Mail Merge in Word 2016

With Word you can create form letters by merging a **main document** (the body of the letter) with a **data source** (the names and addresses of the recipients). This example shows how to set up the main document and the data source and then merge them using the **Mail Merge** commands.

Set up and type the Document

On the **Mailings tab**, in the **Start Mail Merge** group, click **Start Mail Merge**.

Step by Step Mail Merge Wizard
When you click "Start Mail Merge" a drop down menu appears. At the bottom of the list is the option to have Mail Merge Wizard give you step by step directions to completing a mail merge. It is recommended to use this resource while following the rest of the directions listed below.

Create the Data Source

On the **Mailings** tab, in the **Start Mail Merge** group, click **Select Recipients**. If you have an existing mail merge list select **Use an Existing list**. If not, then select **Type a New list**. A dialog box will come up. Fill in all the information you can for the first person and click **New entry**. Continue doing this for every contact you will be sending the document to. For a letter you should fill in at least these boxes.

Title
First Name
Last Name
Address1
City
State
Postal Code

When you are done, click on close and save your contact list.

Adding Name and Address Blocks

If you haven't already, type the document you want to send, and add the name, and address blocks, along with any other blocks you want by clicking on them in the **Write and Insert** group. A place holder with a description of the block you have chosen will appear.

Preview the Letter

To preview the letters click on the **Preview Results** in the **Preview results** group. Right next to that there are arrows, and using those arrows you can scroll through your letters to ensure all the Recipients that you want are there.

Complete the Merge

If all your messages looked correct then just click on **Finish and Merge** in the **Finish** group and select print. If corrections need to be made to one or more of the letters click on **Edit individual documents**. When you are finished editing your individual letters save your work and print your finished copy.