Tech Tip
Mail Merge

Overview:
How fast can you create a personalized letter with names, addresses, age, etc. for each person in this class? What about for each person in this school? How about all of the students in the entire school board? If you were attempting this task without using the mail merge feature you would have to create a sample letter and, one by one, manually add each persons information and print……..then do the same for all of the other people on your list. The Mail merge feature in Microsoft Word enables users to easily create personalized documents for a mass number of people. It is commonly used to create certificates, letters, and even mailings.

How it works:

Data table → Main letter

MERGE

Final Product
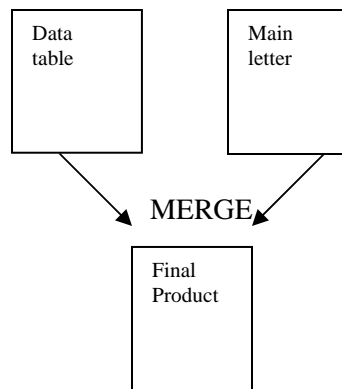
1. We will begin by creating the data source for our mail merge by going to table on the menu bar and choosing insert table. Choose 8 columns and 8 rows. Use the following headings in row one.

Title	First	Surname	Address	City	Childs Mark	TT	Teacher
Mr.	Duane	Pipes	420 Toner Rd.	Port Colborne	49%	Mr.	Lee
Ms.	Megan	Bacon	8 Burger St.	Welland	45%	Ms.	Crisp
Mrs.	Robin	Emblind	123 Forth Ave	Wainfleet	48%	Dr.	Coers
Dr.	Randy	Marathon	24 Innacase Ave	Port Colborne	40%	Dr.	Coers
Miss	Dee	Zaster	41 Pinto	Port Colborne	49%	Ms.	Crisp
Mr.	Sam	Widge	1 Tunn Lane	Port Colborne	47%	Mr.	Lee
Mrs.	Helen	Back	666 Fire Lane 2	Ridgeway	43%	Mr.	Lee

Save this document as "data" when you are done and close

2. Go to FILE:NEW and open a new blank document. Type the following letter into your word document. Reformat as needed to make it look like a proper business letter

Their Name
Street
City

Dear title name:
This letter is to inform you that your child has failed grade 9 Math with a mark of #. We have taken the liberty to sign your child up for the remedial Math class that runs every Saturday (7am – 4pm) from February until July. The teacher will be a mean teacher.

Sincerely;

3. Now we will turn this letter into the "Main Document" for our mail merge. Go to view, toolbars, and select mail merge.


4. Click on the Main Document setup button and choose "Normal word Document"

5. Click on open Data source and locate the table you just created named "data"

6. Now the 2 documents are linked. With the main letter still open on your screen, highlight the word "their" and click on the insert merge field button.
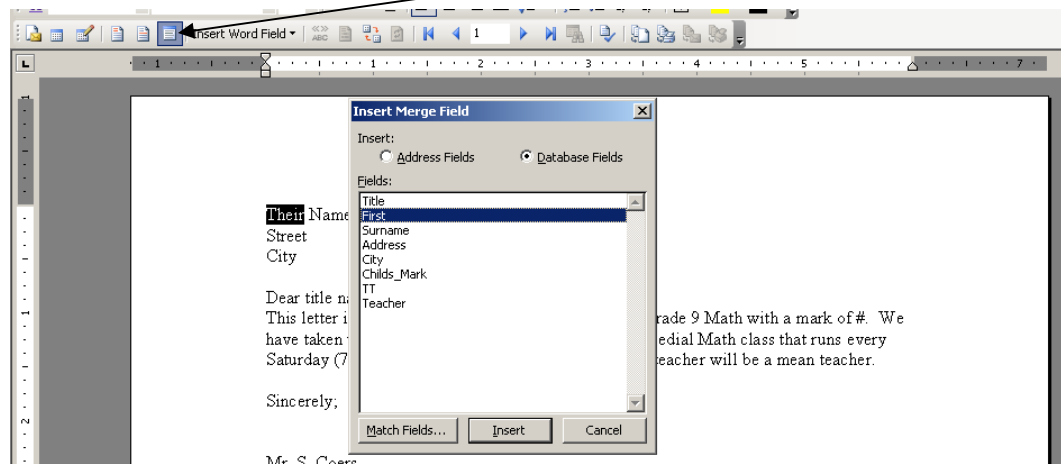
Choose "first" from the list of our column headings and click insert. You should now see <<First>> on your main document where "their" was. Do the same steps to replace the following words in our main document with the appropriate column heading.

-Change *Name* to <<Surname>>
-change *street* to <<Address>>
-Change *City* to <<city>>
-Change *Title* to <<title>>
-Change *surname* to <<surname>>
-Change *#* to <<Childs mark>>
-Change *mean* to <<TT>>
-Change *teacher* to <<Teacher>>

7. Now click on merge to new document
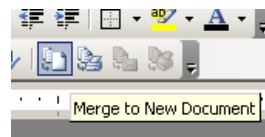
8. Amuse yourself by reviewing the merged letter. It should be a total of 8 separate pages with all different information. Save the final merged document as "mail merge". Place a copy in your handin folder.