

# Microsoft Mail Merge Manual

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## Support

Mail Merge Training & Support	IT Department Trainers  (909) 386-2550  techtraining@sbcusd.k12.ca.us
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## Submit a Ticket

Web Address	<a href="https://sbcusd.gethelpss.com">https://sbcusd.gethelpss.com</a>
Username	first.last@sbcusd.k12.ca.us
Password	District email password

## Overview of Mail Merge

Mail merge takes data from a spreadsheet and inserts it into documents such as letters or mailing labels. Every mail merge project has two main components:

- **Data Source**

The data source is generally an Excel file and contains the data that will merge into the main document.

- **Main Document**

The main document is generally an MS Word file and the data is merged into it.



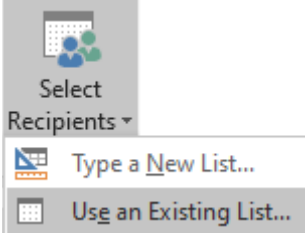
The screenshot displays two windows side-by-side. The left window is Microsoft Excel, titled 'PrintQueryToExcel\_20221010\_083829\_545701e.xlsx - Excel'. It shows a spreadsheet with two columns: 'First Name' and 'Last Name'. The data rows are as follows:

	A	B
1	First Name	Last Name
2	Issac	Anderson
3	Mackenzie	Brooks
4	Ethan	Cross
5	Viviana	Davis
6	David	Estrada
7	Jonathan	Flores
8	Jeremy	Garcia
9	Giovanni	Hanson
10	Isaac	Ibarra
11	Jonathan	James
12	Daniella	King
13	Victoria	Liu

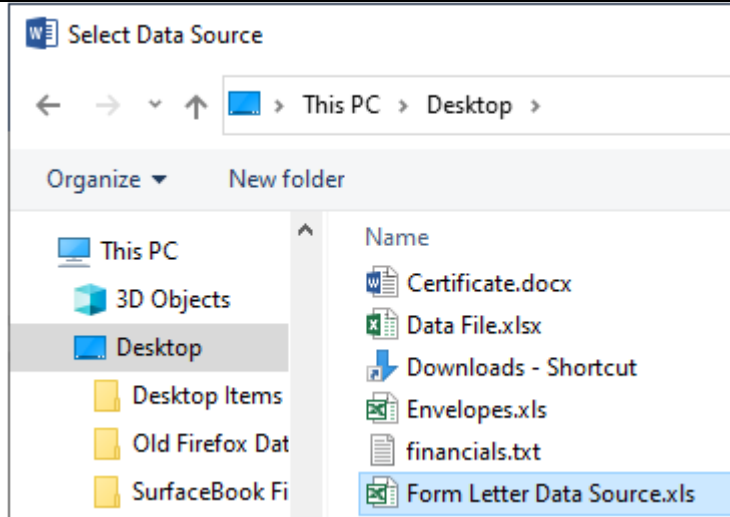
The right window is Microsoft Word, titled 'Document1 - Word'. It shows a letter template with the following text:

Dear <First> <Last>,  
  
You are invited to a Holiday Party!

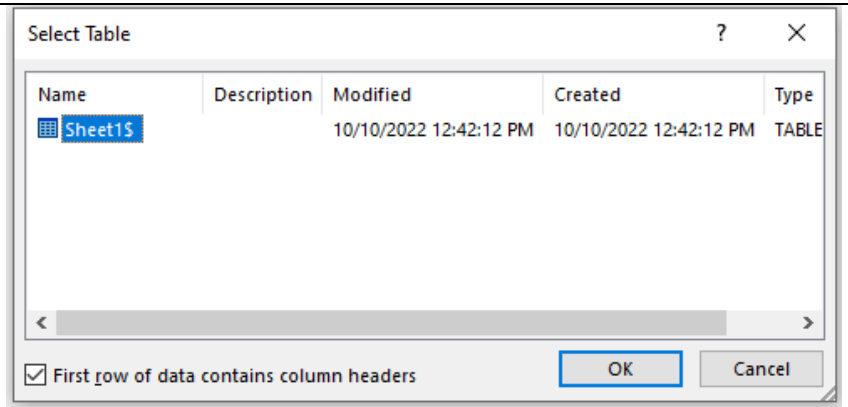
## Mail Merge into a Letter

<p>Create the <b>Excel file</b> that contains the data you want to merge into the letter and save it.</p> <p><b>NOTE:</b> Each column of data must have a heading.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>First Name</b></td> <td><b>Last Name</b></td> <td><b>Mailing Address</b></td> <td><b>City</b></td> <td><b>State</b></td> <td><b>Zip code</b></td> </tr> <tr> <td>2</td> <td>Anthony</td> <td>Martinez</td> <td>1991 Parkside Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>3</td> <td>Maximo</td> <td>Nguyen</td> <td>1434 Roxbury Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>4</td> <td>Tiffany</td> <td>Ortiz</td> <td>944 W 25TH ST</td> <td>San Bernardino</td> <td>CA</td> <td>92405</td> </tr> <tr> <td>5</td> <td>Patricia</td> <td>Parker</td> <td>772 E 19th St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>6</td> <td>Nicholas</td> <td>Quesada</td> <td>7106 Perris Hill Rd</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>7</td> <td>Julian</td> <td>Ramirez</td> <td>1762 N Sierra Way</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>8</td> <td>Kelly</td> <td>Sanchez</td> <td>382 E 17th St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>9</td> <td>Aiden</td> <td>Thompson</td> <td>1751 Garden Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>10</td> <td>Arthur</td> <td>Uribe</td> <td>6995 Tippecanoe Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>11</td> <td>Andrea</td> <td>Valdez</td> <td>578 Herrington Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>12</td> <td>Ellen</td> <td>Walker</td> <td>7040 Barton St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>13</td> <td>Thomas</td> <td>Xu</td> <td>608 E Gilbert St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>14</td> <td>Jacob</td> <td>Yanez</td> <td>2705 Seine Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>15</td> <td>Victor</td> <td>Zapada</td> <td>255 E Orange St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>16</td> <td>Colleen</td> <td>Taylor</td> <td>16696 Almaden Drive</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	<b>First Name</b>	<b>Last Name</b>	<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>	2	Anthony	Martinez	1991 Parkside Dr	San Bernardino	CA	92407	3	Maximo	Nguyen	1434 Roxbury Dr	San Bernardino	CA	92407	4	Tiffany	Ortiz	944 W 25TH ST	San Bernardino	CA	92405	5	Patricia	Parker	772 E 19th St	San Bernardino	CA	92407	6	Nicholas	Quesada	7106 Perris Hill Rd	San Bernardino	CA	92407	7	Julian	Ramirez	1762 N Sierra Way	San Bernardino	CA	92407	8	Kelly	Sanchez	382 E 17th St	San Bernardino	CA	92407	9	Aiden	Thompson	1751 Garden Dr	San Bernardino	CA	92407	10	Arthur	Uribe	6995 Tippecanoe Ave	San Bernardino	CA	92407	11	Andrea	Valdez	578 Herrington Ave	San Bernardino	CA	92407	12	Ellen	Walker	7040 Barton St	San Bernardino	CA	92407	13	Thomas	Xu	608 E Gilbert St	San Bernardino	CA	92407	14	Jacob	Yanez	2705 Seine Ave	San Bernardino	CA	92407	15	Victor	Zapada	255 E Orange St	San Bernardino	CA	92407	16	Colleen	Taylor	16696 Almaden Drive	San Bernardino	CA	92407
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<ul style="list-style-type: none"> <li>• Create the <b>Letter</b>.</li> <li>• Leave areas blank where you want to merge the data into the file.</li> <li>• <b>Save</b> the file.</li> </ul>	<p>First Name: _____ Last Name: _____</p> <hr/> <p>Street Address: _____</p> <hr/> <p>City: _____ State: _____ Zip Code: _____</p> <hr/>																																																																																																																							
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Select the **Excel Data File**.



Click the **OK** button.



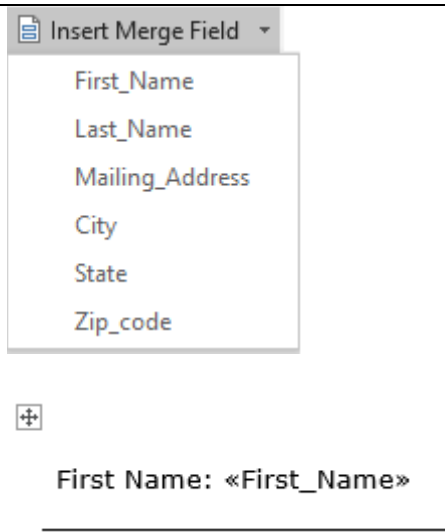
Place your cursor on the letter where you want the 1<sup>st</sup> merge field to appear.

First Name: | Last Name: \_\_\_\_\_

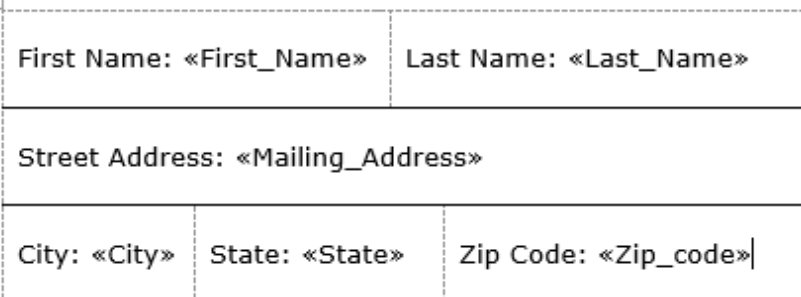
Street Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

Click on **Insert Merge Field** and select the first field you want inserted into the letter.



Continue to input the merge fields until everything that you want to merge onto the document is on the letter.



First Name: «First\_Name»      Last Name: «Last\_Name»

Street Address: «Mailing\_Address»

City: «City»      State: «State»      Zip Code: «Zip\_code»

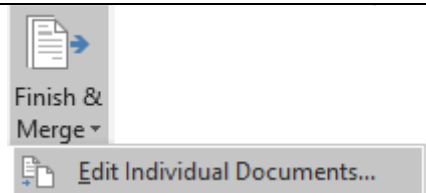
**OPTIONAL:** To preview the results, click the **Preview Results** button.

To scroll through the merged documents, click the forward button.

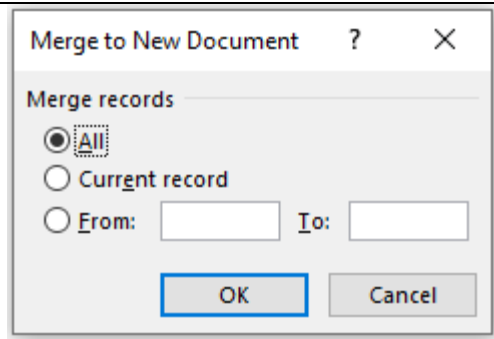
Click the **Preview Results** button again to return to the merge fields.



Click the **Finish and Merge** button and choose **Edit Individual Documents**.



Click the **OK** button.



The data will merge onto the letters. Save the file.



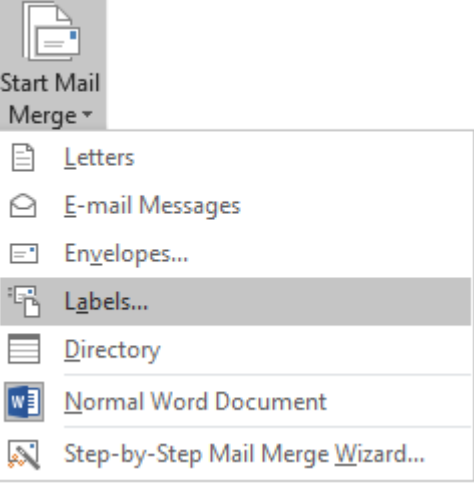
## **Fundraiser for San Bernardino City Animal Shelter**

### **Buy chocolate and help the shelter animals**

First Name:	Last Name:	
Street Address:		
City:	State:	Zip Code:

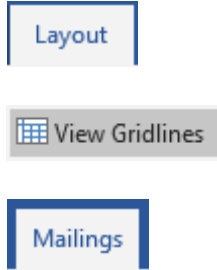


## Mail Merge into Labels

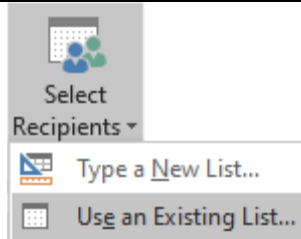
<p>Create the <b>Excel file</b> that contains the data you want to merge into the label and save it.</p> <p><b>NOTE:</b> Each column of data must have a heading.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>First Name</b></td> <td><b>Last Name</b></td> <td><b>Mailing Address</b></td> <td><b>City</b></td> <td><b>State</b></td> <td><b>Zip code</b></td> </tr> <tr> <td>2</td> <td>Anthony</td> <td>Martinez</td> <td>1991 Parkside Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>3</td> <td>Maximo</td> <td>Nguyen</td> <td>1434 Roxbury Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>4</td> <td>Tiffany</td> <td>Ortiz</td> <td>944 W 25TH ST</td> <td>San Bernardino</td> <td>CA</td> <td>92405</td> </tr> <tr> <td>5</td> <td>Patricia</td> <td>Parker</td> <td>772 E 19th St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>6</td> <td>Nicholas</td> <td>Quesada</td> <td>7106 Perris Hill Rd</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>7</td> <td>Julian</td> <td>Ramirez</td> <td>1762 N Sierra Way</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>8</td> <td>Kelly</td> <td>Sanchez</td> <td>382 E 17th St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>9</td> <td>Aiden</td> <td>Thompson</td> <td>1751 Garden Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>10</td> <td>Arthur</td> <td>Uribe</td> <td>6995 Tippecanoe Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>11</td> <td>Andrea</td> <td>Valdez</td> <td>578 Herrington Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>12</td> <td>Ellen</td> <td>Walker</td> <td>7040 Barton St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>13</td> <td>Thomas</td> <td>Xu</td> <td>608 E Gilbert St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>14</td> <td>Jacob</td> <td>Yanez</td> <td>2705 Seine Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>15</td> <td>Victor</td> <td>Zapada</td> <td>255 E Orange St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>16</td> <td>Colleen</td> <td>Taylor</td> <td>16696 Almaden Drive</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	<b>First Name</b>	<b>Last Name</b>	<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>	2	Anthony	Martinez	1991 Parkside Dr	San Bernardino	CA	92407	3	Maximo	Nguyen	1434 Roxbury Dr	San Bernardino	CA	92407	4	Tiffany	Ortiz	944 W 25TH ST	San Bernardino	CA	92405	5	Patricia	Parker	772 E 19th St	San Bernardino	CA	92407	6	Nicholas	Quesada	7106 Perris Hill Rd	San Bernardino	CA	92407	7	Julian	Ramirez	1762 N Sierra Way	San Bernardino	CA	92407	8	Kelly	Sanchez	382 E 17th St	San Bernardino	CA	92407	9	Aiden	Thompson	1751 Garden Dr	San Bernardino	CA	92407	10	Arthur	Uribe	6995 Tippecanoe Ave	San Bernardino	CA	92407	11	Andrea	Valdez	578 Herrington Ave	San Bernardino	CA	92407	12	Ellen	Walker	7040 Barton St	San Bernardino	CA	92407	13	Thomas	Xu	608 E Gilbert St	San Bernardino	CA	92407	14	Jacob	Yanez	2705 Seine Ave	San Bernardino	CA	92407	15	Victor	Zapada	255 E Orange St	San Bernardino	CA	92407	16	Colleen	Taylor	16696 Almaden Drive	San Bernardino	CA	92407
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<p>Click on the <b>Mailings</b> tab.</p>																																																																																																																								
<p>Click on <b>Start Mail Merge</b> and choose <b>Labels</b>.</p>																																																																																																																								

**OPTIONAL:** If you don't see the label outlines...

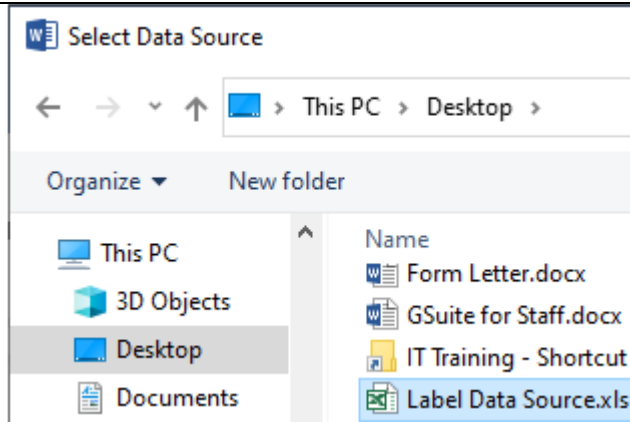
- Click the **Layout** tab.
- Click **View Gridlines**.
- Click on the **Mailings** tab again.



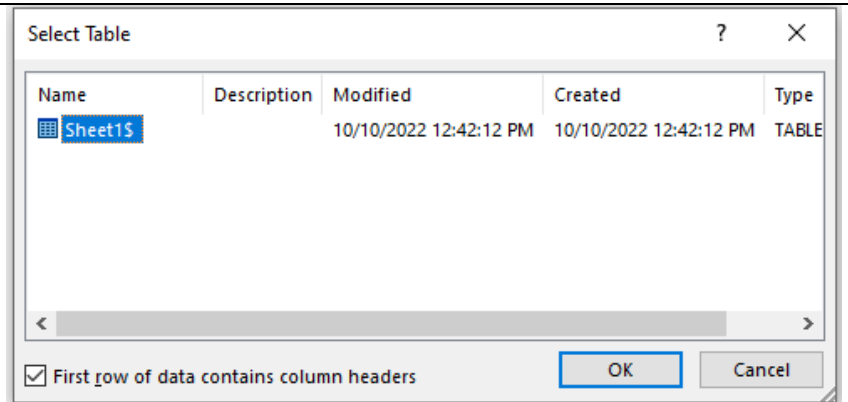
Click on **Select Recipients** and choose **Use an Existing List**.




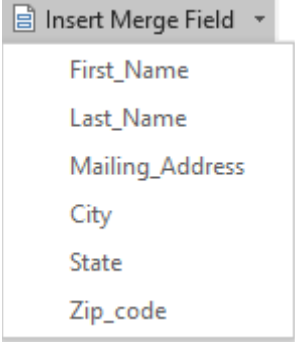

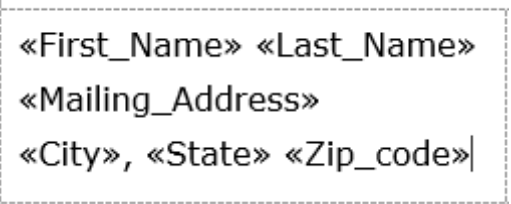
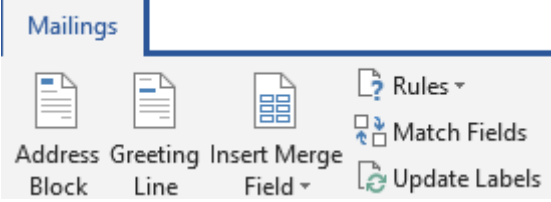

Select the **Excel Data File**.



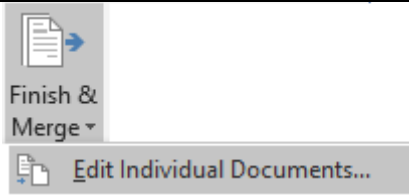
Click the **OK** button.



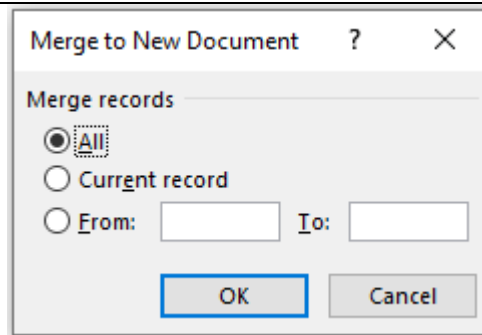


<p>Place your cursor on the first label where you want the 1<sup>st</sup> merge field to appear.</p>	
<p>Click on <b>Insert Merge Field</b> and select the first field you want inserted into the label.</p>	 
<p>Continue to input the merge fields until everything that you want to merge is on the 1<sup>st</sup> label.</p>	
<p>Click <b>Update Labels</b>.</p>	
<p>Click the <b>Preview Results</b> button.</p> <p>Click the <b>Preview Results</b> button again to return to the merge fields.</p>	

Click the **Finish and Merge** button and choose **Edit Individual Documents**.





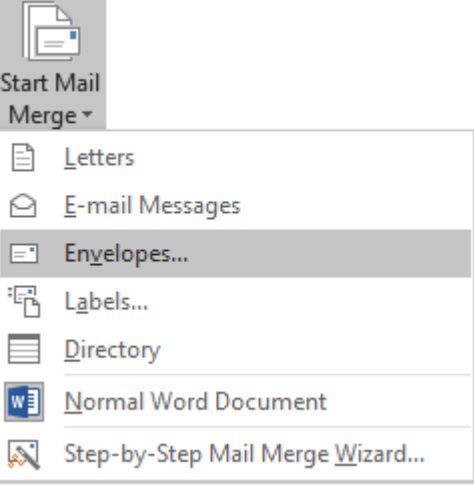
Click the **OK** button.



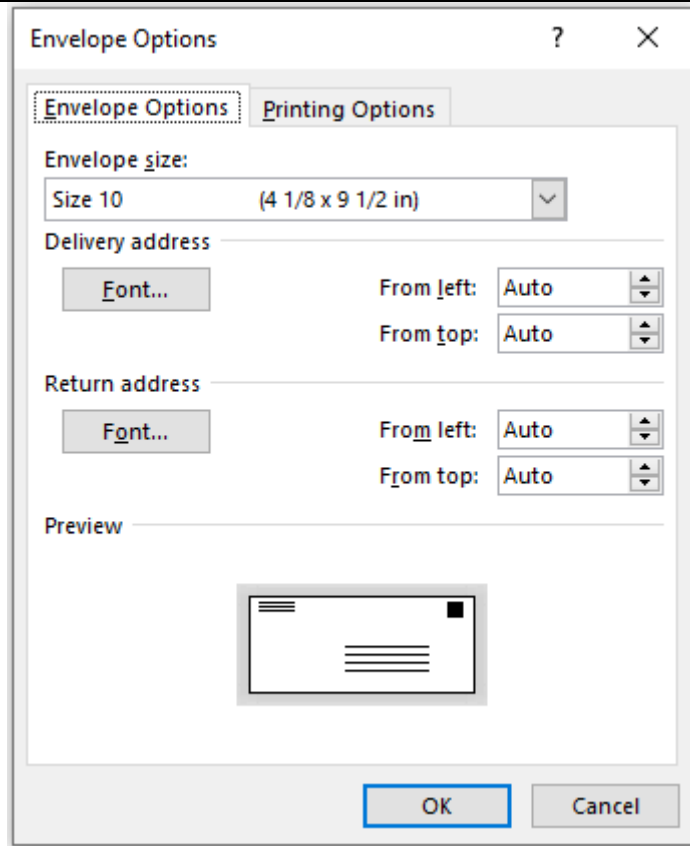
The data will merge onto the labels. Save the file for printing.

Anthony Martinez 1991 Parkside Dr San Bernardino, CA 92407	Maximo Nguyen 1434 Roxbury Dr San Bernardino, CA 92407	Tiffany Ortiz 944 W 25TH ST San Bernardino, CA 92405
Patricia Parker 772 E 19th St San Bernardino, CA 92407	Nicholas Quesada 7106 Perris Hill Rd San Bernardino, CA 92407	Julian Ramirez 1762 N Sierra Way San Bernardino, CA 92407
Kelly Sanchez 382 E 17th St San Bernardino, CA 92407	Aiden Thompson 1751 Garden Dr San Bernardino, CA 92407	Arthur Uribe 6995 Tippecanoe Ave San Bernardino, CA 92407
Andrea Valdez 578 Herrington Ave San Bernardino, CA 92407	Ellen Walker 7040 Barton St San Bernardino, CA 92407	Thomas Xu 608 E Gilbert St San Bernardino, CA 92407
Jacob Yanez 2705 Seine Ave San Bernardino, CA 92407	Victor Zapada 255 E Orange St San Bernardino, CA 92407	Colleen Taylor 16696 Almaden Drive San Bernardino, CA 92407

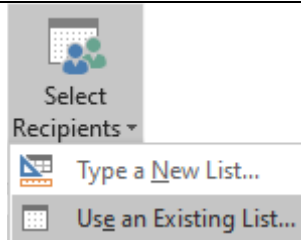
## Mail Merge onto an Envelope

<p>Create the <b>Excel file</b> that contains the data you want to merge into the label and save it.</p> <p><b>NOTE:</b> Each column of data must have a heading.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>First Name</b></td> <td><b>Last Name</b></td> <td><b>Mailing Address</b></td> <td><b>City</b></td> <td><b>State</b></td> <td><b>Zip code</b></td> </tr> <tr> <td>2</td> <td>Anthony</td> <td>Martinez</td> <td>1991 Parkside Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>3</td> <td>Maximo</td> <td>Nguyen</td> <td>1434 Roxbury Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>4</td> <td>Tiffany</td> <td>Ortiz</td> <td>944 W 25TH ST</td> <td>San Bernardino</td> <td>CA</td> <td>92405</td> </tr> <tr> <td>5</td> <td>Patricia</td> <td>Parker</td> <td>772 E 19th St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>6</td> <td>Nicholas</td> <td>Quesada</td> <td>7106 Perris Hill Rd</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>7</td> <td>Julian</td> <td>Ramirez</td> <td>1762 N Sierra Way</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>8</td> <td>Kelly</td> <td>Sanchez</td> <td>382 E 17th St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>9</td> <td>Aiden</td> <td>Thompson</td> <td>1751 Garden Dr</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>10</td> <td>Arthur</td> <td>Uribe</td> <td>6995 Tippecanoe Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>11</td> <td>Andrea</td> <td>Valdez</td> <td>578 Herrington Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>12</td> <td>Ellen</td> <td>Walker</td> <td>7040 Barton St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>13</td> <td>Thomas</td> <td>Xu</td> <td>608 E Gilbert St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>14</td> <td>Jacob</td> <td>Yanez</td> <td>2705 Seine Ave</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>15</td> <td>Victor</td> <td>Zapada</td> <td>255 E Orange St</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> <tr> <td>16</td> <td>Colleen</td> <td>Taylor</td> <td>16696 Almaden Drive</td> <td>San Bernardino</td> <td>CA</td> <td>92407</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	<b>First Name</b>	<b>Last Name</b>	<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>	2	Anthony	Martinez	1991 Parkside Dr	San Bernardino	CA	92407	3	Maximo	Nguyen	1434 Roxbury Dr	San Bernardino	CA	92407	4	Tiffany	Ortiz	944 W 25TH ST	San Bernardino	CA	92405	5	Patricia	Parker	772 E 19th St	San Bernardino	CA	92407	6	Nicholas	Quesada	7106 Perris Hill Rd	San Bernardino	CA	92407	7	Julian	Ramirez	1762 N Sierra Way	San Bernardino	CA	92407	8	Kelly	Sanchez	382 E 17th St	San Bernardino	CA	92407	9	Aiden	Thompson	1751 Garden Dr	San Bernardino	CA	92407	10	Arthur	Uribe	6995 Tippecanoe Ave	San Bernardino	CA	92407	11	Andrea	Valdez	578 Herrington Ave	San Bernardino	CA	92407	12	Ellen	Walker	7040 Barton St	San Bernardino	CA	92407	13	Thomas	Xu	608 E Gilbert St	San Bernardino	CA	92407	14	Jacob	Yanez	2705 Seine Ave	San Bernardino	CA	92407	15	Victor	Zapada	255 E Orange St	San Bernardino	CA	92407	16	Colleen	Taylor	16696 Almaden Drive	San Bernardino	CA	92407
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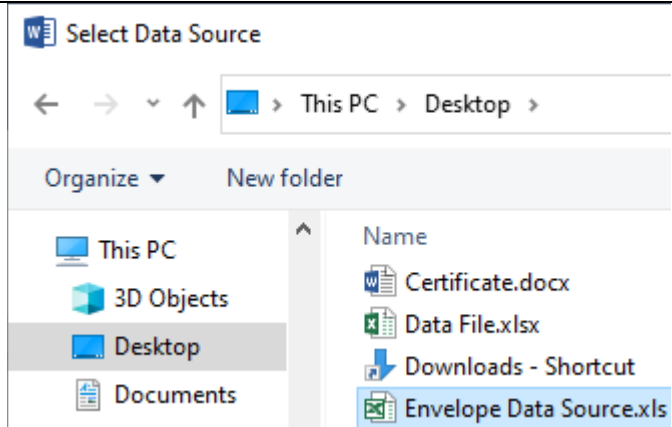
Set the envelope options.



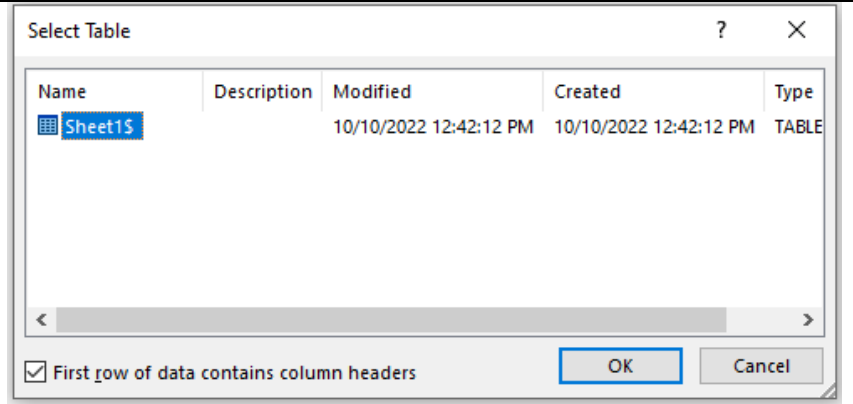
Click on **Select Recipients** and choose **Use an Existing List**.



Select the **Excel Data File**.



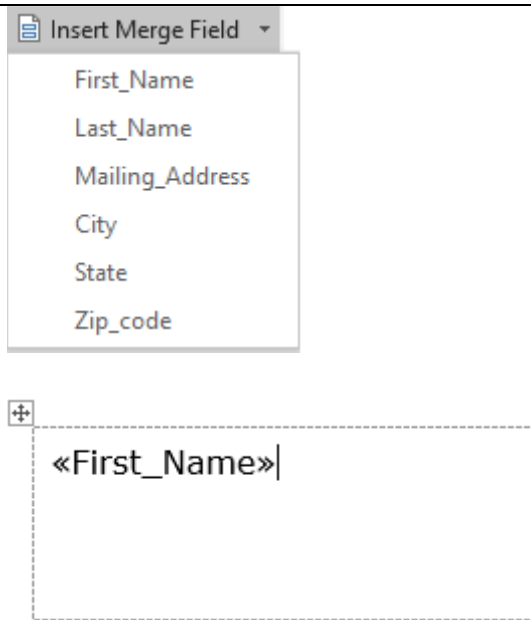
Click the **OK** button.



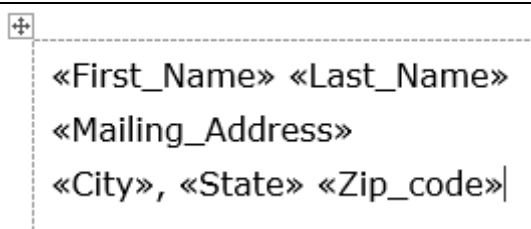
Place your cursor on the first label where you want the 1<sup>st</sup> merge field to appear.


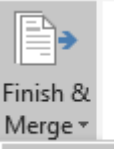
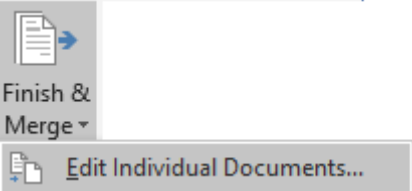
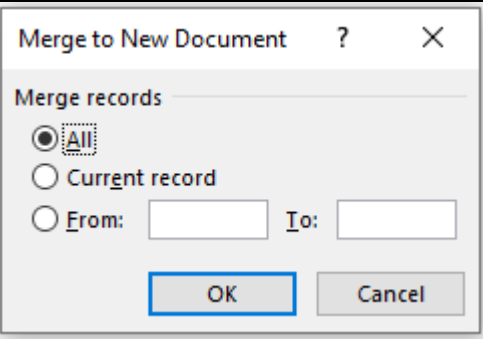


Click on **Insert Merge Field** and select the first field you want inserted into the label.

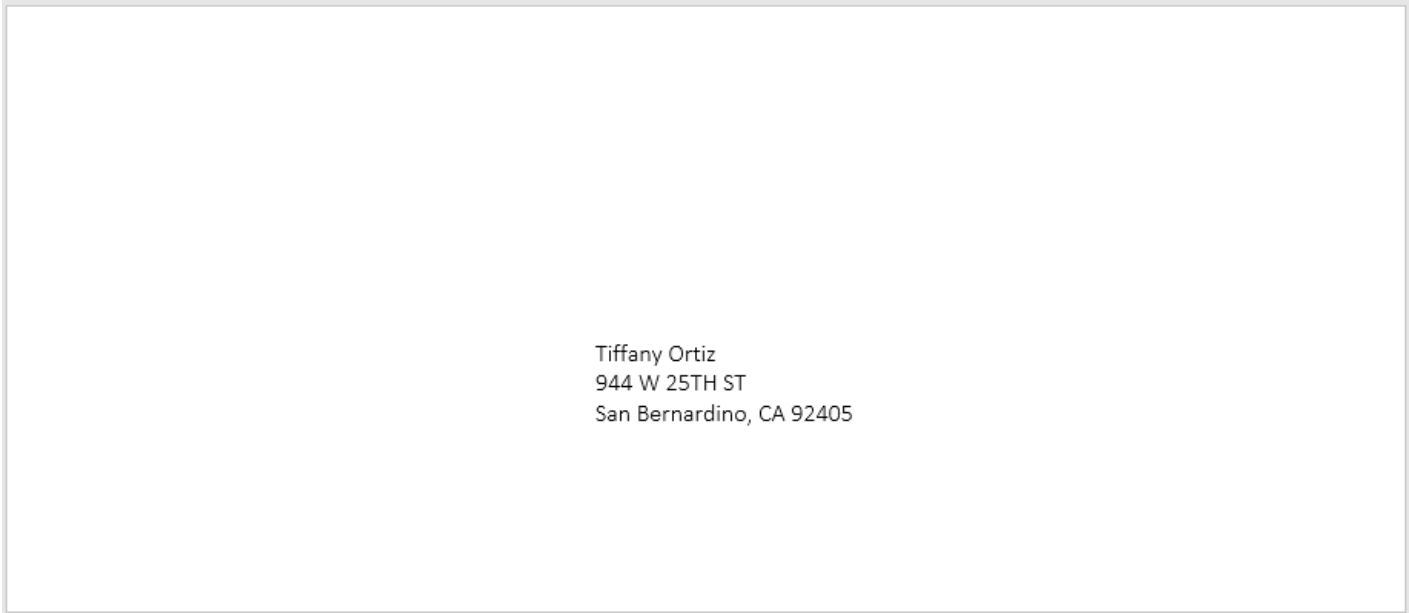


Continue to input the merge fields until everything that you want to merge is on the 1<sup>st</sup> label.



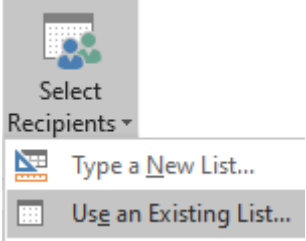


<p>Click the <b>Preview Results</b> button.</p>	
<p>Click the <b>Preview Results</b> button again to return to the merge fields.</p>	
<p>Click the <b>Finish and Merge</b> button and choose <b>Edit Individual Documents</b>.</p>	
<p>Click the <b>OK</b> button.</p>	

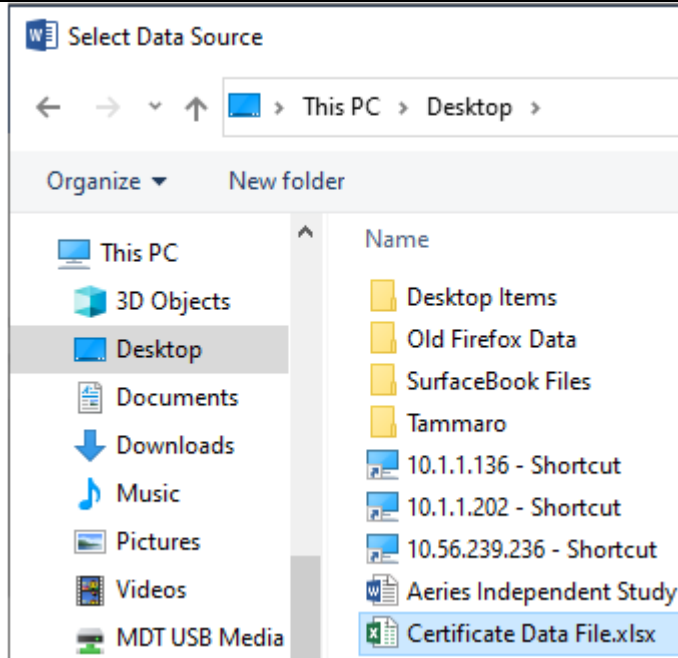
The data will merge. Save the file for printing.



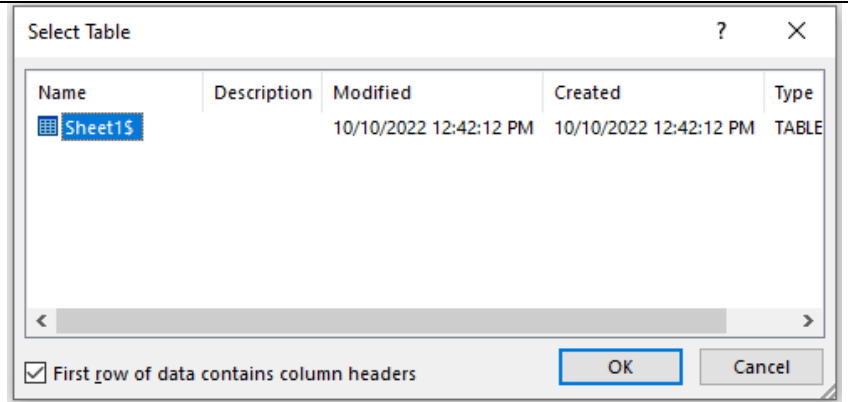
## Mail Merge into a Certificate

<p>Create the <b>Excel file</b> that contains the data you want to merge into the certificate and save it.</p> <p><b>NOTE:</b> Each column of data must have a heading.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>First Name</b></td> <td><b>Last Name</b></td> </tr> <tr> <td>2</td> <td>Patricia</td> <td>Parker</td> </tr> <tr> <td>3</td> <td>Nicholas</td> <td>Quesada</td> </tr> <tr> <td>4</td> <td>Julian</td> <td>Ramirez</td> </tr> <tr> <td>5</td> <td>Kelly</td> <td>Sanchez</td> </tr> <tr> <td>6</td> <td>Aiden</td> <td>Thompson</td> </tr> <tr> <td>7</td> <td>Arthur</td> <td>Uribe</td> </tr> <tr> <td>8</td> <td>Andrea</td> <td>Valdez</td> </tr> <tr> <td>9</td> <td>Ellen</td> <td>Walker</td> </tr> </tbody> </table>		A	B	1	<b>First Name</b>	<b>Last Name</b>	2	Patricia	Parker	3	Nicholas	Quesada	4	Julian	Ramirez	5	Kelly	Sanchez	6	Aiden	Thompson	7	Arthur	Uribe	8	Andrea	Valdez	9	Ellen	Walker
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<ul style="list-style-type: none"> <li>• Create the <b>Certificate</b>.</li> <li>• Leave areas blank where you want to merge the data into the file.</li> <li>• <b>Save</b> the file.</li> </ul>	<div style="text-align: center;"> <h1>Kindergarten Diploma</h1> <h1>CONGRATULATIONS!</h1> <hr/> <p>You have completed kindergarten at  <b>Warm Springs Elementary School</b>  and are awarded this diploma in  recognition of your accomplishments.</p> <p>Signature: _____ Date: 2/7/2022</p> </div>																														
<p>Open the certificate and click on <b>Mailings</b>.</p>																															
<p>Click on <b>Start Mail Merge</b> and choose <b>Letters</b>.</p>																															
<p>Click on <b>Select Recipients</b> and choose <b>Use an Existing List</b>.</p>																															

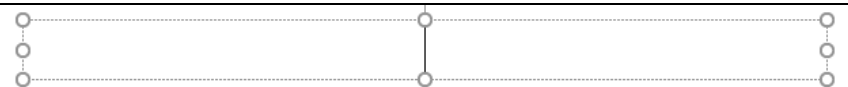
Select the **Excel Data File**.



Click the **OK** button.



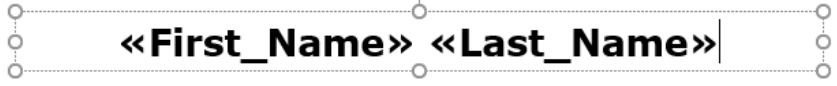

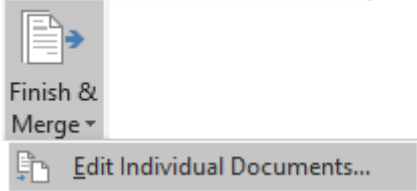
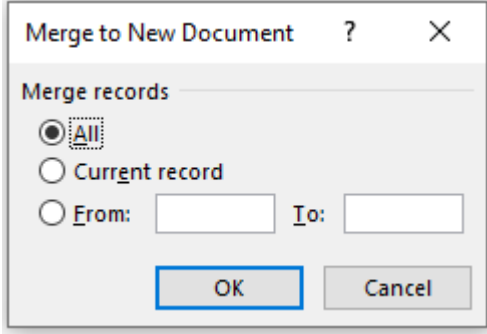
Place your cursor on the certificate where you want the 1<sup>st</sup> merge field to appear.



Click on **Insert Merge Field** and select the first field you want inserted into the certificate.





<p>Continue to input the merge fields until everything that you want to merge onto the document is on the certificate.</p>	
<p><b>OPTIONAL:</b> To preview the results, click the <b>Preview Results</b> button.</p> <p>To scroll through the merged documents, click the forward button.</p> <p>Click the <b>Preview Results</b> button again to return to the merge fields.</p>	
<p>Click the <b>Finish and Merge</b> button and choose <b>Edit Individual Documents</b>.</p>	
<p>Click the <b>OK</b> button.</p>	



## Data Source Info

If you accidentally link to the incorrect data source, go back to **Start Mail Merge** and select **Normal Word Document**.

