

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

MSWord & MailMerge

With Christmas fast approaching, how about a newsy letter for distant family and friends.

Open Word in your normal way then on the **Tools** menu select **Letters and Mailings** and then select **Mail Merge Wizard**. This wizard will guide you through the steps required to complete the task of writing a standard letter and addressing it to your family and friends. Step 1 is to select the type of document and the default of **Letters** is correct, so simply click **Next** on the wizard. Step 2 is to select or write the document (letter) that you want to send. If you haven't already written it then do so now, then click **Next**. Step 3 you select or enter the list of recipients. If you have an Excel file of people then select to **Use an Existing List**, or select **Type a New List** to enter personal details from your address book. Click **Next** when finished. Step 4 you add the **Name and Address Block** information to the top of the letter. Here you can select the format of the name and address details, normally you would un-check the company name, then click **Next**. Step 5 you can review the letter or edit the recipients list – then click **Next**. Step 6 you are ready to print off all your letters.

Having signed all the letters, you can now restart the wizard to print envelopes or labels by selecting a different option at Step 1.

Good Luck.



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