How To
do a Mail Merge using Microsoft Office Word and Excel 2007
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1. Open Microsoft Office Word 2007
2. Click on the Mailings tab
3. Choose Start Mail Merge and then select the type of document(s) you want to create (letters, labels, envelopes, etc)

For Letters:
1. Choose Select Recipients
2. Select Use Existing List and find your spreadsheet/worksheets
3. Choose Insert Merge Field and put in all the information from the spreadsheet where, and how, you want it
4. You can elect to Preview Results to see how your documents will look
5. Finish and Merge (and either Print Documents if you are sure your documents look how you want them to, or Edit Individual Documents if you have changes to make or want to preview some more)

For Envelopes:
1. Choose envelope size and printer feed type
2. Choose Select Recipients
3. Select Use Existing List and find your spreadsheet/worksheets
4. Choose Insert Merge Field and put in all the info from the spreadsheet where, and how, you want it
5. You can elect to Preview Results to see how your documents will look
6. Finish and Merge (and either Print Documents if you are sure your documents look how you want them to, or Edit Individual Documents if you have changes to make or want to preview some more)

For Labels:
1. Choose label brand/vendor and product number
2. Choose Select Recipients
3. Select Use Existing List and find your spreadsheet/worksheets
4. Choose Insert Merge Field and put in all the info from the spreadsheet where, and how, you want it
5. Update Labels
6. You can elect to Preview Results to see how your documents will look
7. Finish and Merge (and either Print Documents if you are sure your documents look how you want them to, or Edit Individual Documents if you have changes to make or want to preview some more)