# **INTEGRATION Project #2: Table Mail Merge**

# Using Mail Merge

In this example of Mail Merge you will combine a **Word document** and a **Word table**. The Word table contains a list of **bank customers**. The Word document is a **Form Letter** sent to all customers. In order to personalize the document, you will mail merge the information on the Bank Customer Table with the Word Form Letter document.

1. Open the **Bank Customers Table** Word document to view the data.
2. The table contains 10 Bank customer’s information entered in a **TABLE** format. Look at the first row of the table, it contains the following column headings: **Title**, **First Name**, **Last Name**, **Address**, **City**, **State**, **Zip**
3. You will use the **Bank Customers Table** as your **Recipient List**.
4. Close the **Bank Customers Table** document.
5. Open the **New Checking Bank Form Letter**.
6. Start the **Mail Merge Wizard**.
7. Insert the current date in the appropriate position.
8. Select the **Bank Customers Table** document as the **Recipient List**.
9. Insert the **<Address Block>** merge field in the appropriate position.
10. Insert the **<Greeting Line>** merge field in the appropriate position.
11. Click the arrow next to the comma, and then **click : (the colon)**.
12. In the closing, replace Marc Jacobsen with your name. **SAVE**
13. If needed, toggle **Preview Results** on and off to adjustthe spacing for the **<Address Bock>**, and the **<Greeting Line>**.
14. Turn Preview Results off after adjusting the spacing in the letter. **SAVE**
15. Click **Finish & Merge**. **DO NOT PRINT**.
16. Choose **Edit individual Documents** to 🡪 Merge to a New Document.
17. You should have **5 letters** after the merge. **SAVE AS:** **New Checking Bank Merge**.