

Editing the List

At times it becomes necessary to make changes to the Recipient List because of changes in a person's address, telephone number, etc. Also, it may become necessary for additional names to be added to the list or for names to be removed from the list. Complete the steps below to edit the Address List.

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Move the mouse pointer over **Mailings and Catalogs**.
- ❖ Click **Edit Address List** from the options that appear.
- ❖ The **Open Address List** dialog box will open.
- ❖ The **My Data Sources** folder will be displayed.
- ❖ Click the **Look in** arrow to select the folder where the list is stored.
- ❖ The **Mail Merge Recipients** list will appear.
- ❖ To make changes to an entry:
 - Click in the field containing the information that is to be changed.
 - Select the text that is to be changed.
 - Type in any edits that need to be made.
 - Click away from the entry.
 - All changes will automatically be updated.
- ❖ When all the changes have been made, click the **Close** button.