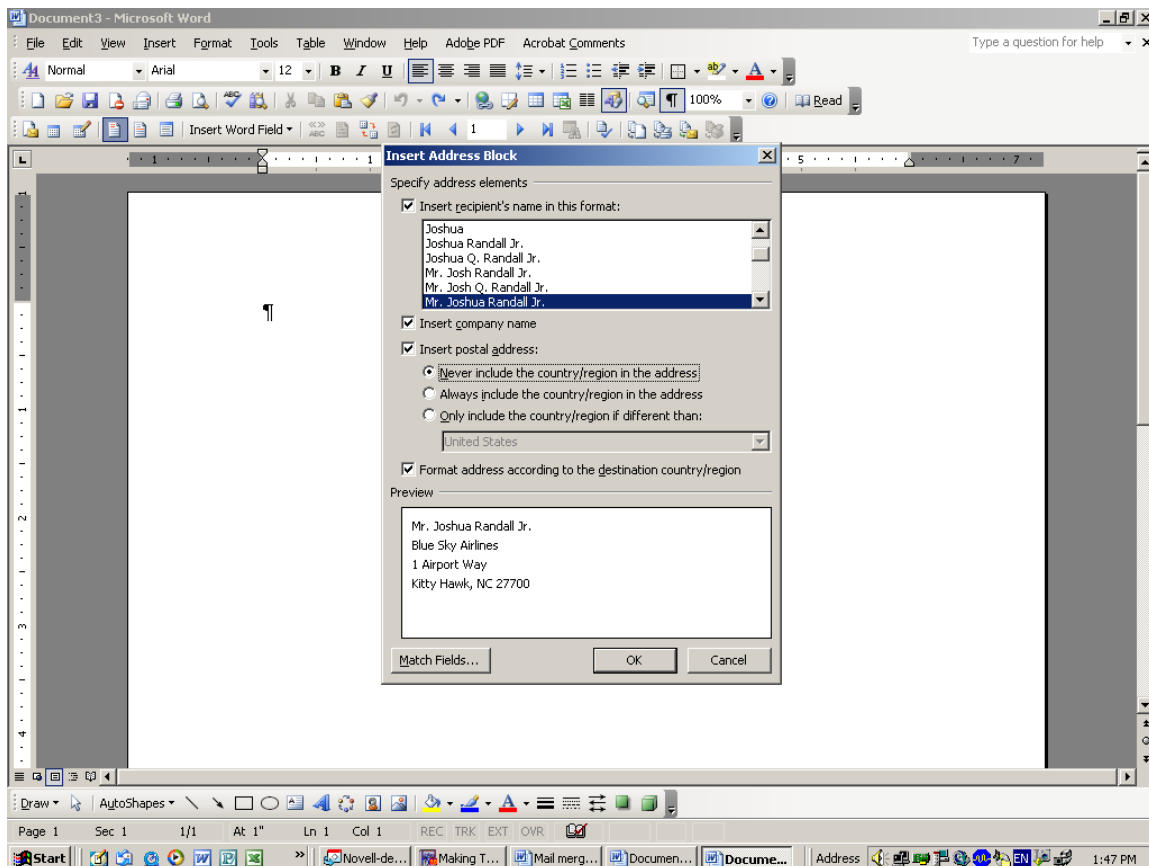
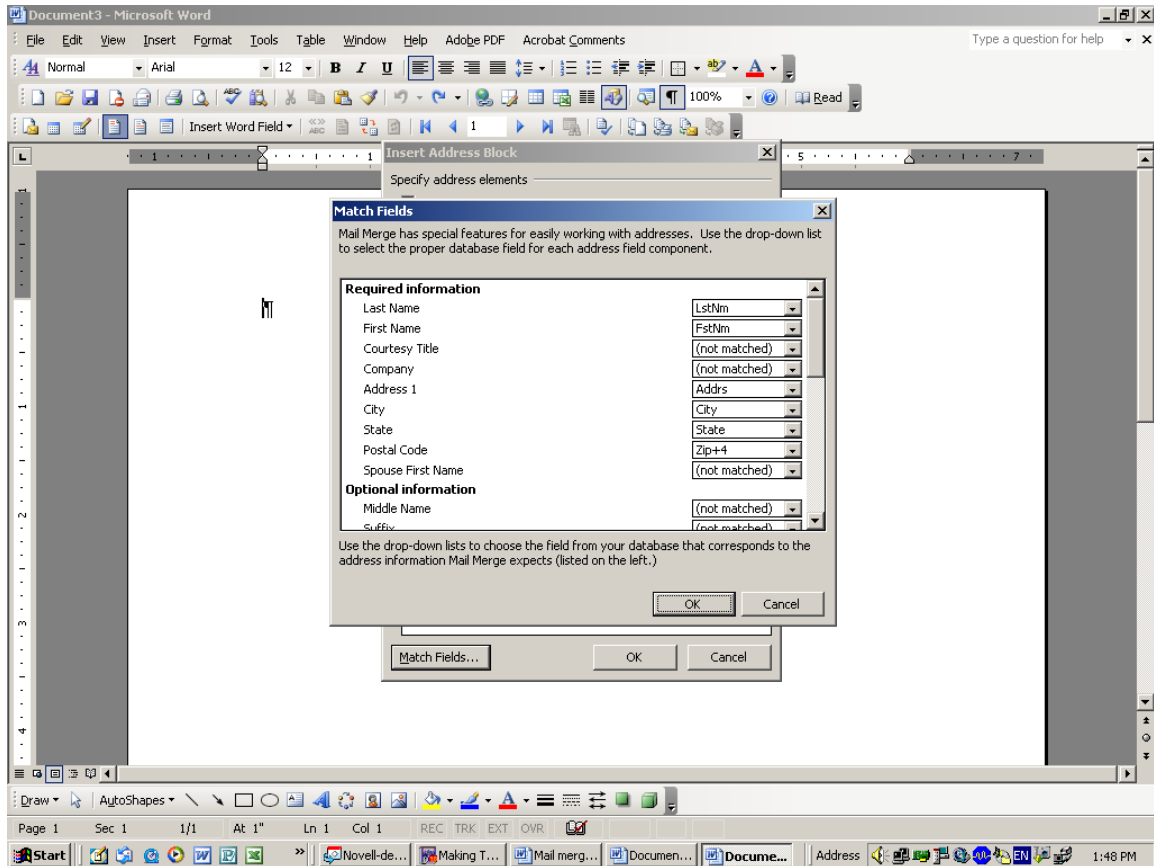


## Mail merge with your Access Address Book

1. Open MS Word
2. View/Toolbars/MailMerge
3. Click on the first icon on the left: Main Document Setup/Letters/OK
4. Click on the second icon from the left: Open Data Source
  - a. Find your Access Address Book
  - b. Click on Address Book/Table
5. Click on the fourth icon over: Address Block icon
  - Insert recipient's name in this format:
    - a. Select the format: Mr. Joshua Randall Jr.
  - Uncheck Insert company name
  - Insert postal address
    - Select:  Never include the country/region in the address
1. Go to the bottom and click on **Match Fields**



2. Check Last Name:  
First Name  
Address 1

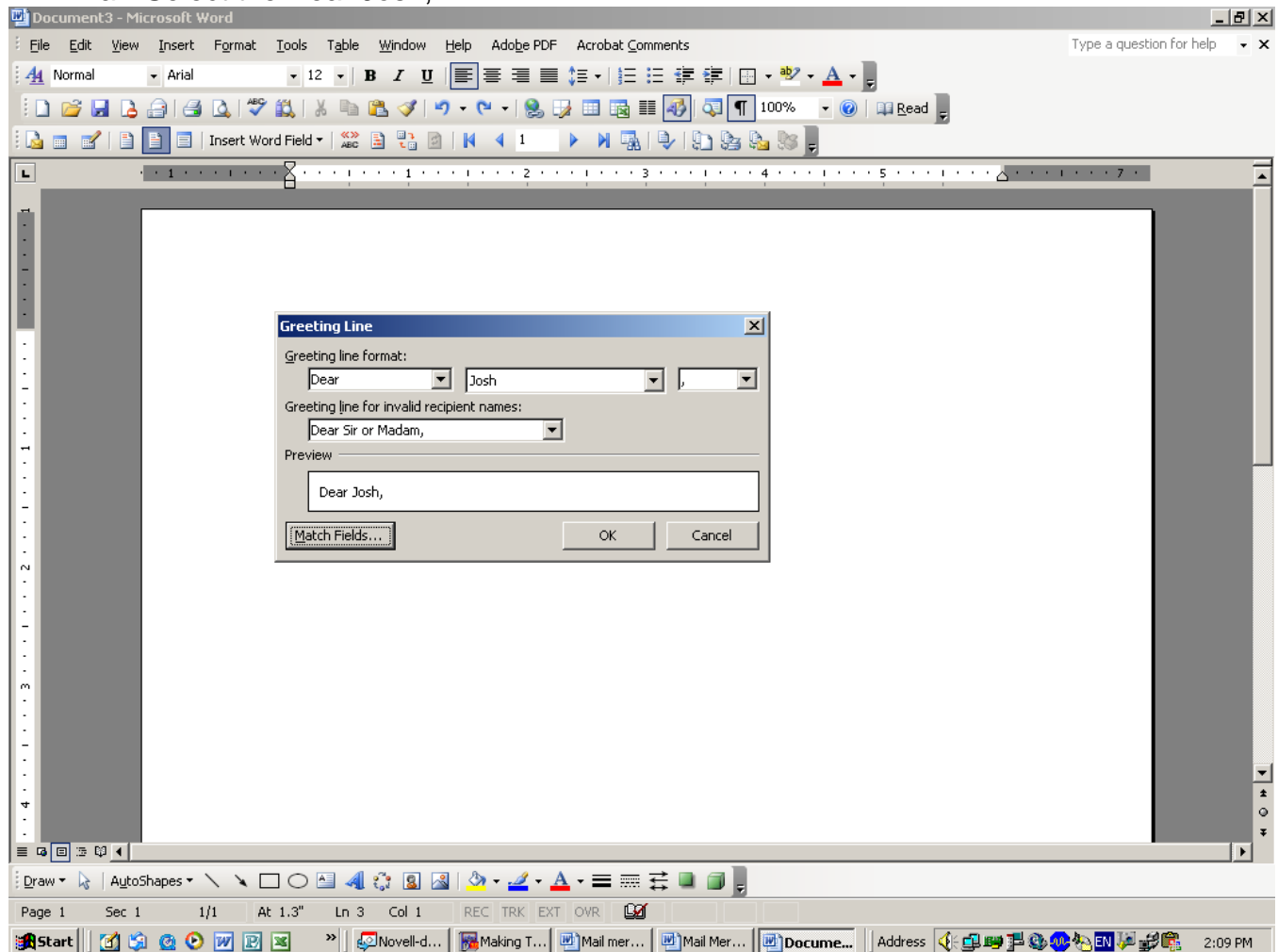




City  
State  
Postal Code

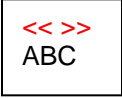
- If the box on the right says ((not matched)), click on it, and select the match from your Address database
3. Click OK
  4. Click OK again

5. Push Enter 2 times

6. Click on the Insert Greeting Line icon – 5<sup>th</sup> icon from the left
  - a. Select the Dear Josh,



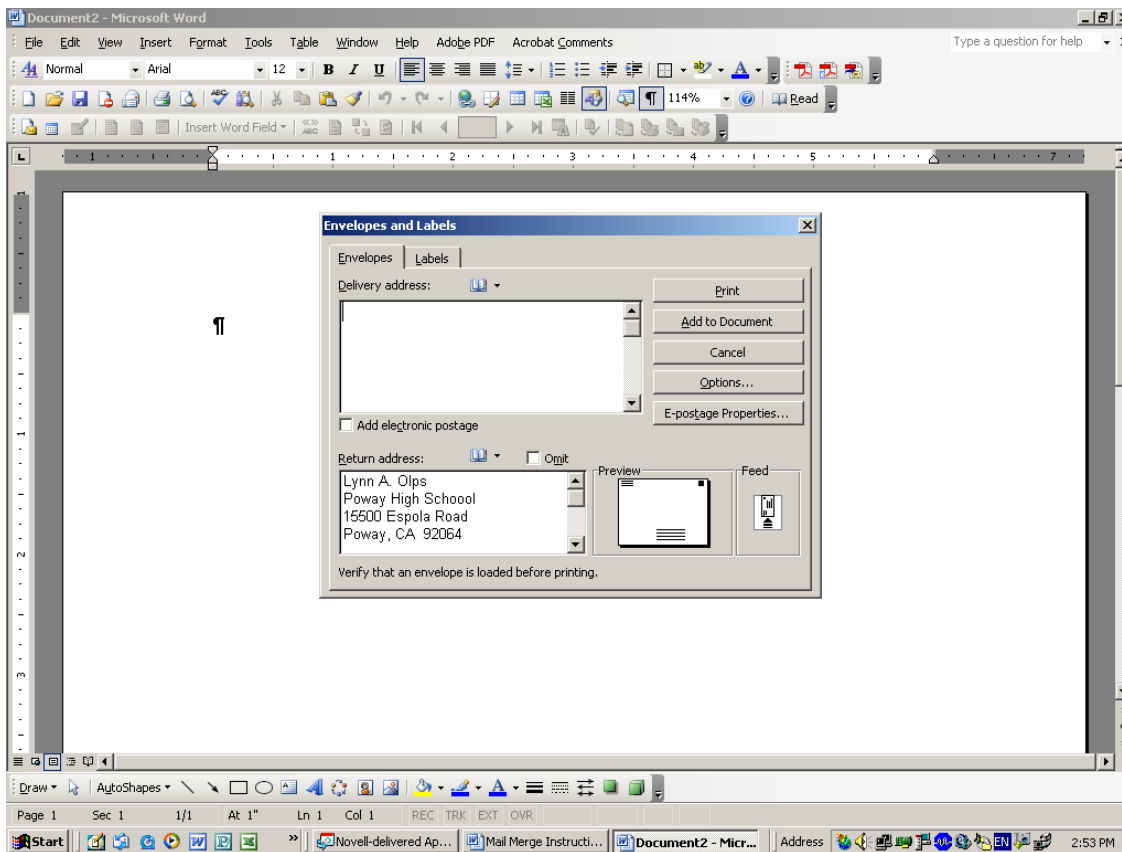
7. Push OK
8. Push Enter two times
9. Type in the [letter](#) (click on the link to see the letter).
10. Full Justification
11. *Change* the **color**, *style*, and **size** of font.
12. Insert a watermark (washout)
13. Customize your bullets - 
14. rop Cap
15. Outside Frame or pattern on letterhead with compliment on Envelope

16. Where indicated on the sample (field), insert the correct fields, «FstNm», by clicking on “Insert Merge Field”.
17. Add frames, watermarks, etc. if you want, before you print.
18.  Click on View Merged Data – 7<sup>th</sup> icon from left
19. Click Next Record – to the right of the number 1. You can now see all of the records in your Address Book
20. Click Merge to Printer
21. Type in From: 1 – 3 and send to the 4650 Printer, if you are one of these records. Otherwise, be certain to print one of the records with your name on it so that you can receive a grade for this assignment.

## ENVELOPES

Open a new document

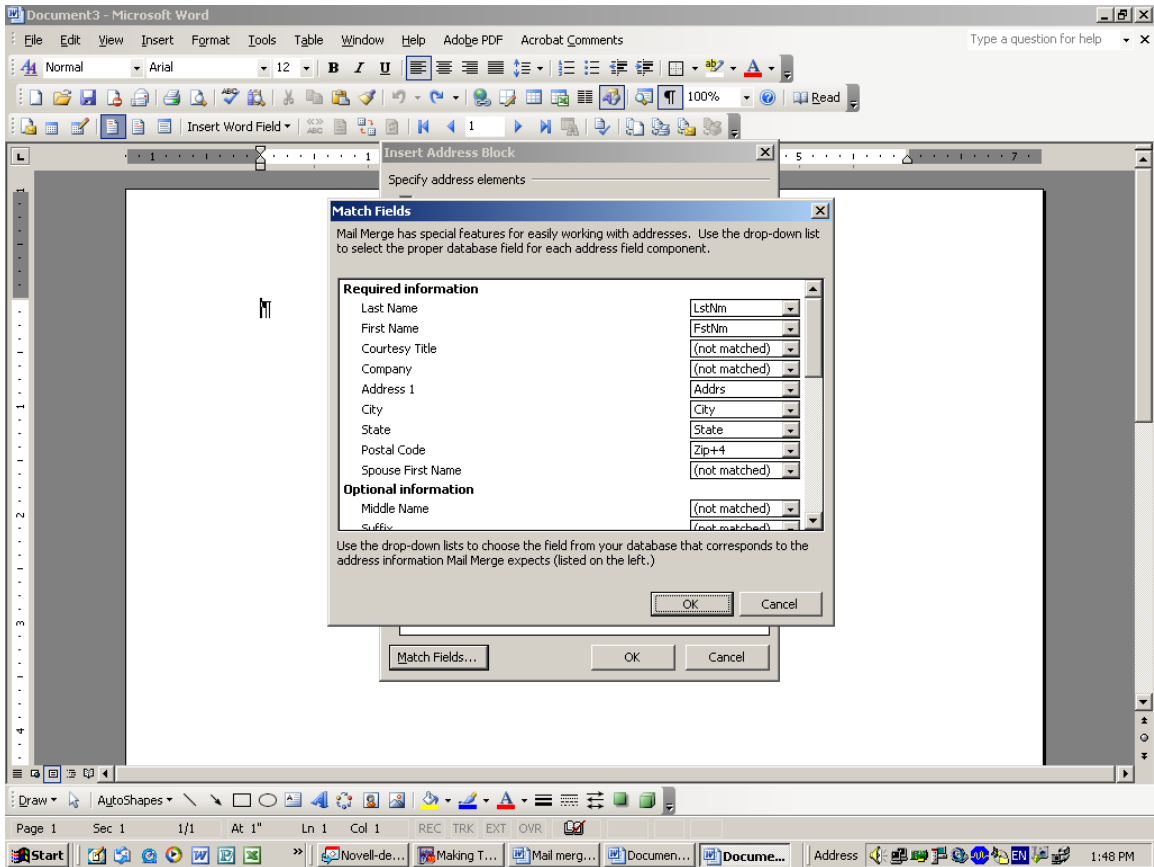
1. Turn on Show/Hide
2. Click on Tools/Letters and Mailings/Envelopes and Labels
3. **Click Options/US Letter/8 ½ x 11**
4. Type in your return address



5. Click on Add to Document
6. Go down to where the To: address belongs. Be certain that Show/Hide is on. Now click on the Show/Hide icon ¶
7. A box with zebra lines around it should appear
6. View/Toolbars/MailMerge
7. Click on the first icon on the left: Main Document Setup/8.5 x 11/OK
8. It will prompt for deletion of everything. Say OK
9. Click on the second icon from the left: Open Data Source
  - a. Find your Access Address Book
  - b. Click on Address Book/Table
10. Click on the fourth icon over: Address Block icon
  - Insert recipient's name in this format:
    - a. Select the format: Mr. Joshua Randall Jr.
  - Uncheck Insert company name
  - Insert postal address

Select:       Never include the country/region in the address
11. Go to the bottom and click on Match Fields

Check Last Name:  
First Name  
Address 1

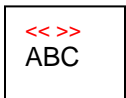


City  
State  
Postal Code

- If the box on the right says ((not matched)), click on it, and select the match from your Address database
5. Click OK
  6. Click OK again

12. *Change* the **color**, *style*, and **size** of font to match the letter

13. Insert a watermark (washout) – to complement your watermark on the letter

14.  Click on View Merged Data – 7<sup>th</sup> icon from left

15. Click Next Record – to the right of the number 1 to see your records.

16. Change the **color**, *style*, and **Size** of font for the Returnees and Addressees on the envelope.
17. Click Merge to Printer
18. Print records 1 to 3. Type in From: 1 – 3 and send to the 4650 Printer, if you are one of those records. Otherwise, be certain to print one of the records with your name on it so that you can receive a grade for this assignment.
19. Collate (assemble) your letter with your envelope.
20. Have your letter and envelope on the top so that you can get credit for this assignment.