

Mail Merge Assignment

1. Type a letter inviting friends and/or family to a party you are hosting. For example, you can host a birthday, graduation, end of school, or Memorial Day party. You pick the event. Your letter will serve as your form letter. **Save** your letter as **Mail Merge Letter**.
2. Format the letter as left aligned (block letter) with .5" or 1" margins depending on the length.
3. Make sure your address is listed at the top of the document. Then insert two blank lines and put the date in the month, date, year format. Then enter four blank lines and leave space for your merge fields. Example:

Title First Name Last Name

Address 1

Address 2

City, State ZIP

(Eventually you will be entering your merge fields to replace this information.)

4. Create a data source with the names and addresses of at least five families in which you wish to mail the letters. Create fields such as: title, first name, last name, address 1, address 2, city, state, and ZIP. Or make appropriate field names of your choice but make sure you include the address information. **Save** your data source as **Mail Merge Data**.
5. Now, return to your main document (Mail Merge Letter) and set it as the form document and identify your data source.
6. Enter your merge fields into your main document. Merge fields should be used for the recipients address and after Dear.
7. After your merge fields are entered merge the document and save it. **Save** the merged document as **Mail Merge Merged**.
8. Create envelopes inserting your merge fields for the recipient's name and address. **Save** the merged envelopes as **Mail Merge Envelopes**.
9. Print your form letter, one merged letter, and one envelope.