

GCSE



CCEA GCSE
MAIL MERGE GUIDE

Business and Communication Systems

For first teaching from September 2017

Mail Merge Help Sheet for Microsoft Word 2010

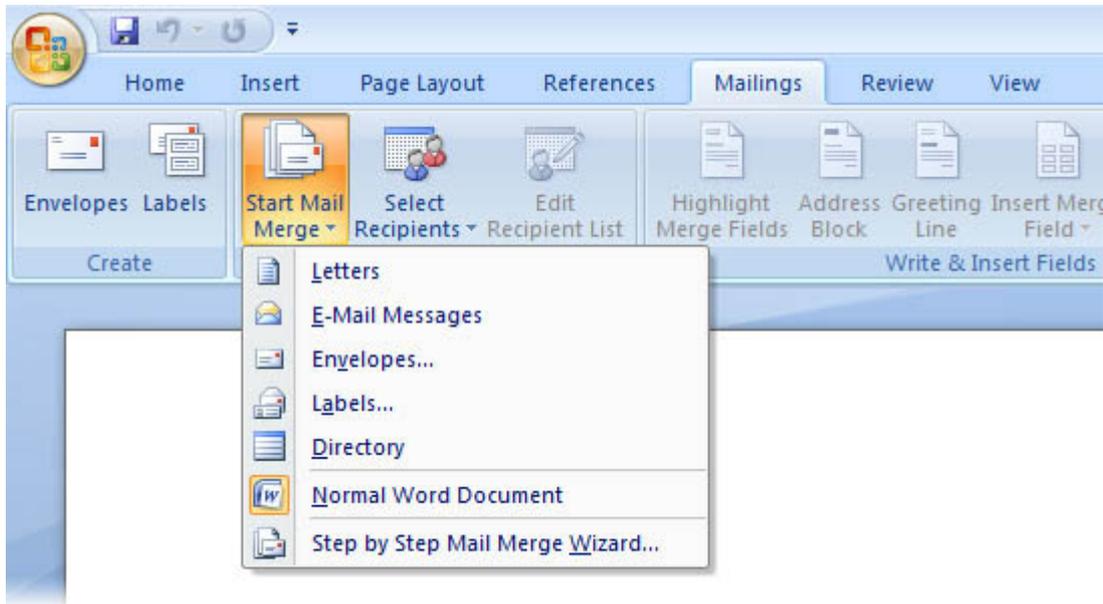
Mail merge is a word processing feature that allows users to personalise letters with names and addresses from a database.

The five main steps in setting up a mail-merged letter are:

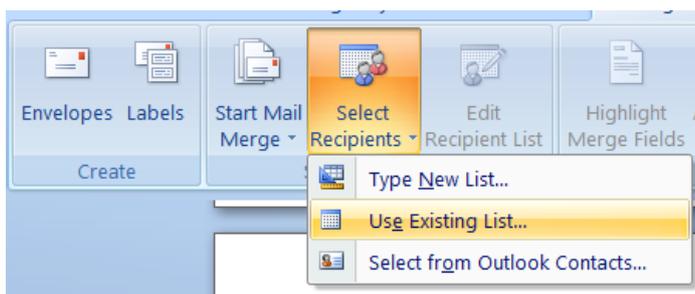
1. Create the database with fields for the names and addresses of the people to send the letter to.
2. Write the letter using a word processing package and link the letter to the database.
3. Use a query to find a subset of relevant people and send a targeted letter to them.
4. Using the mail merge wizard, enter codes in the letter where the name and address of the customers should appear.
5. **Merge-print**, taking the data from the database and inserting it in the letters, producing one letter for each person in the subset of relevant people from the database.

Step by Step Guide for Letter Mail Merge in Word 2010

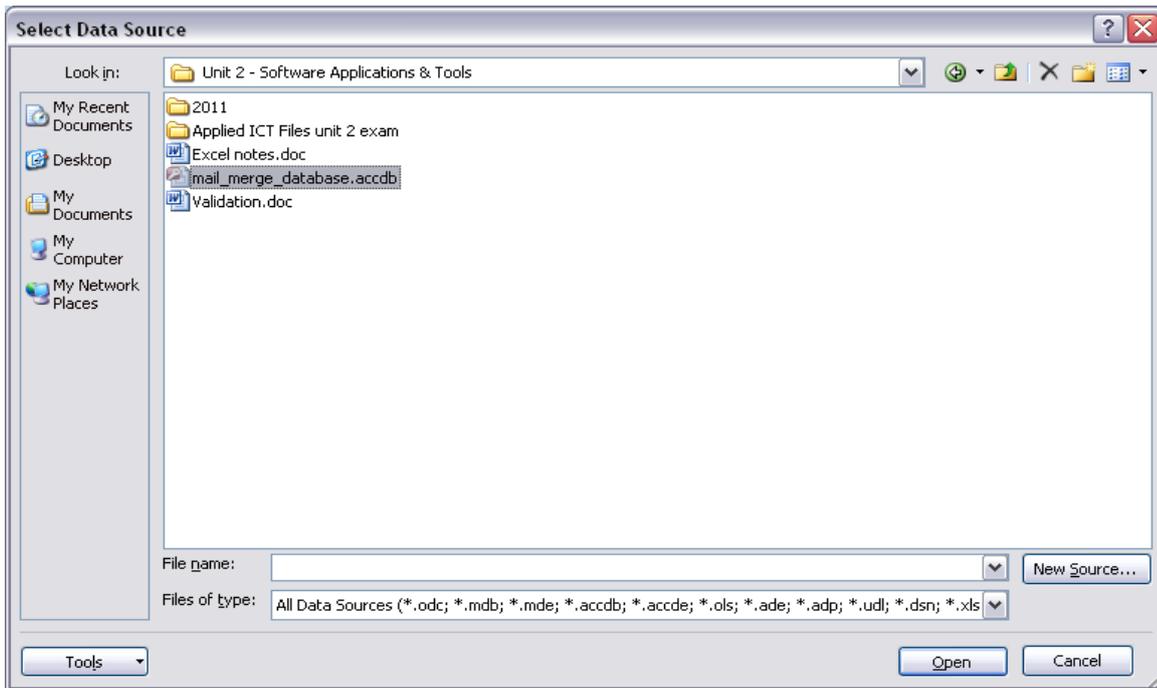
- Open up **Microsoft Word**
- Click on Mailing on the tool bar
- Click on Start Mail Merge
- Select Letters as shown in screen dump below:



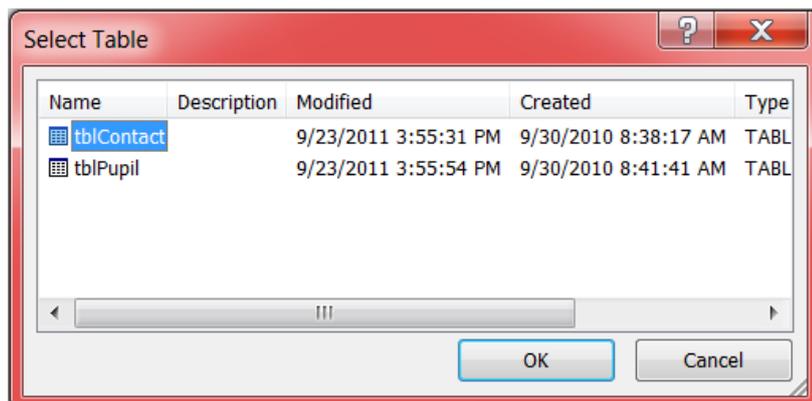
- Click on **Select Recipients**
- Select **Use Existing List** as shown in screen dump below:-



This will import an external source which means it will look up data from a spreadsheet or database that currently exists. The following screen will appear and you need to search for the database/spreadsheet you need to complete your mail merge. For this example I need to find the file **'mail_merge_database.accdb'** as shown in the screen dump below:

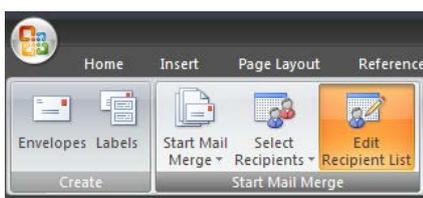


Click the file named **'mail_merge_database.accdb'** and the following screen will appear:-

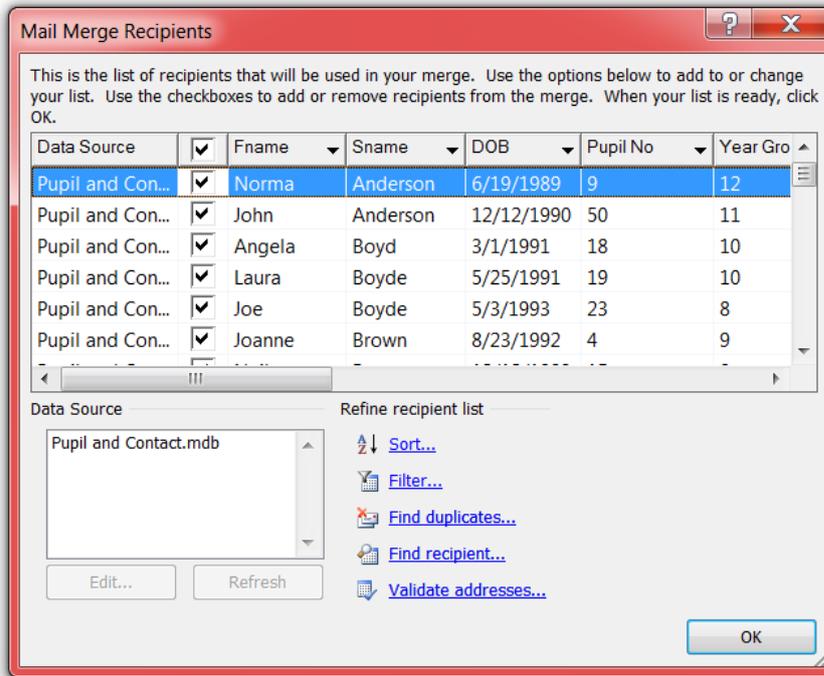
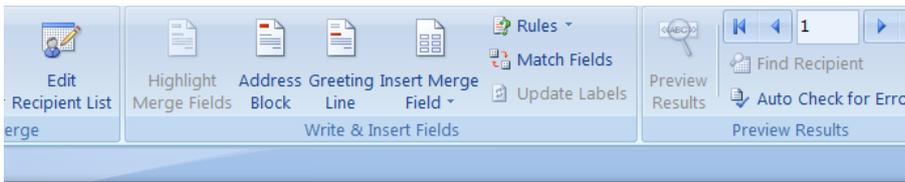


Select the **table/query** from the database or worksheet from a spreadsheet that you want to import. For this example I am looking for **Contact Table**. Select this table and click **OK**.

This will bring you back to your word document. From the tool bar select **Edit Recipient List** as shown below:

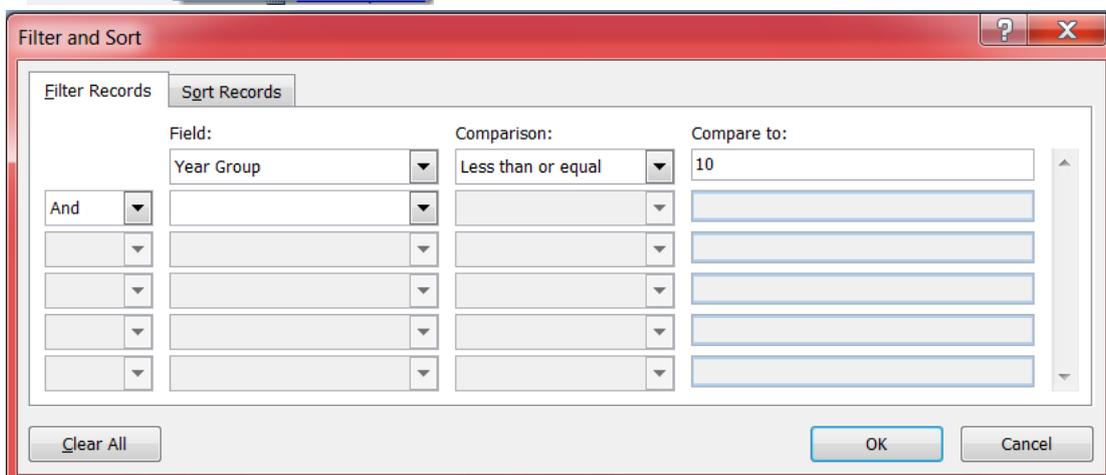
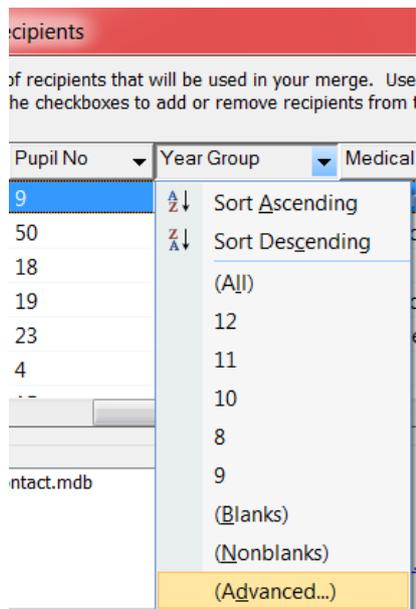


Once this has been selected it will bring up the following box within your word document.



If you want the whole list to imported, click on **OK**, but at this point you can filter which data you want to import by clicking of the field titles drop down menus, you can select how you want to filter data, example only those in Year 12 or a certain date of birth range. Click **OK** when finished.

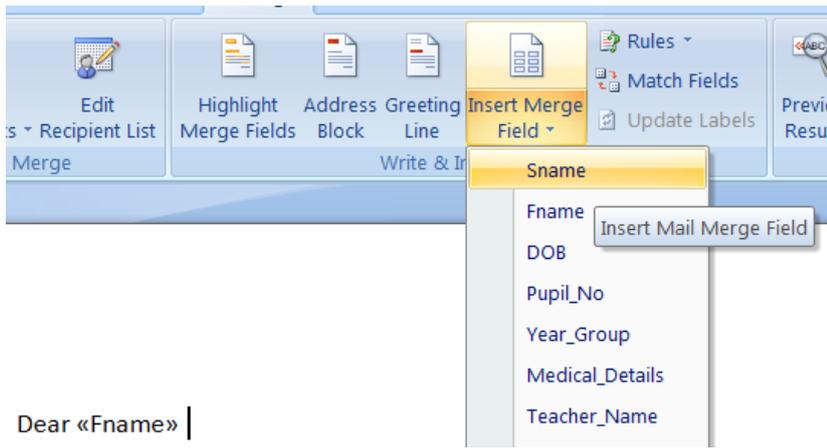
You can be very specific by clicking on the selecting field title drop down menu and selecting advanced as shown in the screen dump below:



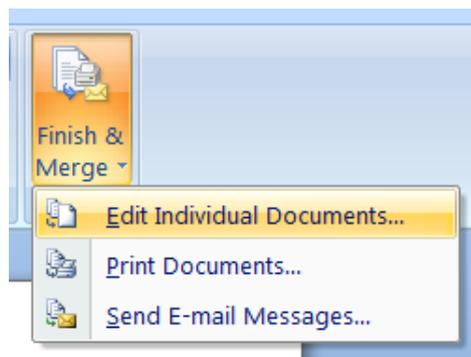
For the above you could have an advance search of only show those pupils in year groups 10 and under.

Click **OK**.

This will take you back to your word document, select **Insert Merge Field** and select the field names you want and insert them in the appropriate place within your letter, as shown in the screen dump below:



Once the letter has been completed and all field names which is necessary **save** the letter and click on **Finish & Merge** and select **Edit Individual Documents** as shown in screen dump below to view the letters or select **Print Documents** if you wish to print:



Please note: If you use the traditional **File > Print** method the merged data will **not** print.