

## Mail Merge Instructions for Word 2016

Note: Follow along with the instructions on pages 96 to 103 in the Laboratory Manual, but use these instructions instead when there is a section for “Word 2003 2013,” “Word 2008-2011,” etc. The instructions are a little different for Word 2016.

1. Click on the “Mailings” tab in the ribbon, then on the “Start Mail Merge” button in the “Start Mail Merge” panel. Select “Letters” from the dropdown menu.
2. Still in the “Mailings” tab, click on “Select Recipients” then choose “Create a new list...” in the dropdown menu. This will open an “Edit List Fields” form.
3. Delete the fields you don’t need (see page 97) by clicking on the field name then clicking the “-” (minus) button. To add a field, type in the field name then click the “+” (plus) button. When you finish adding/deleting the fields, click “Create”
4. You should be prompted to Save. Save these fields as “My Data.docx” and click Save
5. An “Edit List Entries” form should now pop up. Enter the data on the top of page 98 (the 4 records in a table) to this form. Use the “+” (plus) button to add a new record. If necessary, you can navigate between records using the <- and -> arrows. When you have entered all 4, click “Ok”
6. Save this document (with no text written yet) as “My Letter.docx”
7. Type in the letter from the bottom of page 100. Do not type the things in «brackets». For these parts, click on “Insert Merge Field” (under the Mailings tab) and select the correct field.
8. Do the formatting of the letter described at the bottom of page 101.
9. When the letter is complete, you can see how the fields are being filled in using “Preview Results” under the Mailings tab.
10. Under the “Mailings” tab click “Finish & Merge” then select “Print Documents”
11. The preview may only show the master document (not the 4 filled in merged ones), but print should print all 4. If it doesn’t, go to “Finish & Merge” then “Print Documents” again and this time choose “Save as PDF” instead of print. The PDF should have all 4, then you can print this PDF.