

mactopia

Create a form letter for a mailing

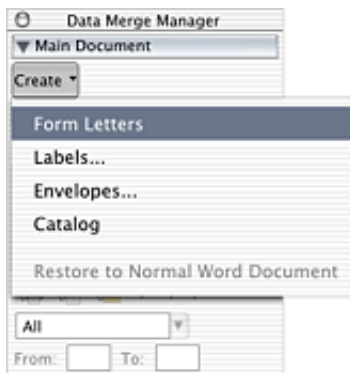
Whether you're marketing a product, soliciting donations, or creating a family newsletter, the ability to create a form letter in Microsoft Word for Mac really pays off. The Data Merge Manager makes it easy to combine data from the Office Address Book with your letter to create a customized mailing for each contact that you choose. This article will help you:

- Prepare the main document for your letter
- Select the data source
- Select the records you want to merge
- Preview and merge data

Prepare the main document for your letter

As with any data merge operation, the first step in creating a form letter is to create a main document. The main document contains the text that you want to include in your letter as well as the instructions for your data merge. These instructions tell Word what information to include from the Office Address Book. When you print or send your letter, Word combines the instructions from the main document with the information from the Office Address Book in a new document.

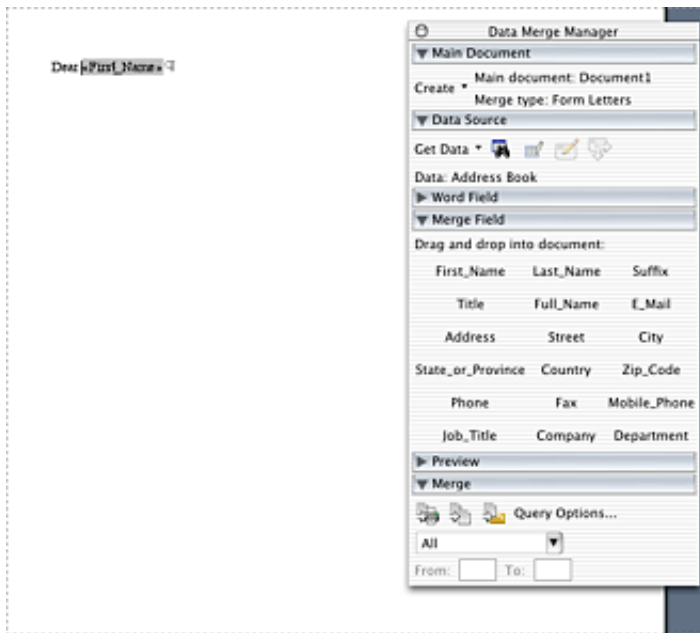
1. Click **New Blank Document** .
2. On the **Tools** menu, click **Data Merge Manager**.
3. Under **Main Document**, click **Create**, and then click **Form Letters**.



Select the data source

In the example in this procedure, you'll use contact information from your Office Address Book as the data source for your letter.

1. In the Data Merge Manager, under **Merge**, click **Query Options**.
2. In the main document, type the text that you want to appear in each letter and insert a merge field where you want to merge data from the data source. For example, type "Dear" and then drag and drop the **First_Name** field from the **Merge Field** section of the Data Merge Manager so that it appears at the beginning of your letter. Your letter should look like this:




Select the contacts you want to merge

After you've selected the data source and created your letter, you can select the specific contacts you want to send the letter to. For example, you can choose to include only contacts that are assigned to a certain category, or you can select certain contacts from your entire address book.

1. In the Data Merge Manager, under **Merge**, click **Query Options**.
2. On the **List mail merge recipients by** pop-up menu, do one of the following:
 - To select contacts based on Category, click **Categories** and select the check box next to each category that you want to include.
 - To select individual contacts, click **Complete record** and select the check box next to the contacts that you want to include.

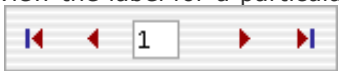
Preview and merge data



Before you print your letters, you can preview them to make sure that they appear the way you want them to.

1. In the **Data Merge Manager**, under **Preview**, click **View Merged Data** .
2. Word displays the letter as well as the data from the Office Address Book in place of the merge fields.

Tip To preview the label for a particular contact, click the arrow buttons, or type a record number in the **Go to**

Record box



3. When you are satisfied with the layout of your letter, you have several options for merging the data:
 - To send merged information directly to a printer, click **Merge to Printer**  under **Merge**. A new letter for each of your contacts is printed.
 - To store merged information in a new document, click **Merge to New Document**  under **Merge**. A new document is created with a letter for each contact separated by a page break. You can save this document for printing later.

Tip If you are using Microsoft Entourage as your default e-mail program, you can send your form letters as e-mail messages to contacts from the Address Book. For more information about sending form letters as e-mail messages, search for "Distribute merged form letters as e-mail messages" in Word Help.