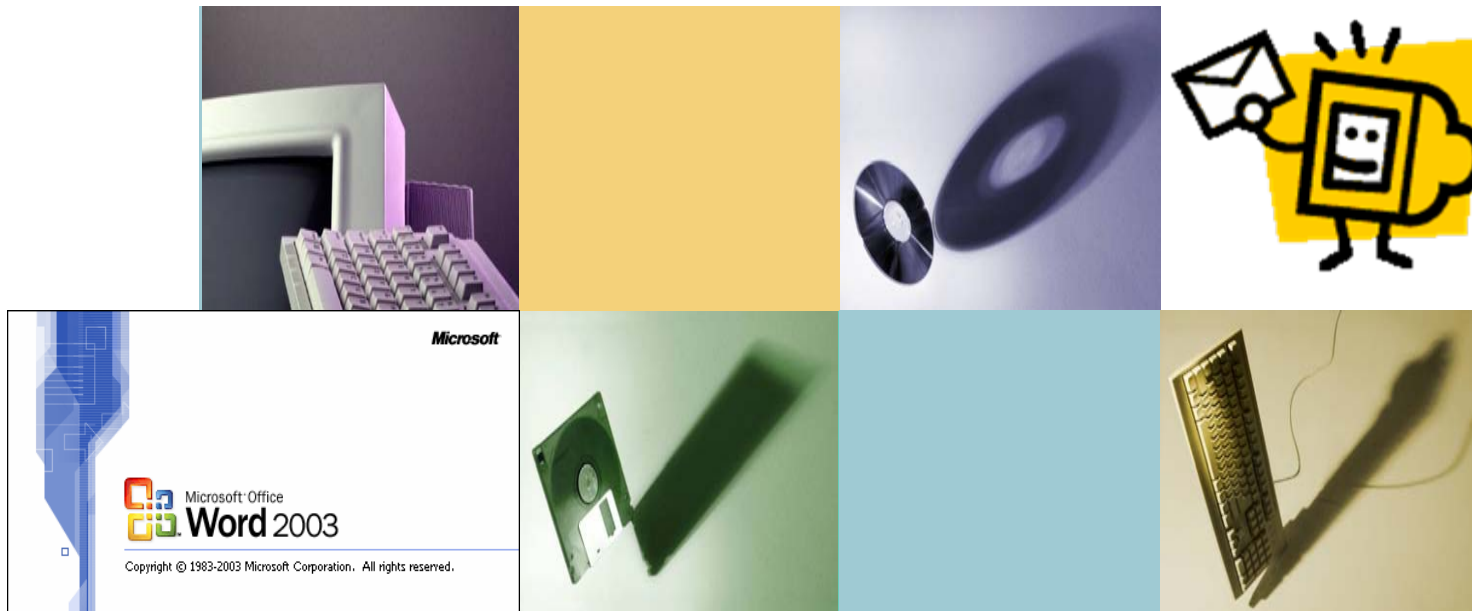


# Microsoft Word 2003

## Topic: Mail Merge

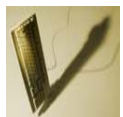


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Computing & Network Services

Spring '06

# Session Breakdown

- Handouts
- The Parts:
  - What is Mail Merge?
    - Why use it?
  - The Mail Merge Process
  - The Types of Merges
  - Mail Merge Tips
- Question and Answer Session



# What is Mail Merge



- Mail Merge Scenarios
  - (The Ed McMahon Sweepstakes!)
- What it can do
- Why use Mail Merge?
  - Advantages:
    - Saves Time
    - Organizes Your Data



# The Mail Merge Process

- 4 Step Process
  1. Enter text and format the Main Merge Document.
  2. Create the Data Source or use an existing source.
  3. Insert Merge Fields in the main document to link it to the data source.
  4. Merge the information to produce the customized output.



# The Types of Merges

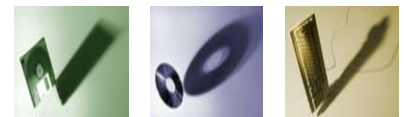
- Letters
- Labels
- Envelopes
- E-mails
- Directory

**Class Focus**



# Mail Merge Tips

- The Mail Merge Task Pane.
- Create your Text Document and Data Source before your merge them.
- The Mail Merge toolbar.
- Saving and Continuing a Mail Merge.



# Microsoft Word 2003

## Topic: Mail Merge

- Questions??
- Please fill out the Training Survey!  
(Bookmarked in Internet Explorer)
- [www.fairfield.edu/cnstraining](http://www.fairfield.edu/cnstraining)
- [cnstraining@mail.fairfield.edu](mailto:cnstraining@mail.fairfield.edu)

**Thank You!!**

