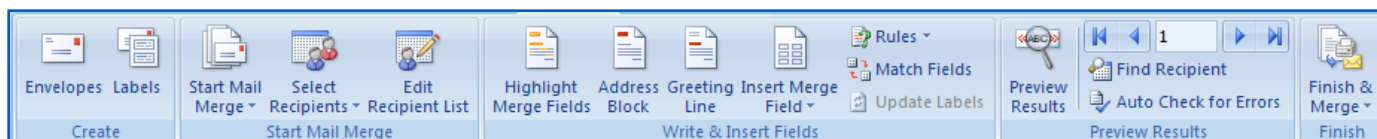


Mailings Tab Ribbon

Each individual tab is divided into groups. Under the Mailings Tab, each group is used to perform different steps in the mail merge process. These groups are the same as the ones that are available in the Mail Merge Wizard which was introduced in Word 2003. The Mail Merge Wizard is still available in Office 2007. Directions for using the Mail Merge Wizard for creating Mail Merges are described within the Word Web Page under the Mail Merge area. The Mailings tab can also be used to create Mail Merges. Each group under this tab is described in the table below.



Group	Description
Create	Within the Create group, it is possible to create individual envelopes or to create single sheets of labels. To create each of these documents, just click the individual commands. The Envelopes and Labels dialog box will display.
Start Mail Merge	This group is used to select the type of document that is to be created such as letters, e-mail messages, envelopes, labels, and directory. It is also used to select a list of recipients or to create a new list of recipients as well as to edit the recipient list. When envelopes or labels is selected, a dialog box will display which allows for the selection of the size envelopes or labels that are to be used for the merge. This group option is also used to access the Step by Step Mail Merge Wizard
Write & Insert Fields	Use this group to insert the information from the recipient lists into the body of the letter. The different options will be described in individual documents contained in this Web site.
Preview Results	To preview each of the letters as they will appear when the merge is complete, use this group. This group can also be used to find a recipient in the recipient list or to check for any errors in the merge fields.
Finish	To complete the merge, use this group. Within this group, it is possible to select to edit individual documents, to send the documents directly to the printer, or to send the document as an e-mail message.