**Mail Merge – Writing a letter to multiple people for example**



Click Letters / Labels as required and click Next

Click Use Current document and click Select recipients (bottom right)

Select Type a new list and click Create

Customise columns etc to include Title, Firstname, Surname, Address1, Address2, etc as shown below



Click Ok and New Entry to continue and enter data for each person or row.

Click Select Recipients



You can edit (remove etc from the list by unchecking the customers shown above.

Click Next: Write your letter

 Type your letter and insert the fields you require from your data source



Click Next: Preview your letters

Click Edit Individual letters