

# Download Microsoft Word Mail Merge Guide

Mail merge using an Excel spreadsheet - Step 2: Start the mail merge In Word, choose File > New > Blank document. On the Mailings tab, in the Start Mail merge group, choose Start Mail Merge, and then choose the kind of merge you want to run. Choose Select Recipients > Use an Existing List. Browse ...How to Mail Merge in Microsoft Word. Mail Merge allows you to use a spreadsheet of contact information to assign automatically a different address, name, or other piece of information to each copy of a document. This is useful when personalizing newsletters or statements, as you don't have to write by hand each person's name or address at the top of each document. Word – how to mail merge many records to individual documents. Friday, 20 July 2018; Office 2013, Office 2016; I use Microsoft Word's mail merge feature often. It works great for connecting into a database and spitting out all sorts of documents – but it's kind of clunky when it comes to multiple records. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge features of Microsoft Office Word 2013. The following topics are covered: Select the Type of Document: Choosing the Document.