

## MICROSOFT WORD 2000 MAIL MERGE WIZARD

On **Word 2000** application, open the letter which you want to use for **Mail Merge**.

1. **Go to Tools, Select Letter and Mailings, then select Mail Merge Wizard**

On the

### Right side you will see the Mail Merge Tools

You can see on right side tool bar {●} **Letters** is selected. (If you have already opened the letter which you want to merge)

2. **At the bottom of the tool, Click next to continue which is Step 1 - Next: Starting document**
3. **Click to continue to Step 2 - Next: Select recipients**

**Browse** your address file and **choose your file** with addresses to be merged.

From the file select **all** if you would like to send letters to **all** otherwise select **only which one you need**.

Click **OK**.

4. **Click to continue to Step 3 – Next: Write your letter**

► **Write your letter:** Click **More items** on the right side Mail Merge Wizard: **A New Window will open: Insert Merge Field:**

Here, you will choose your fields and insert them where you want them to be.

Select the **field** and click **insert** (*remember: your cursor should be the right place where you want to insert the field*).

Then **close** the new window.

5. Click to continue to **Step 4- Preview your Letter**
6. Click to continue to **Step 5**. Click on **Complete the Merge**
7. Click to continue **to Step 6**. Click on **Edit individual letters...** and **select all** if you want to write to all from the list.
8. Click **OK** letter will be merged as new document.
9. Lastly, **save the file** with new name.

Prepared by: Neena Koshy  
8 March 2004