Completed Merge

Multiple Letters

Labels

Envelopes

Form Letter

FormLetter – Example 1.docx

FormLetter – Example 2.docx

New Blank Document

Data Source  
Recipients

Mail Merge Data - Word.docx

Mail Merge Data - Excel.xlsx

Mail Merge

Step by Step Wizard

Ribbon

**1 – Form Letter**

Mailing Type: Letters

Starting Document: FormLetter - Example 1.docx

Recipients: Mail Merge Data - Word.docx

Process: Step by Step Mail Merge Wizard

Results: Multiple pages for each recipient

**2 – Form Letter**

Mailing Type: Letters

Starting Document: FormLetter - Example 2.docx

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Multiple pages for each recipient

**3 – Address Labels**

Mailing Type: Labels

Starting Document: New Blank Document

Label type: Avery US Letter - 5160 Easy Peel Address Labels

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Address labels for each recipient

**4 – Envelopes**

Mailing Type: Envelopes

Starting Document: New Blank Document

Envelope: Size 10

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Multiple envelopes for each recipient