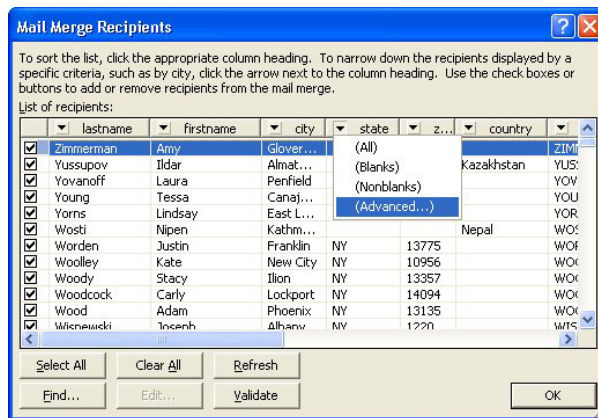
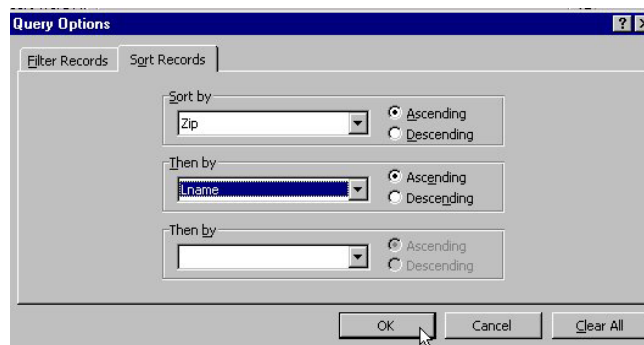




7. Use the third button on the toolbar to view or edit your recipients.
8. The Mail Merge Recipients window will open, displaying the people in your data source.
9. You can use the checkboxes at the left side of the window to include or exclude people from the merge.
10. If you wish to sort or filter your recipients, open the drop-down list beside a field name, and select Advanced.

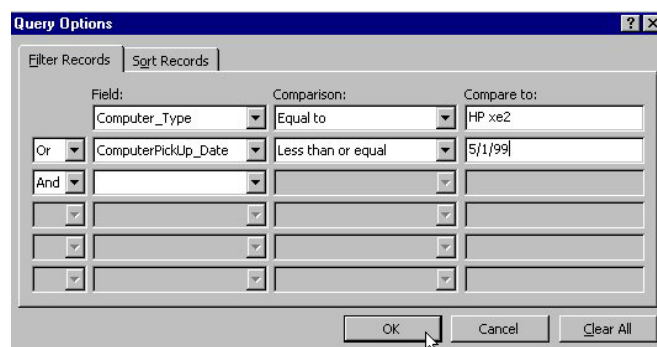


11. Sort the records: by using the “sort records” tab, you can choose up to three fields to sort your records on. However you set the sort, this is the order in which the letters will print.



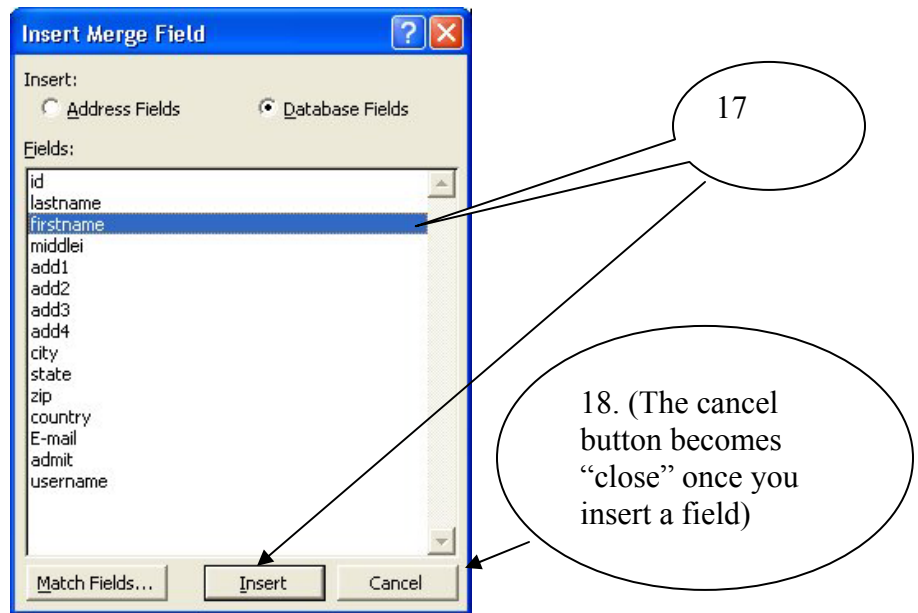
12. Filter the records: by using the “filter records” tab, you can set criteria for which records will be used in the merge at this time.
13. Choose a field in the first field area, and set a comparison from the drop-down list. Then type in the compare to box what the field should be compared to (see example below).
14. You can set additional criteria for the records and Word will act on them based on whether you set them as an “And” or an “Or”.
15. If you set two criteria using “And”, then a record has to meet both criteria in order to be used in the merge.

If you set two criteria using “Or”, then a record needs to meet one or the other criteria in order to be used in the merge. Once you have your sort and filter criteria set, click OK.





16. Click the sixth toolbar button to add merge fields to the main document.
17. The Insert Merge Fields window will open. Select the field you wish by double-clicking on it, or clicking once, then clicking insert.
18. Click Close to close the window and re-position your cursor before inserting your next field.



19. Once you have added all your fields, you may wish to preview the merge. Click the “view merged data” button.
20. If the merge is ready to go, use the “Merge to new document” button to create your form letters.