Chapter
20

Mail Merging

An important use of a word processing package is the production of personalised letters. This is where a standard (or form) letter is individually addressed to a large number of people. To create the letters, data about each person is entered into the database facility of the program (or a table) then combined with a normal word processing document. The process is called MAIL MERGING.

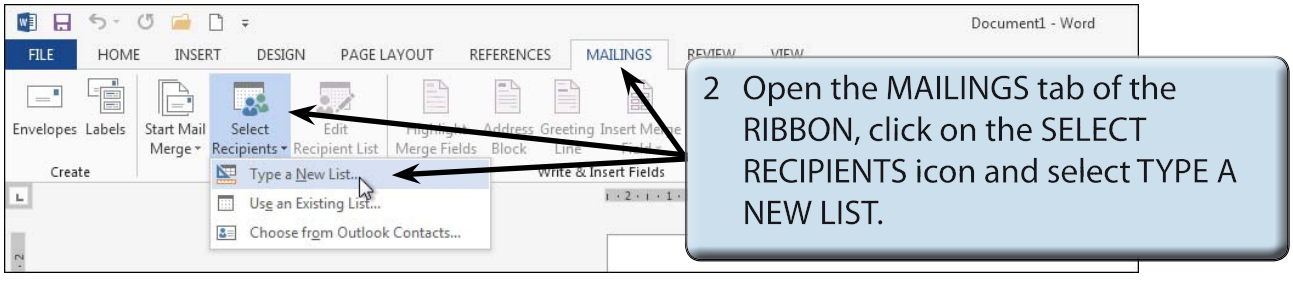
Creating the Database

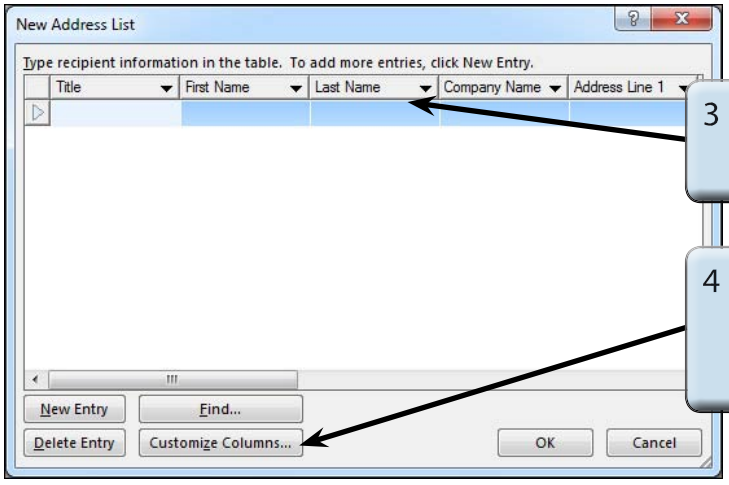
In order to create mail merged documents you need to have a database of names or items. Microsoft Word allows you to enter data into its database section or you can use data created in programs like Microsoft Access or Microsoft Excel. In this case you will enter data into Microsoft Word.

A Setting the Recipients

The Recipients are the people that will receive the letter. Their details are stored in a database that is merged into the letter.

1 Load Microsoft Word or close the current document and start a new BLANK DOCUMENT.





3 You will be provided with sample fields that you can enter data into.

4 These fields can be modified to suit your needs. Click on the CUSTOMIZE COLUMNS button.

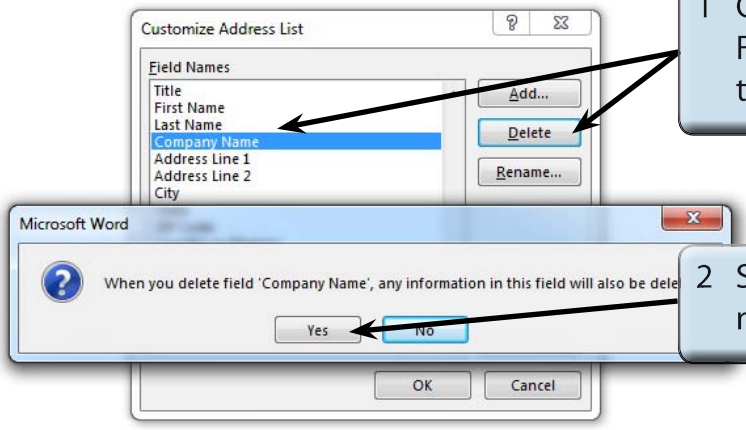
NOTE: i FIELD is the term given to the sections that the data is split into.

ii The database you are about to create will have the following fields:

Title, First Name, Last Name, Street, Suburb, State, Postcode, Contribution.

B Deleting Fields

There are more fields in the provided list than is needed in this case so some will be deleted.



1 Click on COMPANY NAME in the FIELD NAMES frame then click on the DELETE button.

2 Select YES to the DELETE warning message.

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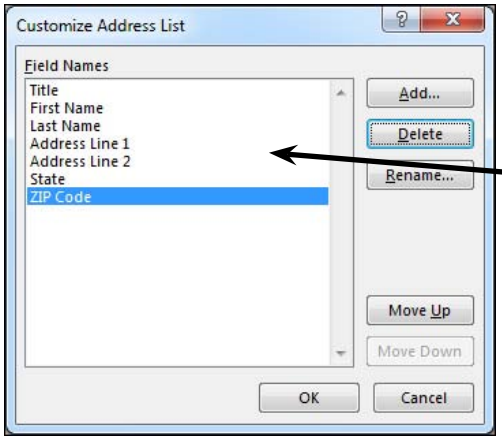
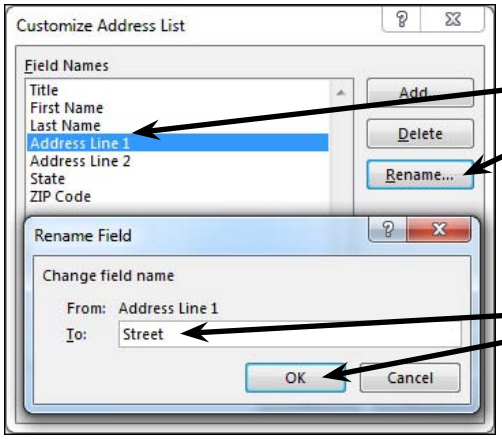


3 Repeat steps 1 and 2 to delete:

City
Country or Region
Home Phone
Work Phone
e-mail Address

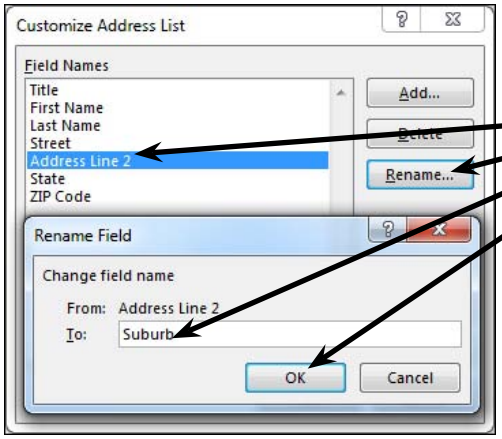
C Renaming Fields

Some of the remaining fields can be renamed to suit our needs.

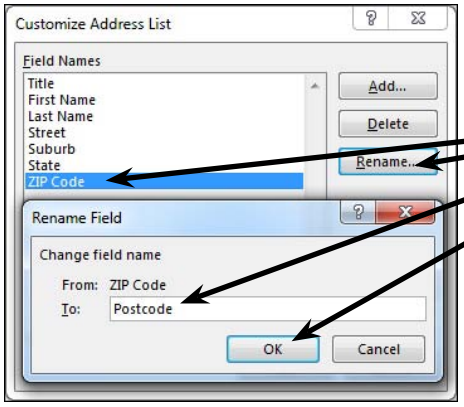


1 Click on ADDRESS LINE 1 and click on RENAME.

2 Enter: Street
and click on OK.



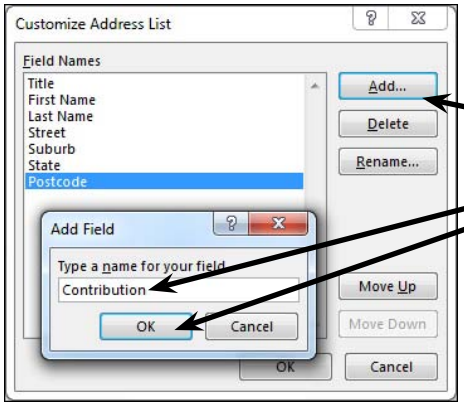
3 Rename ADDRESS LINE 2 to SUBURB and select OK.



4 Rename ZIP CODE to POSTCODE and select OK.

D Adding Extra Fields

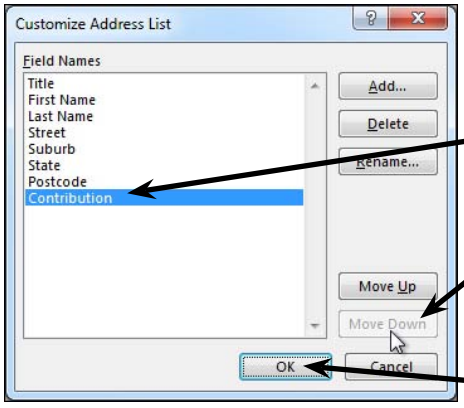
Extra fields can be added to the database. In this case a field will be needed to store the contributions made to a hospital charity.



1 Click on the ADD button, enter:

Contribution

in the ADD FIELD box and select OK.



2 The position of the new field can be changed. If it is not at the bottom of the list, click on the MOVE DOWN button to move it there.

3 Click on OK to complete the field adjustments.

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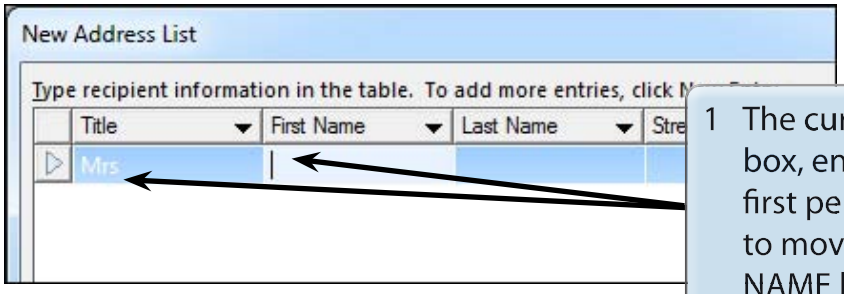
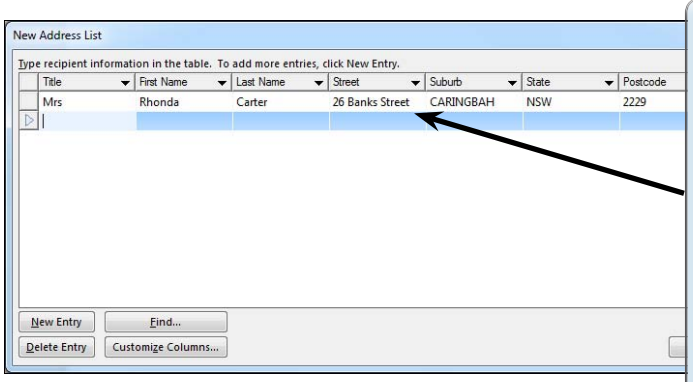
Entering the Data

The data can now be entered into the fields. Each person's or item's details in a database is called a RECORD.



1 The cursor should be in the TITLE box, enter Mrs for the TITLE of the first person then press the TAB key to move the cursor to the FIRST NAME box.



2 Enter the rest of the record pressing the TAB key after each entry:

Rhonda
Carter
26 Banks Street
CARINGBAH
NSW
2229
$50.00 <tab>

NOTE:

i Pressing the TAB key at the end of the last field inserts a new record. You can also click on the NEW ENTRY button to insert a new record.

ii If you press the <enter> key after the CONTRIBUTION field entry you will be asked to save the data.

iii The data can be entered into Word table if you prefer to do things that way. The field names need to be entered in the top cell of each column of the table.

3 You can adjust the width of the NEW ADDRESS LIST dialogue box and its columns to show the data more clearly.