

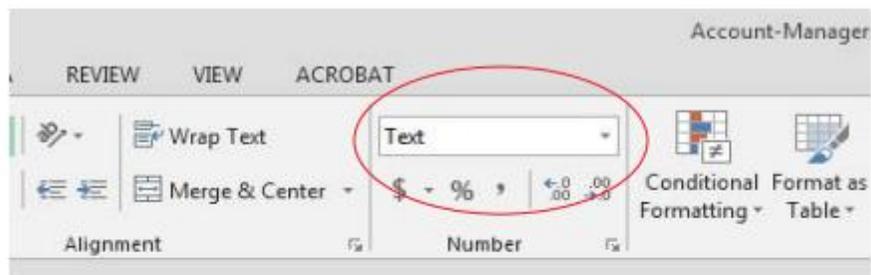
WORKING WITH MAILING AND VIEW TAB

Mail Merge

Mail Merge is a handy feature that incorporates data from both Microsoft Word and Microsoft Excel and allows you to create multiple documents at once, such as letters, saving you the time and effort of retyping the same letter over and over. Here is an example of how to use it to create a letter thanking people who donated to a particular fund.

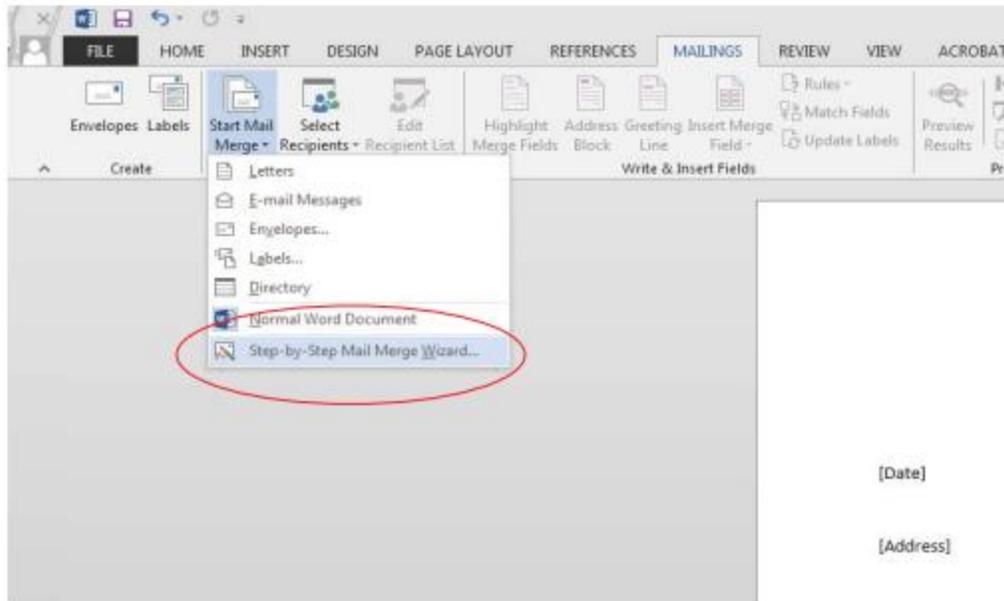
1. Gathering Your Data

- ❖ x The first thing you do is create an Excel spreadsheet, creating a header for each field such as First Name, Last Name, Address, City, State, and Postal Code
- ❖ x The field headers (ie first name, last name) are labeled separately so that you can filter them alphabetically if you need to.
- ❖ x You can also add additional headers, such as a donation amount. Be sure to label it something you'll remember. If you are using dollar amounts, change the type of number it is under 'Number' at the very top to 'Text' for every dollar entry and manually type the dollar sign otherwise the dollar sign (\$) will not show up in your letter.



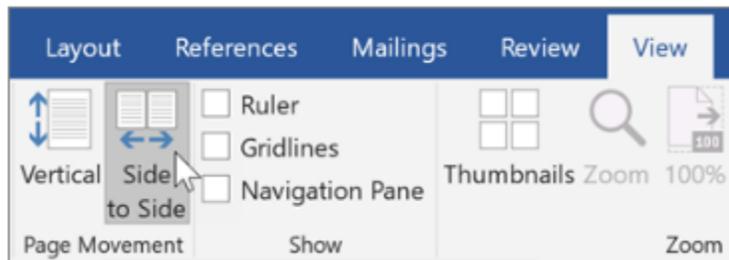
	F	G	H	I	J	K
	City	State	Postal Code	Amount		
	Wichita Falls	TX	76308	\$100		
	New York	NY	10020	\$1,000,000		
orest Ln.	Storybrooke	ME	12314	\$50		
	New York	NY	10020	\$250		

2. Prepare your letter in Microsoft Word. When creating a letter, it's a good idea to insert a placeholder where the information from the mail merge will be placed, ie [Address], [Amount].
3. Under "Mailings" in Microsoft Word click on 'Start Mail Merge' and click on 'Step by Step Mail Merge Wizard.'



Views, Page Movements and Windows

Sometimes you'd rather page through a document more like a book, instead of continuous scrolling. Use the **Side to Side** command (**View** tab), to flip through pages with your finger. If you don't have a touch screen, use the horizontal scroll bar or your mouse wheel to move through the pages.



Side-to-side page movement switches off your ability to pick a zoom setting. To be able to zoom again, choose **Vertical** page movement.

Jump quickly to the page you want

While you're paging through the document, thumbnails give you a quick peek of all the pages so you can jump to the one you want. Just choose **Thumbnails** as the **Zoom** setting.

