

## first tuesday FARM Letter Mail Merge User Guide

Below are instructions for downloading and using mail merge documents. For further instructions on how to create your own mail merge documents, see [Microsoft Office's mail merge instructions](#).

1. Download the Excel spreadsheet document first.
  - a. If a pop-up bar opens when you open the document, click "Enable Editing." Add your mailing data to the spreadsheet. Once you've added the mailing data, click "Save As" and save the spreadsheet to your computer. [Note: You may want to create a folder for your mail merge documents, so they will be easy to find.]
2. Download the Microsoft Word letter document.
  - a. When you open the document, a pop-up box will ask if you want to run an "SQL command." Click yes. This will sync the Word document with the Excel spreadsheet.
    - i. If a pop-up box asks you to locate the data file, select the Excel spreadsheet from your mail merge folder.
  - b. Go to the "Mailings" tab in the menu bar.
    - i. To view the letters before you print them, click "Preview Results." The first document shown will be the template; click through using the blue arrows to see the personalized letters.
    - ii. If you want to make changes to the documents individually, click on "Finish & Merge," then "Edit Individual Documents."
    - iii. To print the letters, click on "Finish & Merge," then "Print Documents."
  - c. Save the document to your computer if you want to retain the contents for future use.

Now you're ready to mail your letters!