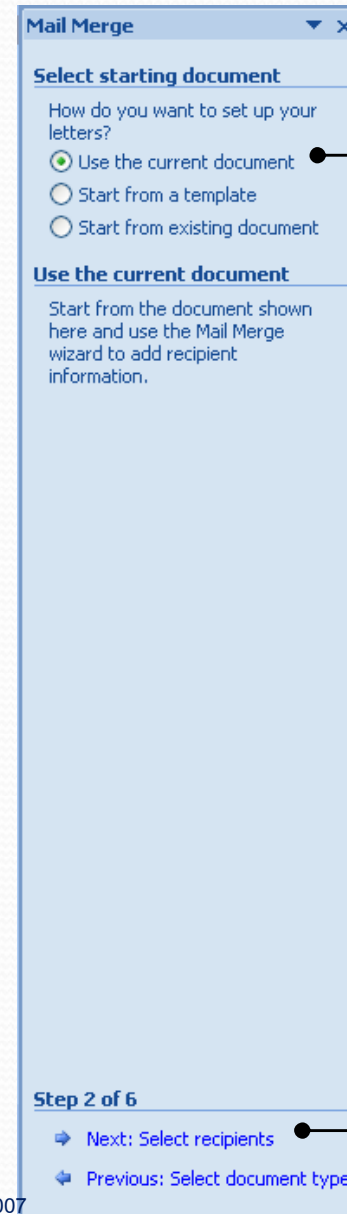
Letters

Send letters to a group of people. You can personalize the letter that each person receives. Click Next to continue.

Step 1 of 6

➔ [Next: Starting document](#)

Create Main Document and Settings with Wizard (4)



The image shows the 'Mail Merge' dialog box in Microsoft Word 2007, specifically Step 2 of 6. The dialog box is titled 'Mail Merge' and has a close button (X) in the top right corner. It contains two main sections: 'Select starting document' and 'Use the current document'. The 'Select starting document' section asks 'How do you want to set up your letters?' and has three radio button options: 'Use the current document' (which is selected), 'Start from a template', and 'Start from existing document'. The 'Use the current document' section provides instructions: 'Start from the document shown here and use the Mail Merge wizard to add recipient information.' At the bottom, it says 'Step 2 of 6' and has two navigation buttons: 'Next: Select recipients' and 'Previous: Select document type'. Two black circles with white numbers, 7 and 8, are placed to the right of the dialog box. A line connects circle 7 to the 'Use the current document' radio button, and another line connects circle 8 to the 'Next: Select recipients' button.

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.

Step 2 of 6

Next: Select recipients

Previous: Select document type



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.

Creating and Using New Recipient List

(2)

Mail Merge [v] [x]

Select recipients


☐ Use an existing list

☐ Select from Outlook contacts

☒ Type a new list

Type a new list

Type the names and addresses of recipients.

 **Create...**

Step 3 of 6





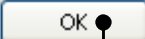

➤ Next: Write your letter

➤ Previous: Starting document

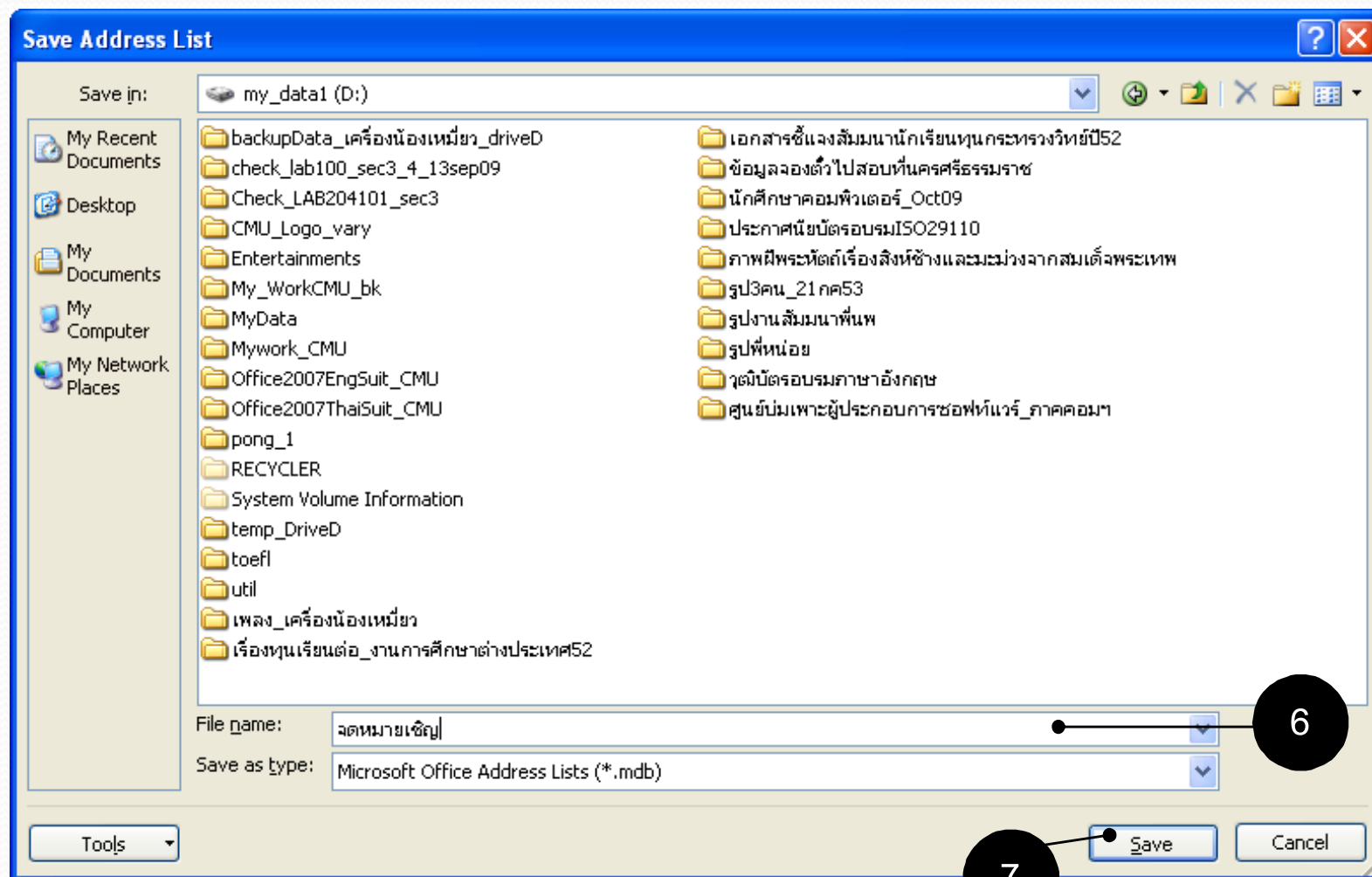
New Address List [?] [X]

Type recipient information in the table. To add more entries, click New Entry.

	Title ▼	First Name ▼	Last Name ▼	Company Name ▼	Address Line 1 ▼
	รศ.	พรรณิภา	ไพบุลย์นิมิตร		
	ผศ.	วาสนา	น้อยโพธิ์		
	อาจารย์	เมทินี	เขี้ยวกันยะ		
	อาจารย์	วราวุฒิ	ศรีสุขคำ		

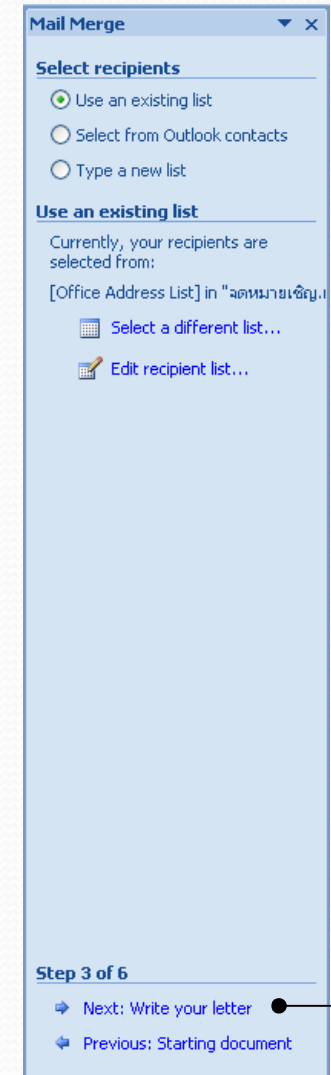
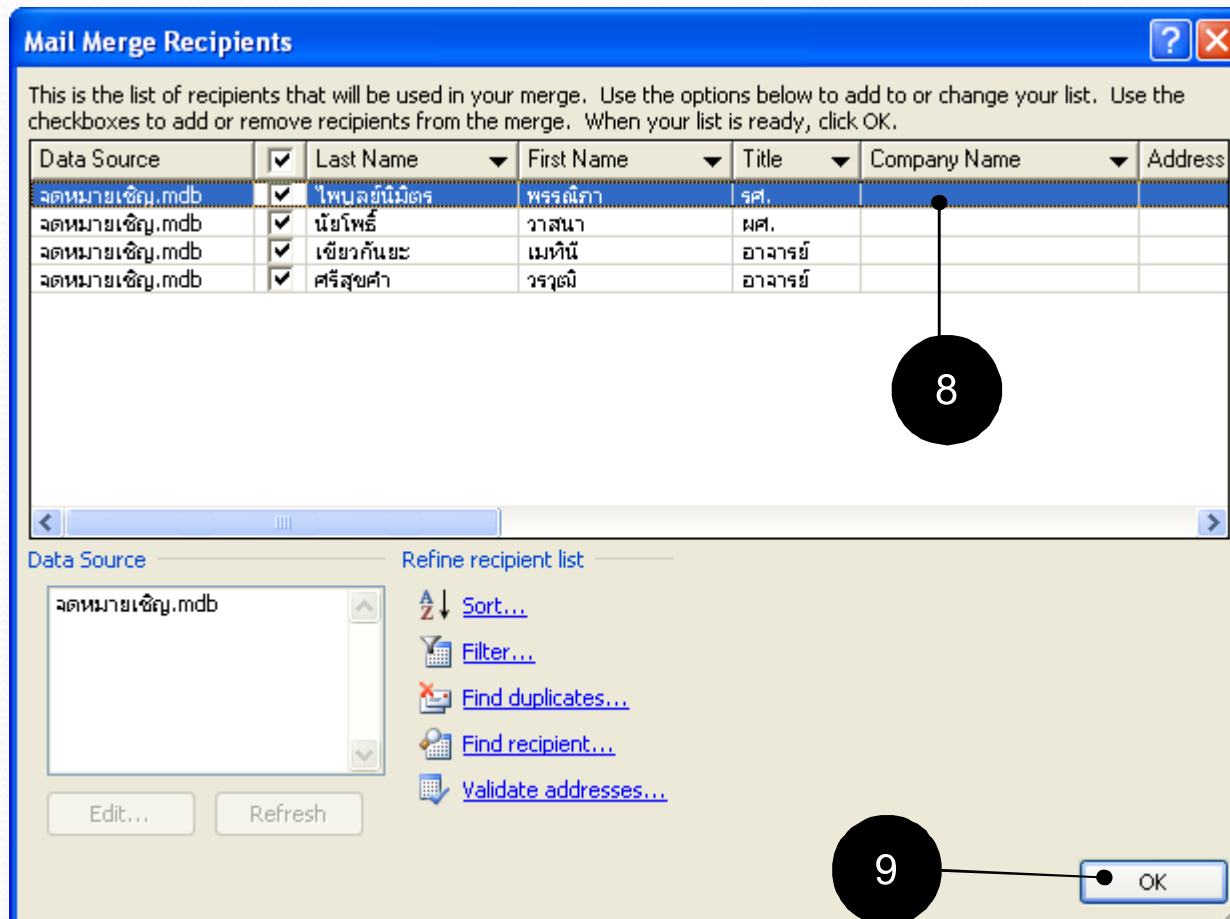
     

Creating and Using New Recipient List (3)



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)

The screenshot shows the Microsoft Word 2007 Mail Merge interface. The main document area contains a Thai letter template. Callout 11 points to the 'เรียน' (Dear) field, and callout 12 points to the 'More items...' option in the Mail Merge task pane. The letter text is as follows:

เรียน _____ 11

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษารำลึก

คณาจารย์

Mail Merge

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...

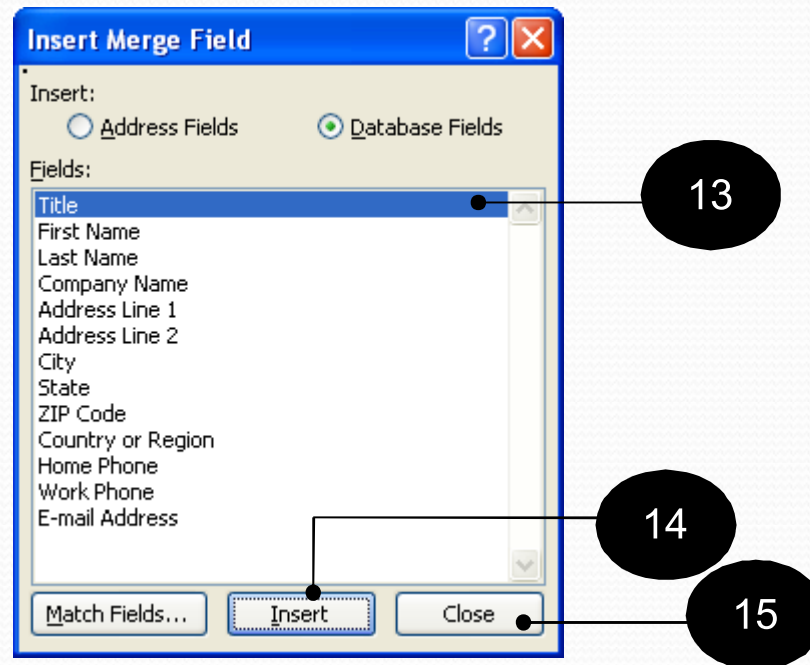
When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- Next: Preview your letters
- Previous: Select recipients

Creating and Using New Recipient List

(7)



Creating and Using New Recipient List

(8)

Tags of inserted fields will appear.

The screenshot shows the Microsoft Word 2007 Mail Merge interface. The main document area contains Thai text for a letter. The text is as follows:

เรียน «Title»«First_Name»«Last_Name»

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ดองเพ็ญจันทร์

The right-hand pane is titled "Mail Merge" and contains the following sections:

- 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...
- When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

At the bottom of the right-hand pane, it says "Step 4 of 6" and provides navigation options:

- Next: Preview your letters
- Previous: Select recipients

A black circle with the number "16" is overlaid on the right side of the screenshot.

Creating and Using New Recipient List (9)

You can preview each copy here.

The screenshot shows the Microsoft Word 2007 Mail Merge interface. The main document area contains a letter template in Thai. The right-hand side features the 'Mail Merge' task pane with sections for previewing letters, making changes to the recipient list, and navigation buttons. A green callout box points to the 'Preview your letters' section, and a black circle with the number 17 is positioned near the bottom of the task pane.

เรียน รศ.พรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ดองเพิกมล

204100 - Microsoft Word 2007

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

Next: Complete the merge

Previous: Write your letter

17

Creating and Using New Recipient List

(10)

Complete the merge will appear.

The screenshot shows the Microsoft Word 2007 interface during a mail merge. The main document area contains a Thai letter template. The right-hand side features the 'Mail Merge' task pane, which is currently on the 'Complete the merge' step. The letter text is as follows:

เรียน รศ.พรรณีภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ครองใจ

คณาจารย์

The Mail Merge task pane on the right includes the following text:

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

- Print...
- Edit individual letters...

Step 6 of 6

Previous: Preview your letters



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.

Finishing the Mail Merge (2)

18

เรียน รศ.พรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ครองใจ

204100 - Microsoft Word 2007

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

Print...

Edit individual letters...

Step 6 of 6

Previous: Preview your letters

Finishing the Mail Merge (3)

เรียน รศ. พชรภิกษา ไพบูลย์จิตร

เรื่อง เชื้อ

19

Merge to New Document

Merge records

☒ All

☐ Current record

☐ From: To:

OK Cancel

53 มีพิธีรดน้ำดำ

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ดองไพฑูริ

204100 - Microsoft Word 2007

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

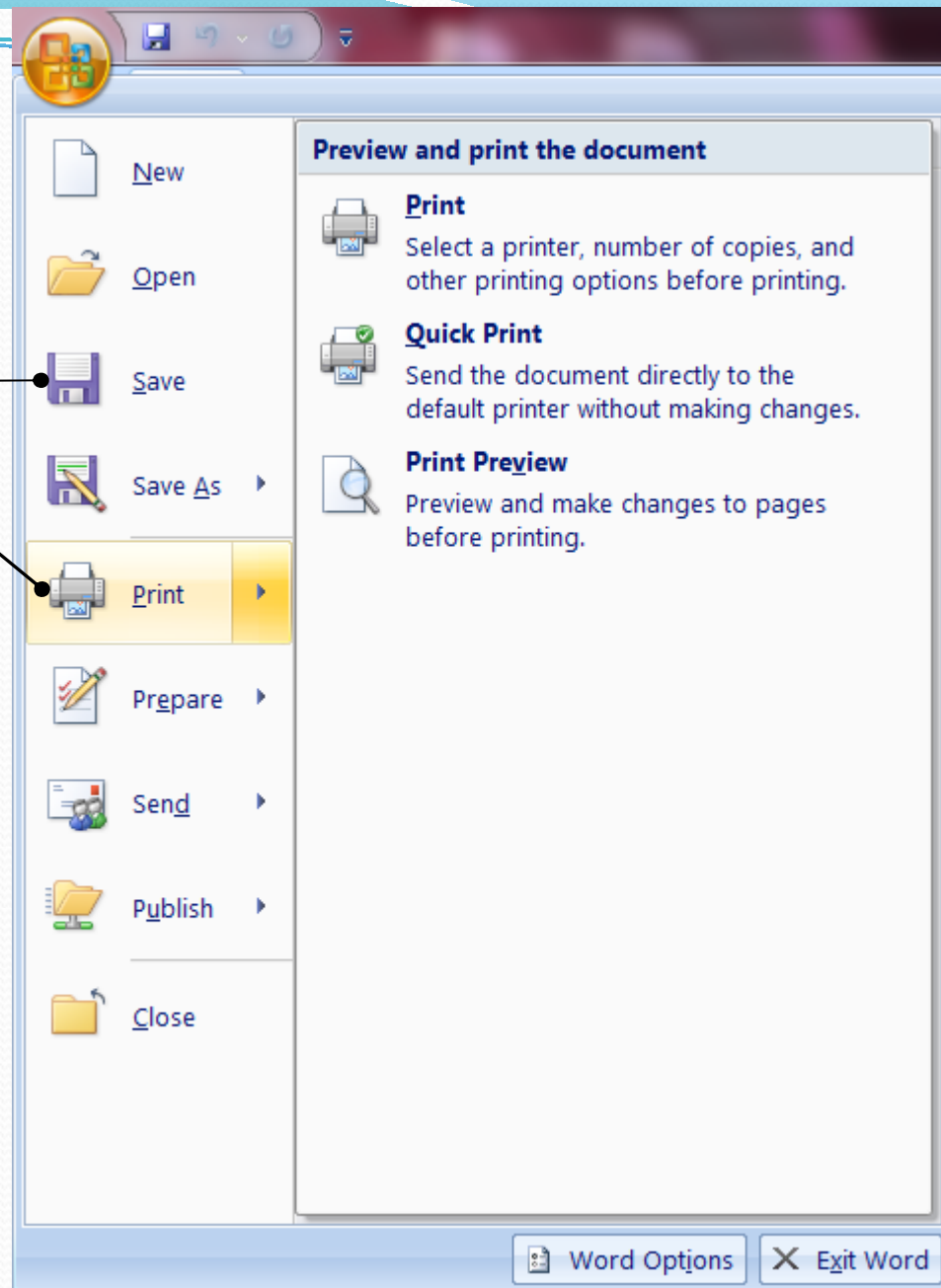
Print...

Edit individual letters...

Step 6 of 6

Previous: Preview your letters

20





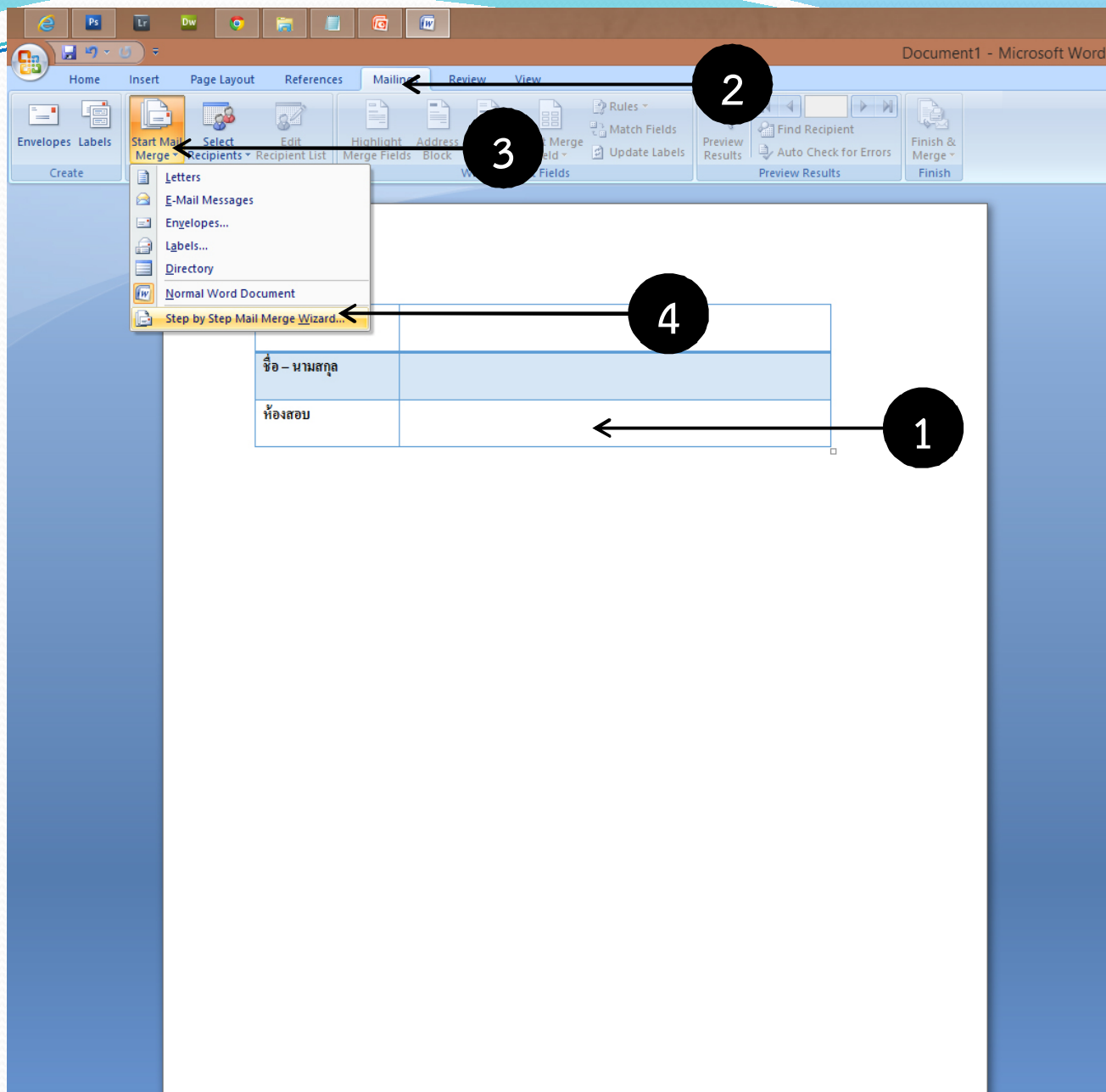
Mail Merge from Existing Recipients List

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.

Mail Merge from Existing Recipients

List (2)

9. Click *Use and existing* list, then select B*rowse*
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.



Mail Merge

Select document type

What type of document are you working on?

☒ Letters

☐ Envelopes

☐ Labels

☐ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

Next: Starting documents

Next wizard step

5

6

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.

Step 2 of 6

Next: Select recipients

Previous: Select document type

Next wizard step

7

8

Mail Merge

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...

Edit...

Select recipient list file

Step 3 of 6

Next: Write your letter

Previous: Starting document

9

Document1 - Microsoft Word

Finish & Merge
Finish

Select Data Source

Work (E:) > com_100_54 > EditSlide > Mailmerge

Search Mailmerge

Organize New folder

Dropbox

Libraries

Apps

Documents

Music

Pictures

Videos

Homegroup

Computer

Local Disk (C:)

CD Drive (D:)

Work (E:)

Backup (F:)

Name	Date modified	1	A	B
data_mailmerge.xlsx	15/7/2	1	รหัสนักศึกษา	ชื่อ
ex_data_mailmerge.xlsx	15/7/2	2	นายอภิรักษ์	นามสกุล
Lab06 - Mail Merge.docx	15/7/2	3	นางสาวกัญจน์	บุญคณ
		4	นายวัชร	สุหฤทย
		5	นายเกอหล่า	คำสม
		6	นางสาวมณีนี	โสธว
		7	530510636	ใจกัน
		8	530510678	สือเลิศ
		9	331310310	เหืองง
		10	540110008	วัจรินท
		11	540110269	มะโนท
		12	540310080	อำนาจ
			540310084	อิทธิ

204100-003000

New Source...

File name: ex_data_mailmerge.xlsx

All Data Sources (*.odc;*.mdb;*)

Tools

Open

Cancel

Mail Merge

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...

Edit recipient list...

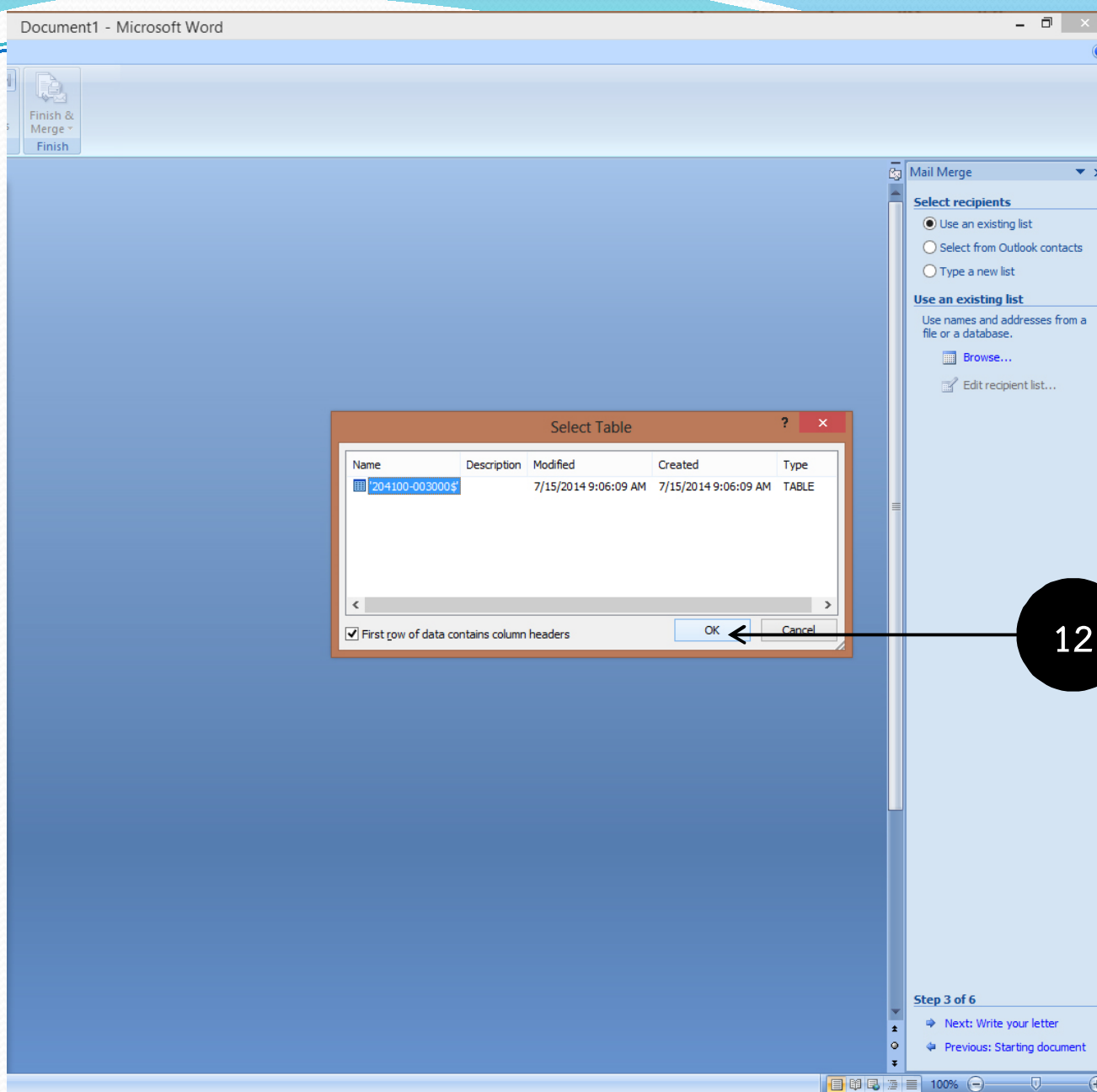
Step 3 of 6

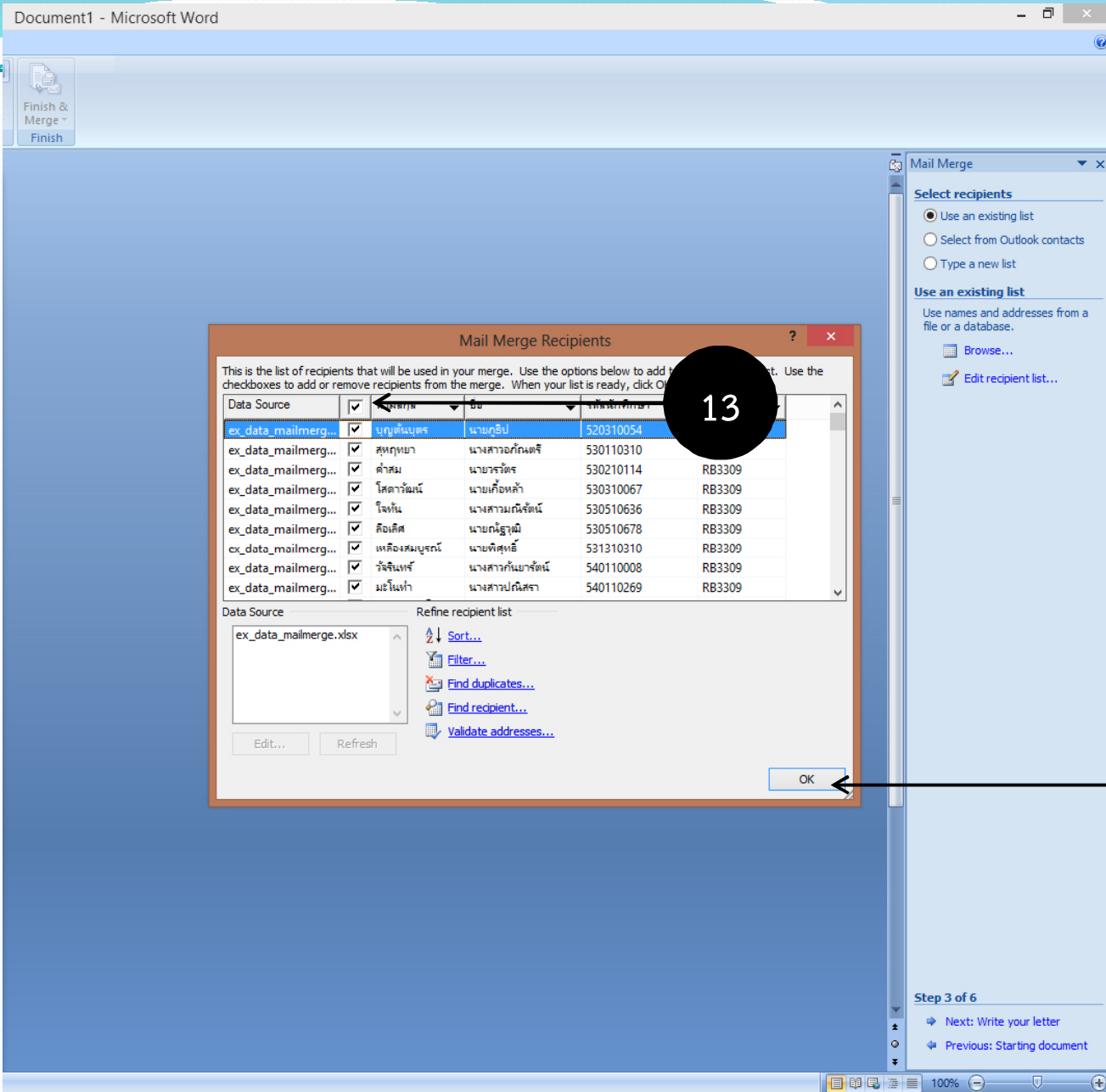
Next: Write your letter

Previous: Starting document

204100 Microsoft Word 2007

100%





Document1 - Microsoft Word

Table Tools

Home Insert Page Layout References Mailings Review View Design Layout

Envelopes Labels Create

Start Mail Merge Select Recipients Edit Recipient List Start Mail Merge

Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Update Labels Write & Insert Fields

Preview Results Find Recipient Auto Check for Errors Preview Results Finish & Merge Finish

รหัสนักศึกษา	«รหัสนักศึกษา»
ชื่อ - นามสกุล	
ห้องสอบ	

Insert Merge Field

Insert:
☐ Address Fields ☒ Database Fields

Fields:
รหัสนักศึกษา
ชื่อ
นามสกุล
ห้องสอบ

Match Fields... Insert Close

Page: 1 of 1 Words: 6 Thai (Thailand)

Document1 - Microsoft Word

File Insert Page Layout References Mailings Review View

Start Mail Merge Select Recipients Edit Recipient List Start Mail Merge

Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Update Labels

Preview Results Find Recipient Auto Check for Errors

Finish & Merge

Edit Individual Documents... Print Documents... Send E-mail Messages... Merge to New Document

รหัสนักศึกษา	S40110008
ชื่อ - นามสกุล	นางสาวกัญญารัตน์จิรินทร์
ห้องสอบ	RB3309

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 8 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

Next: Complete the merge

Previous: Write your letter

Words: 13 Thai (Thailand)

204100 Microsoft Word 2007

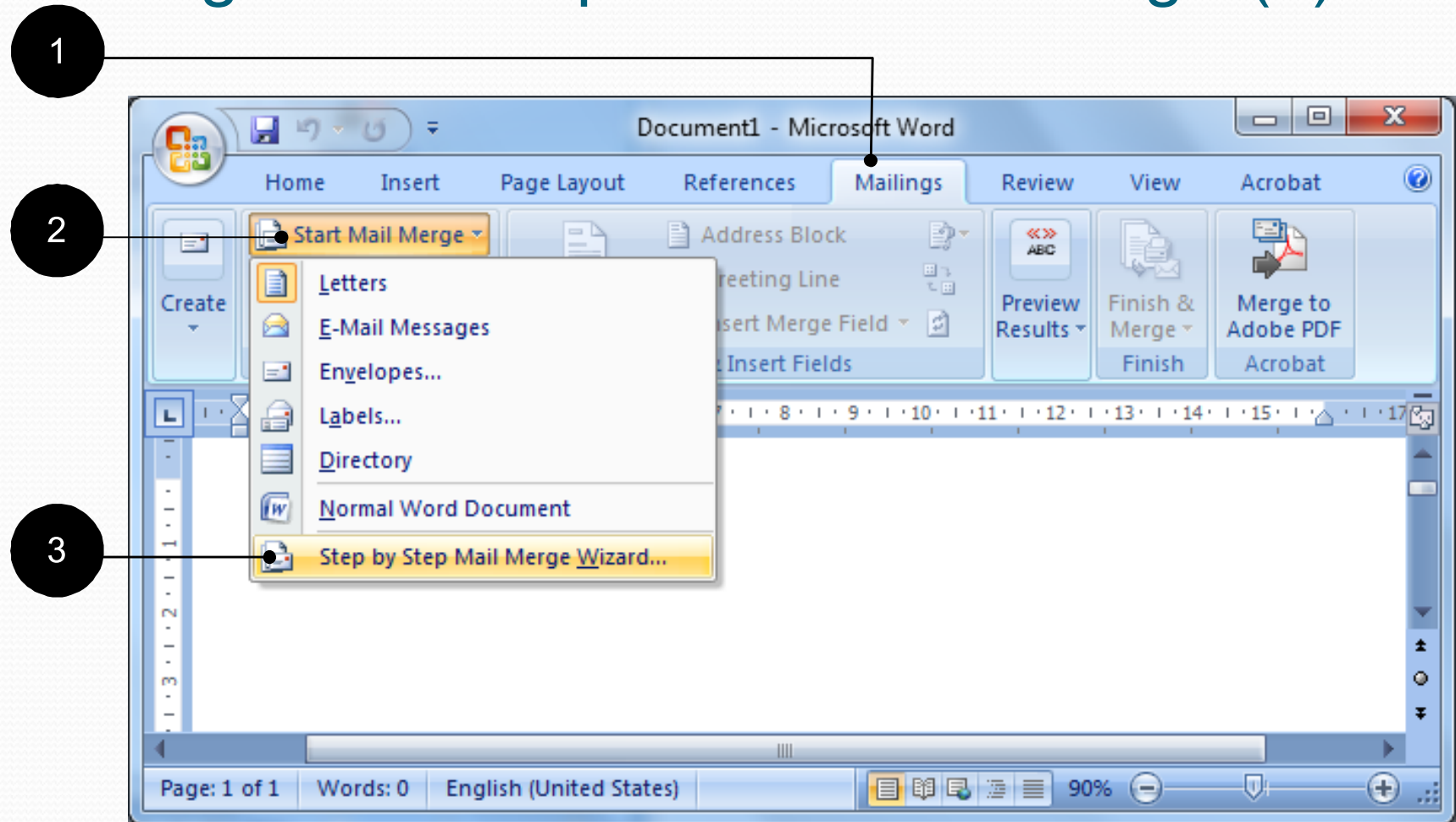
15



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.

Creating an envelope From Mail Merge (2)



Creating an envelope From Mail Merge (3)

The image shows a 'Mail Merge' dialog box with a light blue background. At the top, the title bar says 'Mail Merge' with a dropdown arrow and a close button. Below the title bar, the section 'Select document type' is underlined. It asks 'What type of document are you working on?' and lists five options: 'Letters', 'E-mail messages', 'Envelopes', 'Labels', and 'Directory'. The 'Envelopes' option is selected with a blue dot. A black circle with the number '4' is connected to the 'Envelopes' option by a horizontal line. Below this, the 'Envelopes' section is underlined and contains the text 'Print addressed envelopes for a group mailing.' and 'Click Next to continue.' At the bottom, the section 'Step 1 of 6' is underlined, and there is a blue arrow pointing right followed by the text 'Next: Starting document'. A black circle with the number '5' is connected to this text by a horizontal line.

Mail Merge

Select document type

What type of document are you working on?

☐ Letters

☐ E-mail messages

☒ Envelopes

☐ Labels

☐ Directory

Envelopes

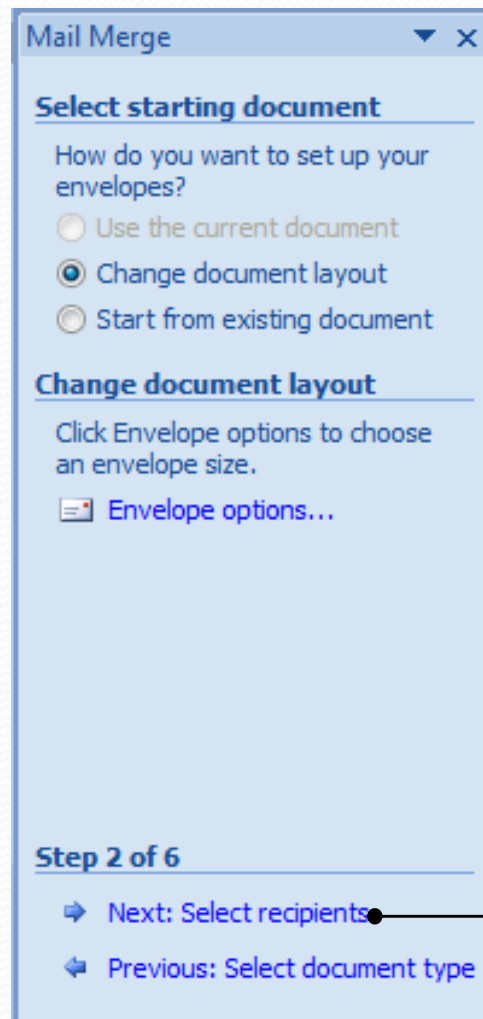
Print addressed envelopes for a group mailing.

Click Next to continue.

Step 1 of 6

➔ Next: Starting document

Creating an envelope From Mail Merge (4)



The Mail Merge dialog box is shown with the following content:

Mail Merge [dropdown] [X]

Select starting document

How do you want to set up your envelopes?


☐ Use the current document

☒ Change document layout

☐ Start from existing document

Change document layout

Click Envelope options to choose an envelope size.

 [Envelope options...](#)

Step 2 of 6

[Next: Select recipients](#)

[Previous: Select document type](#)

6



Creating an envelope From Mail Merge (5)

Using existing recipients list.

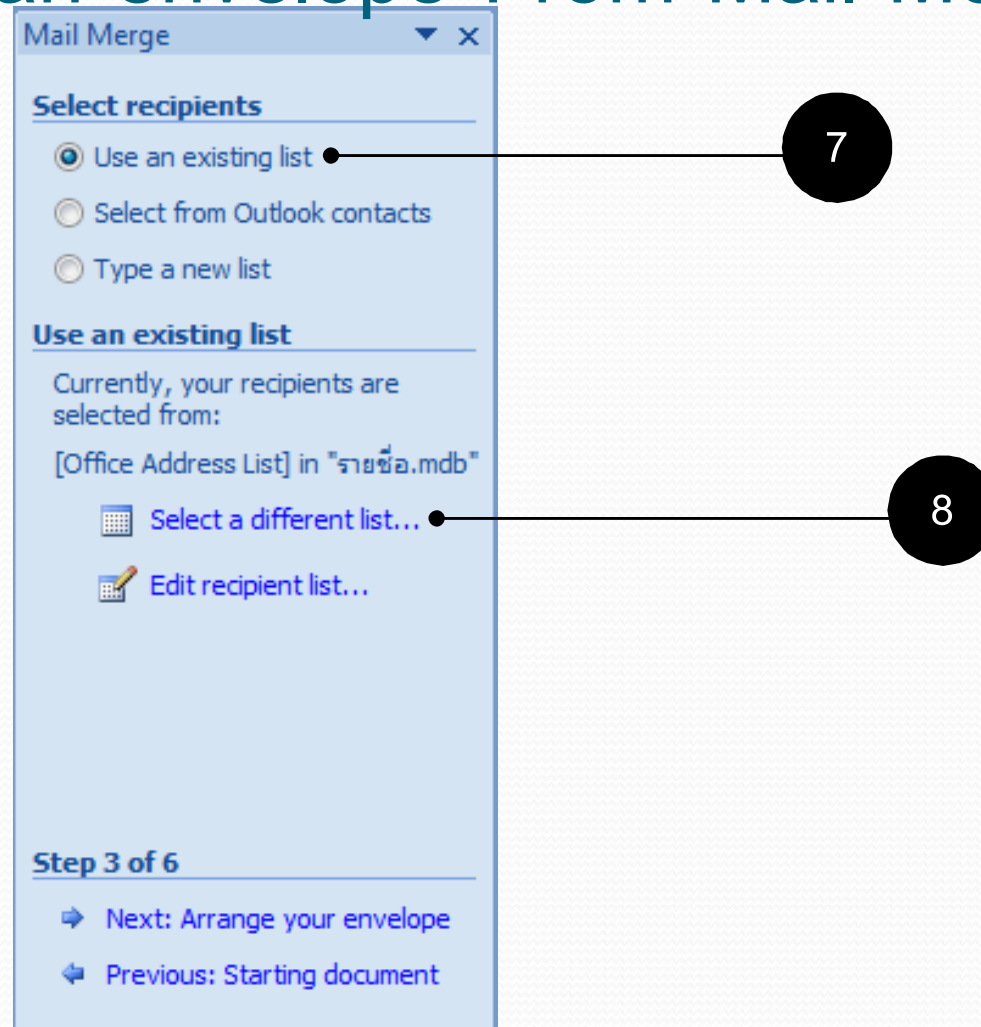
7. Click *Use an existing list*
8. Click *Select a different list...*
9. Select the folder where the recipients list is.
10. Select the file containing the recipients list.
11. Click *Open*
12. Check the recipients you want to create envelopes for.
13. Click *OK*



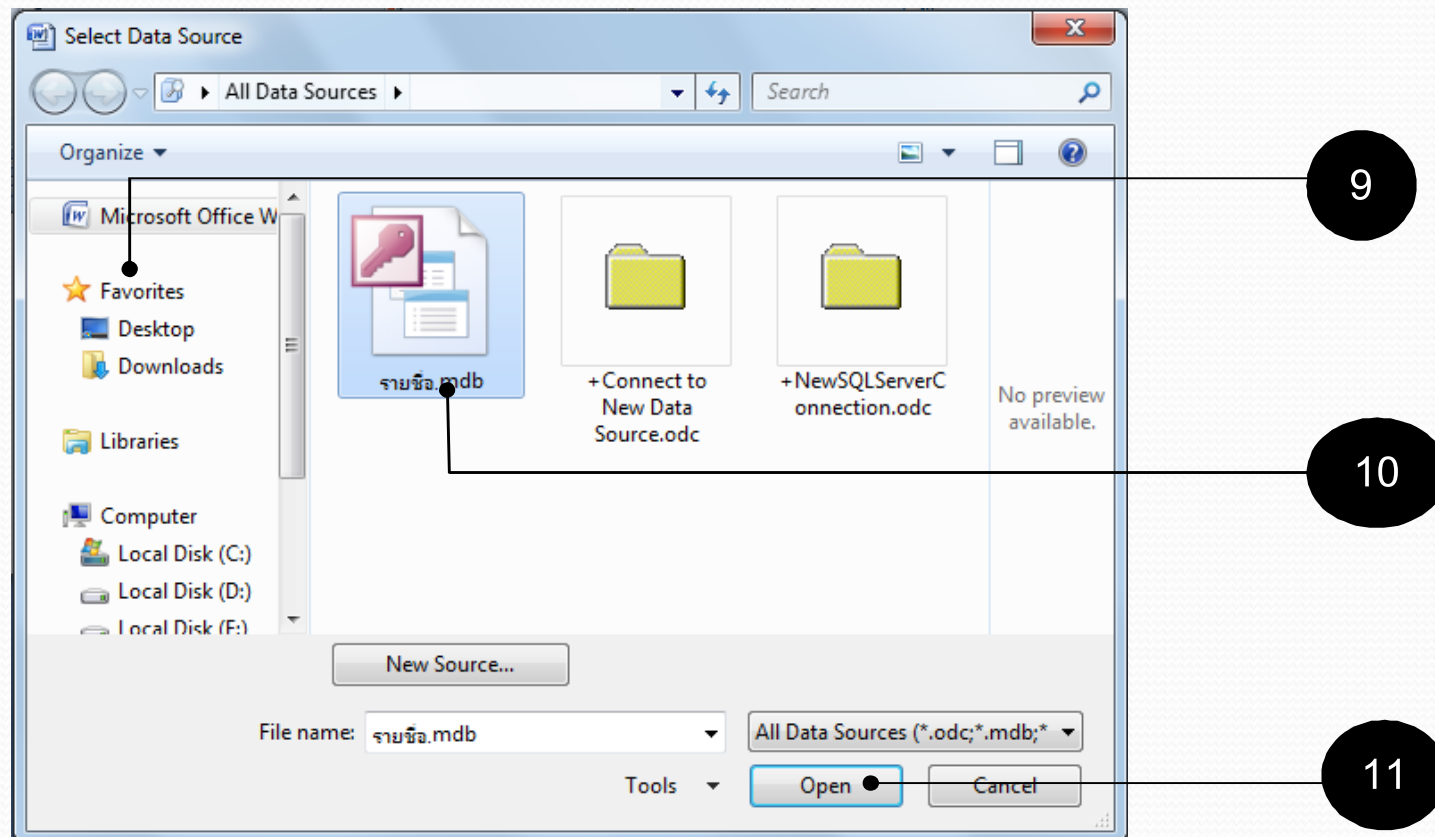
Creating an Envelope From Mail Merge (6)

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.

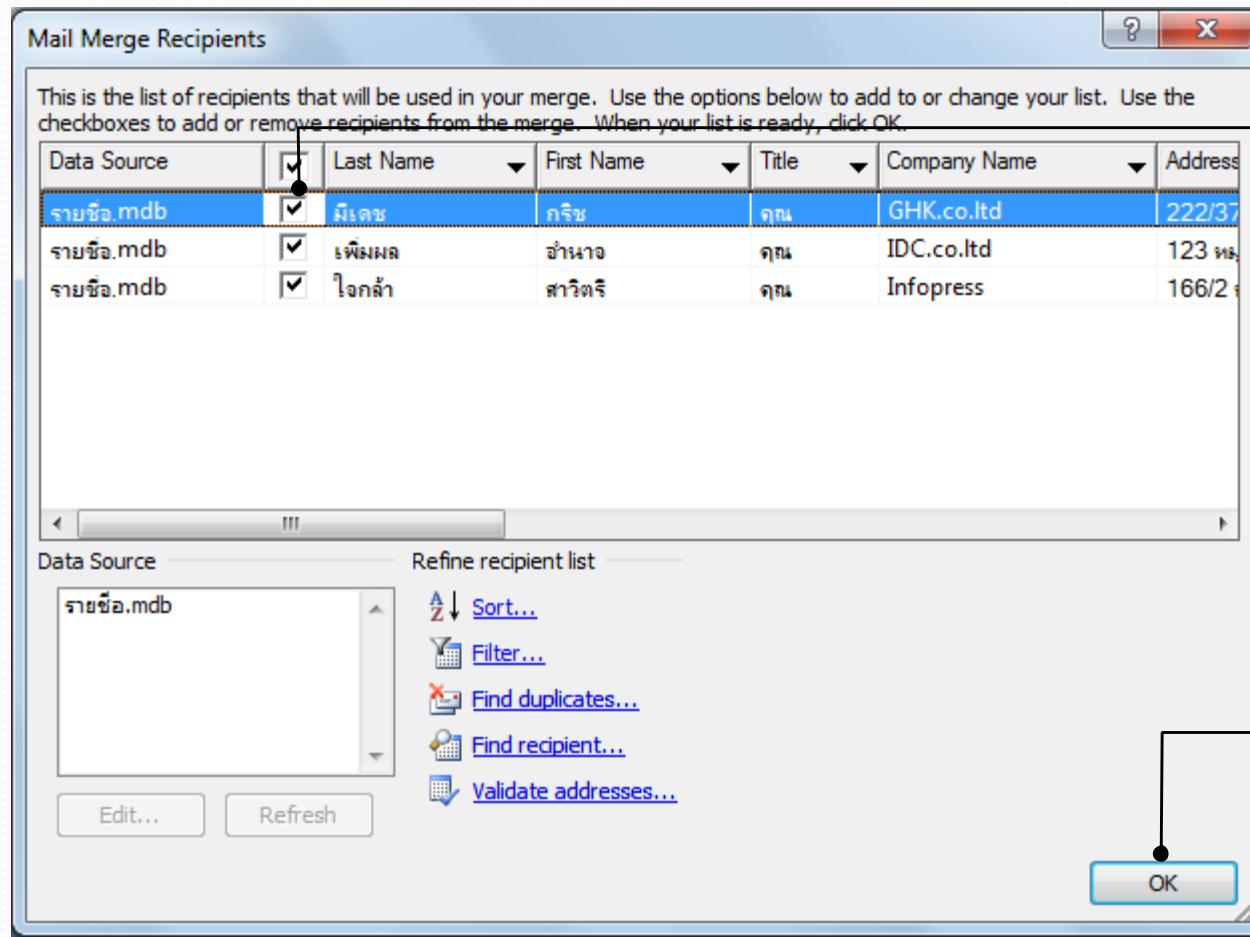
Creating an envelope From Mail Merge (7)



Creating an envelope From Mail Merge (8)



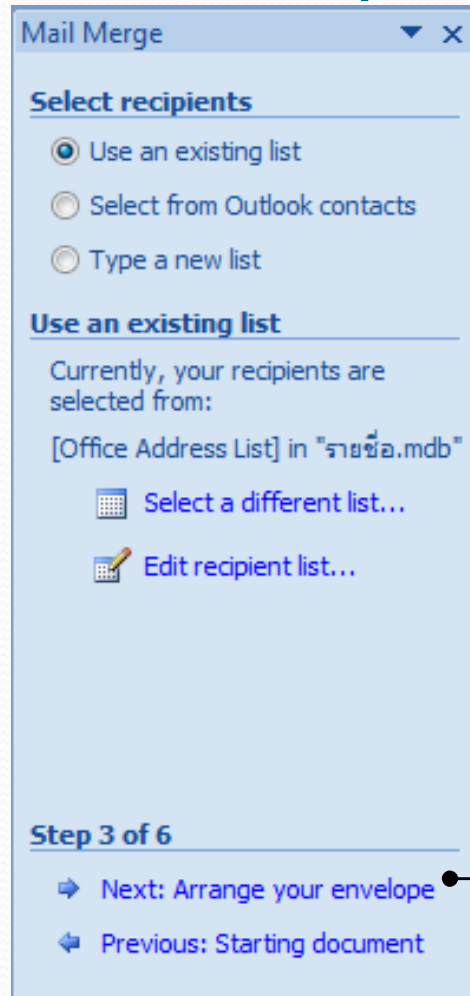
Creating an envelope From Mail Merge (9)



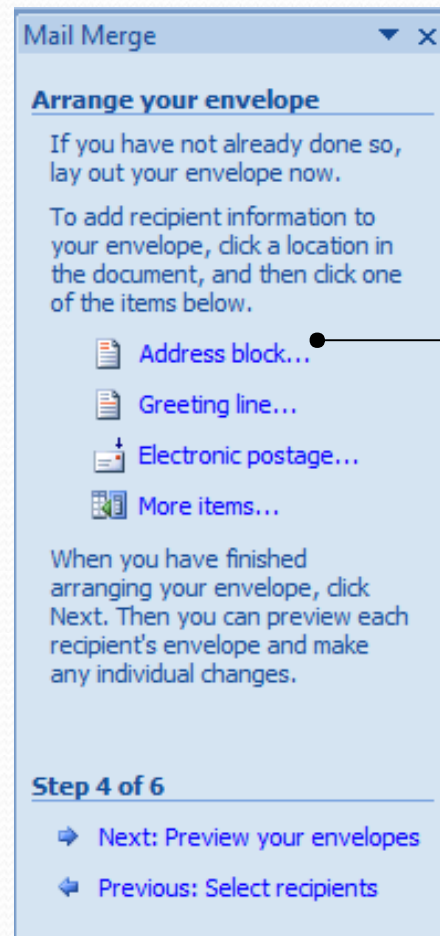
12

13

Creating an envelope From Mail Merge (10)

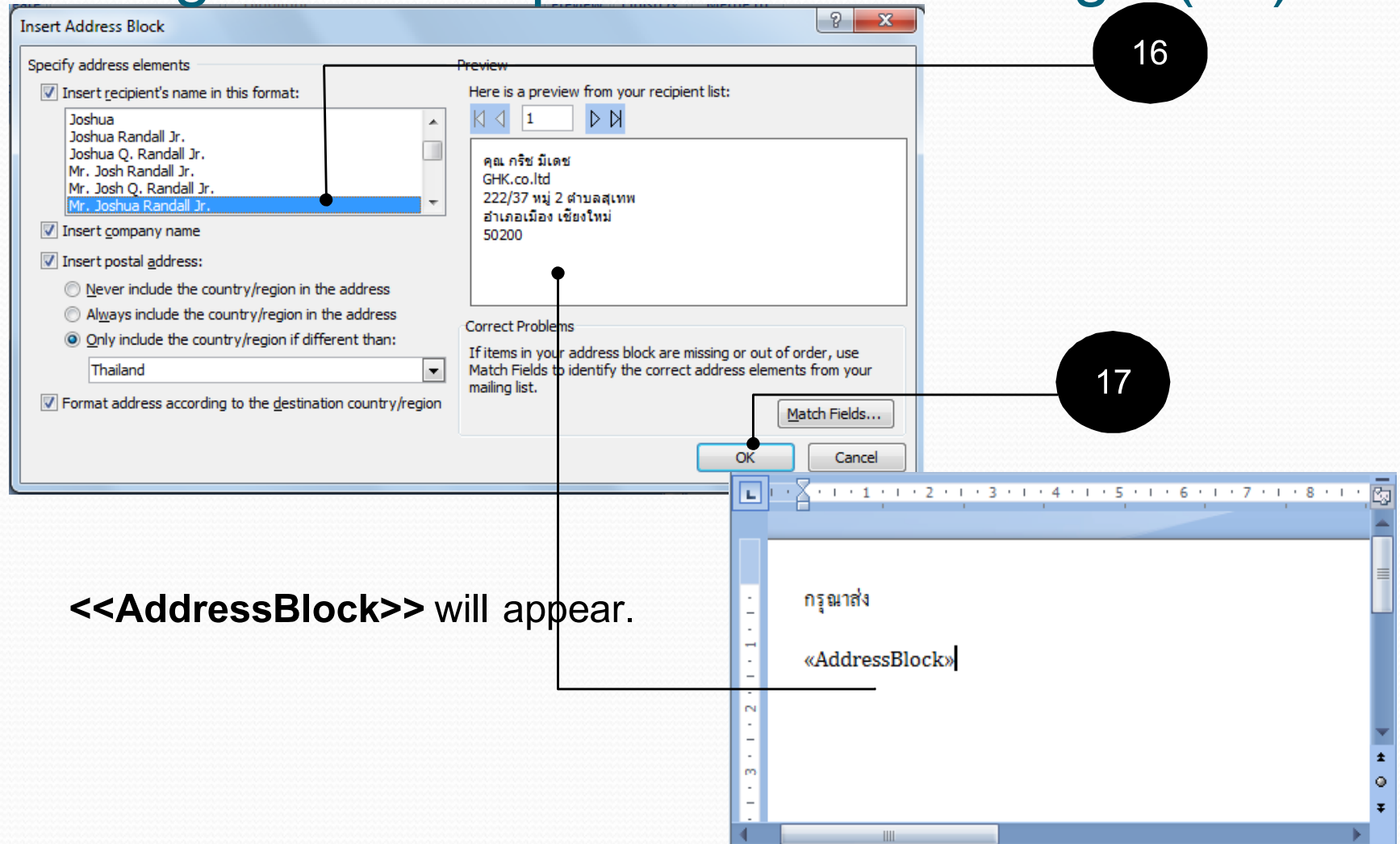


Creating an envelope From Mail Merge (11)



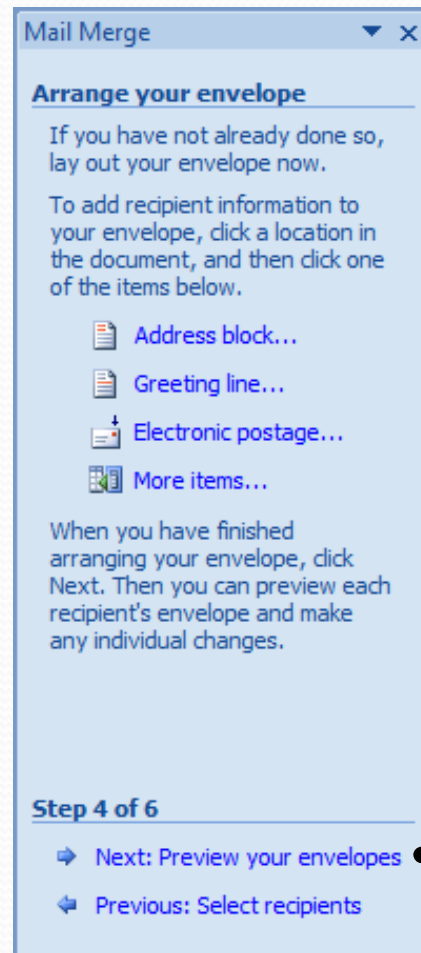
15

Creating an envelope From Mail Merge (12)



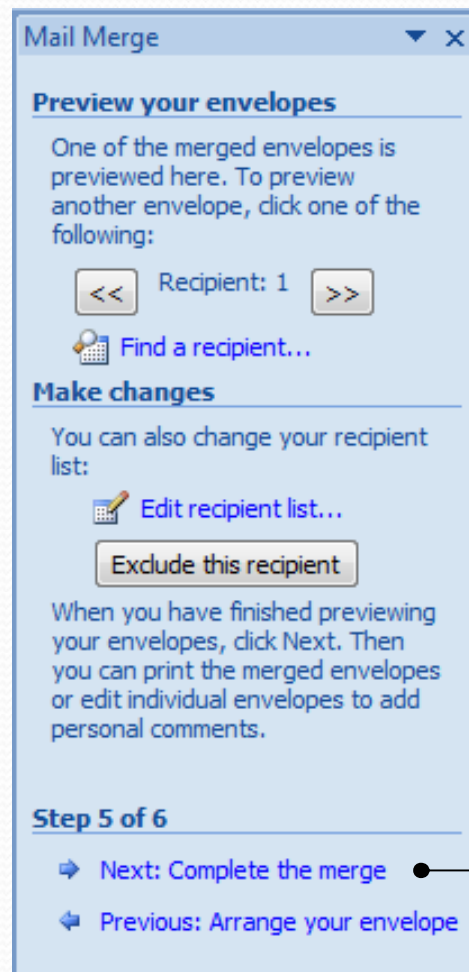
<<AddressBlock>> will appear.

Creating an envelope From Mail Merge (13)

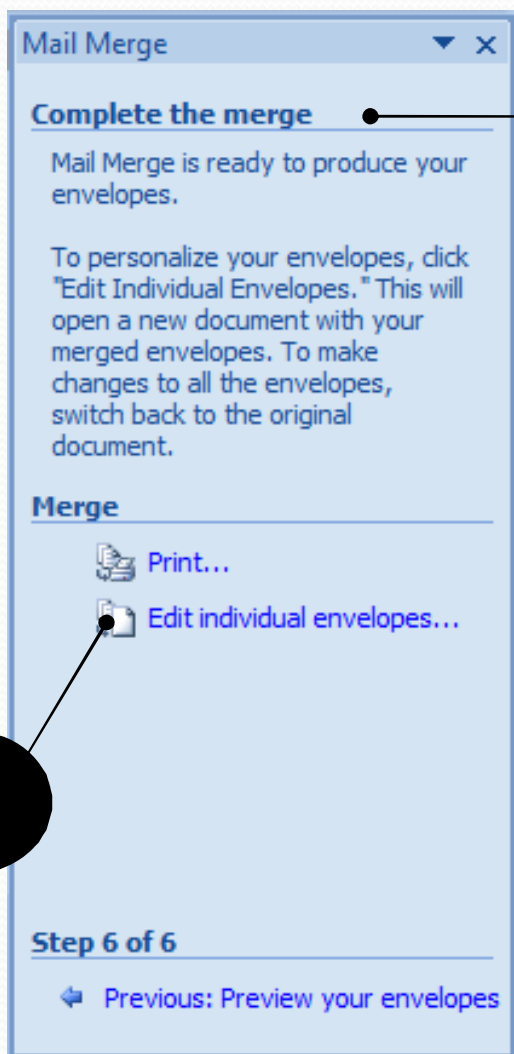


18

Creating an envelope From Mail Merge (14)



19



20

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

