



How to do a Mail Merge in Word

September, 2007

Dear Gizmo,

I have recently put together a family newsletter using Microsoft Word. I'm going to have to do Christmas cards in a few months and I'd love to know if there was an easy way to print out 100+ envelopes.

Christine, Wahroonga, NSW

Hi Christine,

It sounds like you need to learn to do what's known as a mail merge. Performing a mail merge allows you to print off a large number of individually addressed envelopes, stickers, letters or emails by pulling your contact details directly from a database such as your Outlook contact list or an excel spreadsheet. As well as allowing you to create labels for envelopes, it can help you add a more personalised touch to each letter by addressing it to "Dear Bill" rather than using a generic "Hi All" salutation.

Unless you're one of those organized people who meticulously store your contact details a mail merge will take a little time to set up, but once you have your contact details in order, printing and labelling becomes a breeze.

Performing a mail merge involves quite a few steps so rather than reinventing the wheel, we've provided a link to a tutorial on the Microsoft Office website. This tutorial will walk you through the steps required to do a Mail Merge. The whole thing will take about 45 minutes to complete, but if you are already familiar with certain parts feel free to skip ahead until you see something which looks unfamiliar.

<http://office.microsoft.com/training/training.aspx?AssetID=RC011205671033>

If you run into any problems along the way a Gizmotech can definitely give you a helping hand. Gizmo's one-on-one training package, Show Me!, will give you an hour of personalised on-site training to teach you some valuable new computing skills at your own pace and using your own equipment.

We hope this helps!

The gizmo team

This article applies to:



Windows Vista



Microsoft Windows XP