

Mail Merge Instructions for Word 2007 and 2010

1. Open Your Cover Letter
2. Go To Mailings: Start Mail Merge: Step by Step Mail Merge Wizard
3. Select Use Existing List -- click Browse
4. Select Data Source Window Appears -- Choose List
5. Select Table Window Appears – Click OK
6. Mail Merge Recipients Window Appears - Click OK
7. On Bottom Right - Click Next: Write Your Letter
8. Click More Items
9. Insert Merge Fields Window Appears
 - a. Name – Click Insert
 - b. Repeat using appropriate fields
10. On Bottom Right - Click Next – Preview Your Letters
11. On Bottom Right – Click Next - Complete the Merge
12. Click Edit Individual Letters

Mail Merge Instructions for Word 2003

1. Open Your Cover Letter
2. Go To Tools
 - a. Letters & Mailings
 - b. Mail Merge
3. Select Document Type – Letter
4. On Bottom Right Click Next
5. Click Next Again – Select Recipients
6. Go Up To - Use Existing List - Browse
7. Select Data Source Window Appears – Choose List
8. Select Table Window Appears – Click OK
9. Mail Merge Recipients Window Appears - Click OK
10. On Bottom Right - Click Next – Write Your Letter
11. Go Up To - Click More Items
12. Insert Fields Window Appears
 - a. Name – Click Insert – Close
 - b. Hit Enter
 - c. Click More Items
 - d. Repeat Steps (a b + c) using appropriate fields
13. On Bottom Right - Click Next – Preview Your Letters
14. On Bottom Right – Click Next - Complete the Merge
15. Go Up To - Edit Individual Letters
16. Merge to New Document Window Appears –Click OK

Helpful instructional videos on how to complete a mail merge, in both PC and Mac operating systems, can be found on YouTube as well.

Be sure to sign each cover letter individually!