























## MAIL MERGE TOOLBAR

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Select **Letters and Mailings** from the list of options.
- ❖ Click **Show Mail Merge Toolbar** from the next list.
- ❖ The table on the next page describes each of the buttons on the Mail Merge toolbar.

<i>Button</i>	<i>Description</i>
<b>Main Document Setup</b>	 This option provides a list of the type of documents that can be created when doing a mail merge. It is used to change the main document to a different type of document or to convert the document to a normal Word document.
<b>Open Data Source</b>	 Select this option to open the data source that is to be used for the mail merge.
<b>Mail Merge Recipients</b>	 This option is used to edit, sort, or filter the data source associated with the mail merge.
<b>Insert Address Block</b>	 This option is used to insert the Address Block as a merge field in the document.
<b>Insert Greeting Line</b>	 This option is used to insert the Greeting Line as a merge field in the document.
<b>Insert Merge Fields</b>	 This option provides a list of the fields that are included in the data source. Use this option to insert individual fields into the document.
<b>Insert Word Field</b>	 This option is used to insert special fields, such as If/Then statements, into the document.
<b>View Merged Data</b>	 Use this option to switch between viewing the main document with the merge fields revealed and with the data that has been merged into the document.
<b>Highlight Merge Fields</b>	 Use this button to highlight the merge fields in the main document.
<b>Match Fields</b>	 To match the address fields with the field names used in the data source, use this button.
<b>Propagate Labels</b>	 After the first label has been created, click this button to add the field names to the rest of the labels in the document.
<b>First Record</b>	 Use this option to move to the first record in the data source or in the merge document.
<b>Previous Record</b>	 Use this option to move to the previous record in the data source or in the merge document.

<i>Button</i>	<i>Description</i>
<b>Go to Record</b>	 Use this option to specify the record number to be viewed.
<b>Next Record</b>	 Use this option to move to the next record in the data source or in the merge document.
<b>Last Record</b>	 Use this option to move to the last record in the data source or in the merge document.
<b>Find Entry</b>	 To search for a specific record in the merged document, click this button.
<b>Check for Errors</b>	 To check for field input errors in the merge document, use this button.
<b>Merge to New Document</b>	 Once all the merge fields have been inserted into the main document, click this button to merge the information to a new document.
<b>Merge to Printer</b>	 Once all the merge fields have been inserted into the main document, click this button to merge the information directly to a printer.
<b>Merge to E-mail</b>	 Once all the merge fields have been inserted into the main document, click this button to merge the information so it can be sent as an e-mail message.
<b>Merge to Fax</b>	 Once all the merge fields have been inserted into the main document, click this button to merge the information so it can be sent as a fax.