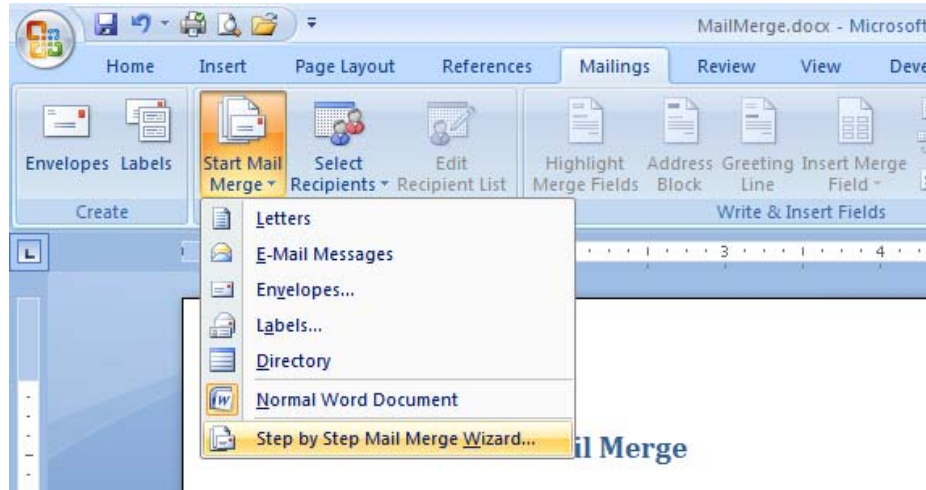# Office 2007 Word – Mail Merge

Note: This example is based on the assumption that you have a list already created and saved in Excel. You create mail merges off of Excel Workbooks, Access Database tables & queries and Outlook contacts.

1. Go to the **Mailing tab**, click Start Mail Merge and choose **Step by Step Mail Merge Wizard**.


2. Select the type of document you want to create and click **Next: Starting Document**
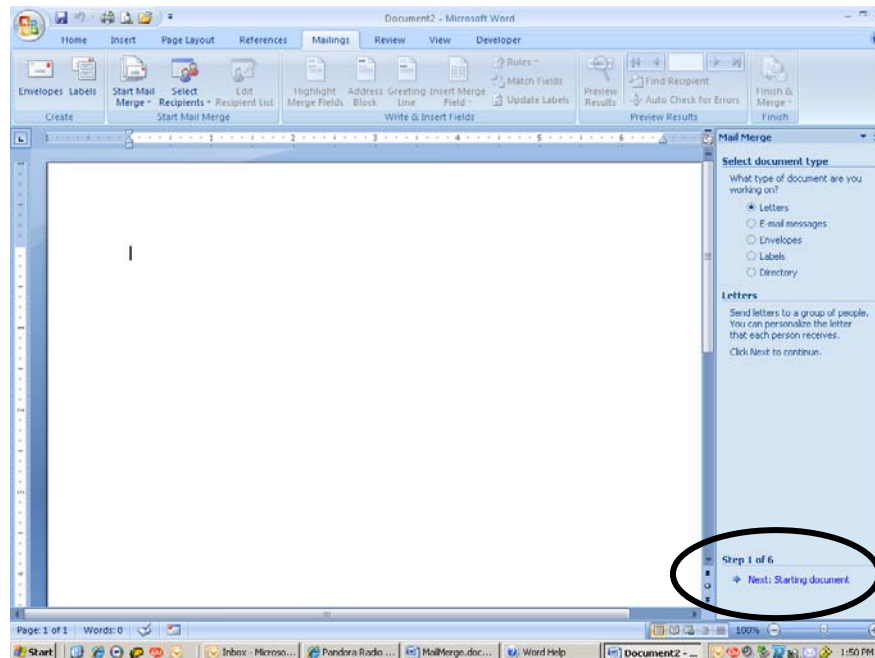
3. Choose **Use the current document** and click **Next: Select Recipients**
4. Choose **Use an existing list** and click **Browse**
5. Navigate to your Excel Spreadsheet and click **Open**
6. Choose which sheet your data is on and click **OK**
7. Click **OK** again
8. Click on **Next: Write your letter**

9. To insert your merge field click on **Insert Merge Field** and choose the field you wish to insert.
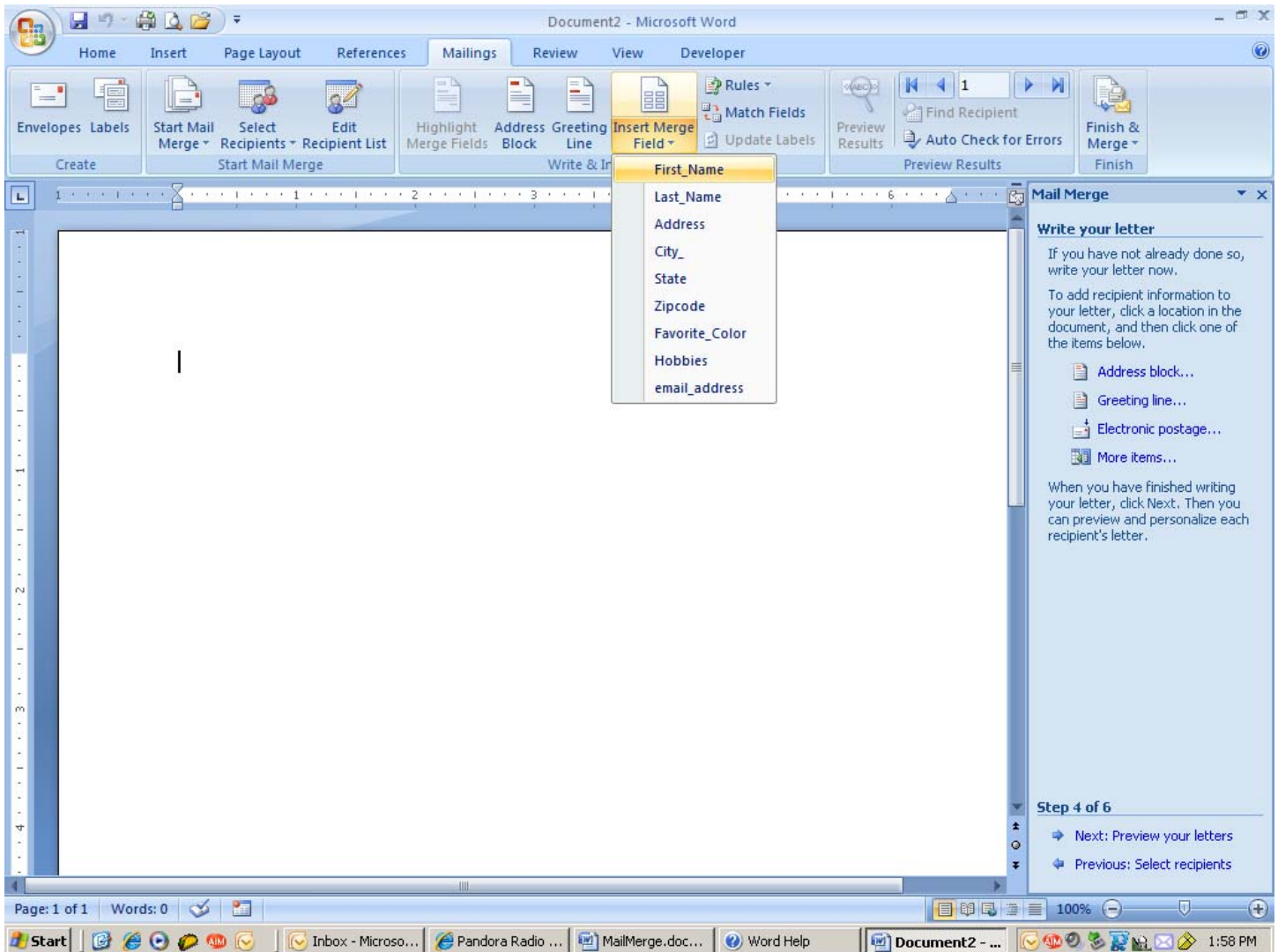
10. When you have your fields in your document go back and format the document.

For example: Put a space in between the First and Last Name, press return after LastName so the Address is on the next line, press return after Address so the City, State and Zipcode are on the next line, put a space between City and State and then State and Zipcode.

11. Click **Next: Preview your letters**

12. Click **Next: Complete the merge**

13. Click **Print**