

UW Colleges Instructional Technology

## Using MS Word's Mail Merge Tool

Please check in!

Baraboo	Manitowoc	Richland
Barron	Marathon	Rock
Fond du Lac	Marinette	Sheboygan
Fox Valley	Marshfield	Washington
	Waukesha	ADM

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## Agenda

- Mail Merge Essentials
- Mail Merge Task Pane
- Process – Creating Mailing Labels
- Summary and other ideas for use of Mail Merge
- Questions

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## Mail Merge Essentials

- Main Document
- Data Source
- Merged Document

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## Mail Merge Task Pane

- Step 1 – Select document type
- Step 2 – Select starting document
- Step 3 – Select recipients
- Step 4 – Arrange your labels
- Step 5 – Preview your labels
- Step 6 – Complete the merge and Print

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## Summary

- Use the Task Pane for a Mail Merge
- Select the type of merge
- Follow the six steps in the Task Pane
- At the end of each step the user always has the opportunity to return to the previous step to fix something
- Practice, practice, practice

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## Questions



This PowerPoint and the **Creating a Mail Merge** handout can be found on the WisLine Web Archive page at [www.uwc.edu/training/wlarchive/](http://www.uwc.edu/training/wlarchive/).

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