

# How to Mailmerge in Word 2002

Envelopes  
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1. Open a new, blank document.
2. Choose the **Tools** Menu, **Letters and Mailings** and **Mail Merge Wizard** (the Mail Merge Task Pane appears at the right of the screen).
3. Select **Envelopes** from the **Select Document Type**.
4. Click *Step 1 of 6* that reads **Next: Starting Document**.
5. A dot appears next to **Change Document Layout**. Under **Change Document Layout**, click **Envelop Options**. Choose an envelope size from the envelope option dialog box. Click **OK**. (a blank envelope appears on the screen).
6. Click the lower, middle edge of the envelope and a stripped, square box appears for you to insert your address. **DO NOT** type the address here.
7. Click *Step 2 of 6* that reads **Next: Select Recipients**.
8. If you are using a recipient list that you have already created, place a dot next to **Use an Existing List** and **Browse** to locate your file. Remember to choose the correct Files of Type: *Excel, Access, etc.* Highlight the file and click **Open**. Other options for selecting recipients include the **Outlook contacts** and **Type a new list**.
9. The **Select Table** dialog box appears. Highlight your file and click **OK**.
10. The **Mailmerge Recipients** dialog box appears. You can check the boxes to add or remove recipients from the mail merge list. Click the **Select All** button to choose all the records in the list. Click **OK**.
11. Click *Step 3 of 6* that reads **Next: Arrange Your Envelope**.
12. Choose **Address Block** if all the information in your address is sufficient for your envelope. The **Insert Address Block** appears. Preview the address for the correct information. Click the **Match Field** button at the bottom of the box and make sure that the fields in your database matches the required information fields listed. Click **OK** twice to apply. The “*Address Block*” appears on the envelope.  
*Note: If you prefer to select the fields you wish to include in your address, click the **More Items** link on the Task Pane. From the **Insert Merge Field** dialog box select the fields in the order of which you want them to appear on your envelopes. For Example: if **FIRST** is used as the column heading for the First Name, click once on it, click the **Insert Button**, and then click **Close**. That particular field appears on your label. When inserting the fields, treat the address as if you were actually typing it on an envelope: press the spacebar to create a space between the fields or Enter to go to another line of the address. Click the **More Items** link again to reopen the Insert Merge Field dialog box, repeating the process for each field.*
13. Click *Step 4 of 6* that reads **Next: Preview Your Envelopes**. Use << or >> to browse through your envelopes.
14. Click *Step 5 of 6* that reads **Next: Complete the Merge**.
15. Click **Edit Individual Envelopes**, **All** and **OK** to merge envelopes into Word and save as a new document (a list of all envelopes appear). Or exit the file and return to the mailmerge process.
16. Click **Print**, *select your records*, and click **OK** to merge records to the printer.

# How to Mailmerge in Word 2002

## Labels

1. Open a new, blank document
2. Choose the **Tools** Menu, **Letters and Mailings** and **Mail Merge Wizard** (the Mail Merge Task Pane appears to the right of the screen).
3. Select **Labels** from the **Select Document Type**.
4. Click *Step 1 of 6* that reads **Next: Starting Document**.
5. A dot appears next to **Change Document Layout**. Under **Change Document Layout**, click **Label Options**. Choose a label size from the label option dialog box. Click **OK**. (the labels appear on the screen).
6. Click *Step 2 of 6* that reads **Next: Select Recipients**.
7. If you are using a recipient list that you have already created, place a dot next to **Use an Existing List** and **Browse** to locate your file. Remember to choose the correct Files of Type: *Excel, Access, etc.* Highlight the file and click **Open**. Other options for selecting recipients include the **Outlook contacts** and **Type a new list**.
8. The **Select Table** dialog box appears. Highlight your file and click **OK**.
9. The **Mailmerge Recipients** dialog box appears. You can check the boxes to add or remove recipients from the mail merge list. Click the **Select All** button to choose all the records in the list. Click **OK**.
10. Click *Step 3 of 6* that reads **Next: Arrange Your Labels**.
11. Choose **Address Block** if all the information in your address is sufficient for your envelope. The **Insert Address Block** appears. Preview the address for the correct information. Click the **Match Field** button at the bottom of the box and make sure that the fields in your database matches the required information fields listed. Click **OK** twice to apply. The "Address Block" appears on the label. Under **Replicate Labels**, click the **Update All Labels** button.

*Note: If you prefer to select the fields you wish to include in your address, click the **More Items** link on the Task Pane. From the **Insert Merge Field** dialog box select the fields in the order of which you want them to appear on your labels. For Example: if **FIRST** is used as the column heading for the First Name, click once on it, click the **Insert Button**, and then click **Close**. That particular field appears on your label. When inserting the fields, treat the address as if you were actually typing it on a label: press the spacebar to create a space between the fields or Enter to go to another line of the address. Click the **More Items** link again to reopen the Insert Merge Field dialog box. Select the next field, repeating the process for each field.*
12. Click *Step 4 of 6* that reads **Next: Preview Your Labels**. Use << or >> to browse through your labels.
13. Click *Step 5 of 6* that reads **Next: Complete the Merge**.
14. Click **Edit Individual Labels**, **All** and **OK** to merge labels into Word and save as a new document (a list of all labels appear). Or exit the file and return to the mailmerge process.
15. Click **Print**, *select your records*, and click **OK** to merge records to the printer.

# How to Mailmerge in Word 2002

## Letters

1. Open a new, blank document.
2. Choose the **Tools** Menu, **Letters and Mailings** and **Mail Merge Wizard** (the Mail Merge Task Pane appears at the right of the screen).
3. Select **Letters** from the **Select Document Type**.
4. Click *Step 1 of 6* that reads **Next: Starting Document**.
5. Under **Select Starting Document**, choose **Use the Current Document**.
6. Click *Step 2 of 6* that reads **Next: Select Recipients**.
7. If you are using a recipient list that you have already created, place a dot next to **Use an Existing List** and **Browse** to locate your file. Remember to choose the correct Files of Type: *Excel, Access, etc.* Highlight the file and click **Open**. Other options for selecting recipients include the **Outlook contacts** and **Type a new list**.
8. The **Select Table** dialog box appears. Highlight your file and click **OK**.
9. The **Mailmerge Recipients** dialog box appears. You can check the boxes to add or remove recipients from the mail merge list. Click the **Select All** button to choose all the records in the list. Click **OK**.
10. Click *Step 3 of 6* that reads **Next: Write Your Letter**.
11. Choose **Address Block** if all the information in your address is sufficient for your envelope. The **Insert Address Block** appears. Preview the address for the correct information. Click the **Match Field** button at the bottom of the box and make sure that the fields in your database matches the required information fields listed. Click **OK** twice to apply. The "*Address Block*" appears on the letter.

Note: *If you prefer to select the fields you wish to include in your address, click the **More Items** link on the Task Pane. From the **Insert Merge Field** dialog box select the fields in the order of which you want them to appear on your envelopes. For Example: if **FIRST** is used as the column heading for the First Name, click once on it, click the **Insert Button**, and then click **Close**. That particular field appears on your letter. When inserting the fields, treat the address as if you were actually typing in a letter: press the spacebar to create a space between the fields or Enter to go to another line of the address. Click the **More Items** link again to reopen the Insert Merge Field dialog box. Select the next field, repeating the process for each field.*
12. Click *Step 4 of 6* that reads **Next: Preview Your Letters**. Use << or >> to browse through your envelopes.
13. Click *Step 5 of 6* that reads **Next: Complete the Merge**.
14. Click **Edit Individual Letters**, **All** and **OK** to merge envelopes to new document (a list of all letters appears). You can now save them as a Word document. Exit the file. Click **Edit Individual Envelopes**, **All** and **OK** to merge envelopes into Word and save as a new document (a list of all envelopes appear). Or exit the file and return to the mailmerge process.
15. Click **Print**, *select your records*, and click **OK** to merge records to the printer.