

Mail Merge Instructions for MS Office 2000

Open MS Word document you want to merge into

Click on Tools

Click on Mail Merge

Click on Create button

Select Form letters

Select Active Window

Click on Get Data button

Select Open Data Source

Browse to source

Change file types to all files

Click on Open Source button

Select entire spreadsheet

Click OK

Select to Edit Main Document

Put cursor in front of TO: and space two times

Click on Insert Merge Field button (first_name) and enter a space

Click on Insert Merge Field button (last_name)

Click on the Merge button

Select Merge to new document

Click on Merge button.