

# Download Microsoft Word Mail Merge Guide

Create a header row for the sheet you intend to use for the mail merge. A header row is a row containing labels that identify the data in the cells beneath it. Excel can be finicky sometimes about differentiating between data and labels, so make these clear by using bold text, cell borders, and cell shading that are unique to the header row. Type of bulk mailing document. Word for Mac 2011. Word for Mac 2016. Letters. Create mailing labels in Word by using mail merge. Each letter prints on a separate piece of paper. Mail merge is all about mass mailings that you individualize for each recipient. You can add individual elements to any part of a label, letter, envelope, or email, from the greeting to the entire document, even images. Mail Merge Overview. CK Note: This chapter is written for Word 2002-2003 users and will be of limited value to people using earlier versions of Word (although the mailmerge feature has been in Word since at least Word Version 2). For those using earlier versions, I would suggest checking the web resources listed above. Mailmerge in Word 2007 and later has the same steps but in a different ...