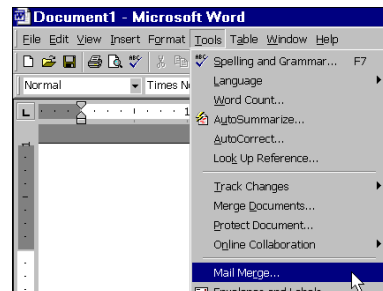


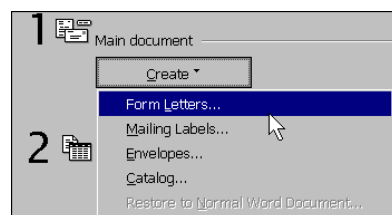
## Word 2000: Learning to Mail Merge

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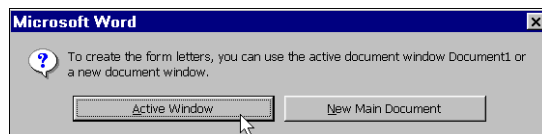
1. Launch *Microsoft Word 2000*. Click **TOOLS > MAIL MERGE**.



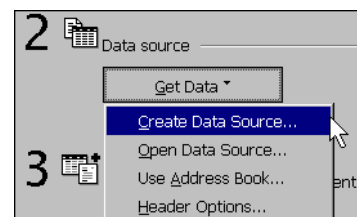
2. When the Mail Merge dialog box comes up, click on the **STEP ONE button—CREATE > FORM LETTERS**.



3. When prompted for the window in which you want to create the main document, choose **ACTIVE WINDOW**.



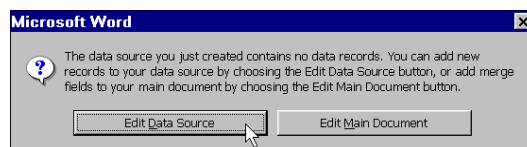
4. Next, click on **STEP 2—GET DATA > CHOOSE DATA SOURCE**.



5. Click the **OK button**.

6. At this point, *Word* will ask you to name your data file. Name the data file **Info**.

7. Now, *Word* will tell you that your data source does not contain any data. Choose **EDIT DATA SOURCE**. Click **OK** to accept the default Mail Merge fields.



8. You should now see the **DATA FORM window**. This is where you enter in your information for this exercise.

9. Let's create 5 data sources. Enter your name and address as well as the names and addresses of 5 friends.

10. Remember to click the **ADD NEW button** after you enter the database information.



11. After you have entered the final database information, click the **OK button**. If you click the **ADD NEW button**, you will create a blank record.

12. Now, you should be ready to create your form letter. Use the following as an example:

218 Fairground Street  
 Winona, MS 38967  
 October 30, 2000

**Press the ENTER key 4 times between the Return Address and Mailing address.**

<Title> <First name> <Last Name>  
 <Address One>  
 <City>, <State> <Postal Code>

**Go to your Mail Merge toolbar and click each of these merge fields into the document.**

Dear <Title> <Last Name>:

Thank you for your interest in the Widget 102. It truly is a necessity for anyone who works with wood. The widget 102 will make woodworking fun and easy. Currently, we are offering our Model A for the low price of \$400.

Please fill out and return the enclosed reservation form to reserve your Widget 102. We look forward to hearing from you soon.

Sincerely yours,

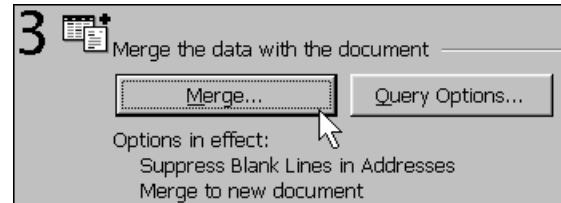
**Press the ENTER key 4 times to leave room for signature.**

Harrison Widley

13. After you have completed your letter, go to the menu bar and choose **TOOLS > MAIL MERGE**.

14. You are now ready for **Step 3**. Click the **MERGE** button.

15. Make sure that **MERGE TO NEW DOCUMENT** and **ALL RECORDS** are selected. Click the **MERGE** button to complete the procedure.



16. You should now see your form letters with the names and addresses you entered in your database. Congratulations!!! You are now an accomplished Mail Merger!!!

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