

The image shows the Microsoft Word interface with the **MAILINGS** tab selected. The ribbon includes options like **Start Mail Merge**, **Select Recipients**, **Edit Recipient List**, **Highlight Merge Fields**, **Address Block**, **Greeting Line**, and **Insert Merge Field**. A red arrow points from the **MAILINGS** tab to the **Start Mail Merge** button. Another red arrow points from **Start Mail Merge** to the **Step-by-Step Mail Merge Wizard...** option in the dropdown menu. A third red arrow points from the wizard's **Letters** radio button to the **Next: Starting document** button. A fourth red arrow points from the **Use the current document** radio button to the **Next: Select recipients** button. A fifth red arrow points from the **Next: Starting document** button to the **Next: Select recipients** button.

FILE **HOME** **INSERT** **DESIGN** **PAGE LAYOUT** **REFERENCES** **MAILINGS**

Envelopes Labels **Start Mail Merge** Select Recipients Edit Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Create Start Mail Merge Write & Insert Fields

Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step-by-Step Mail Merge Wizard...

Mail Merge

Select document type
What type of document are you working on?

☒ **Letters**
☐ E-mail messages
☐ Envelopes
☐ Labels
☐ Directory

Letters
Send letters to a group of people. You can personalize the letter that each person receives.
Click Next to continue.

Step 1 of 6
Next: Starting document

Mail Merge

Select starting document
How do you want to set up your letters?

☒ **Use the current document**
☐ Start from a template
☐ Start from existing document

Use the current document
Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6
Next: Select recipients
Previous: Select document type

Mail Merge Word 2010 Activities

H Kauffman



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