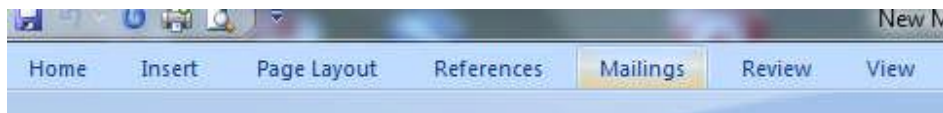


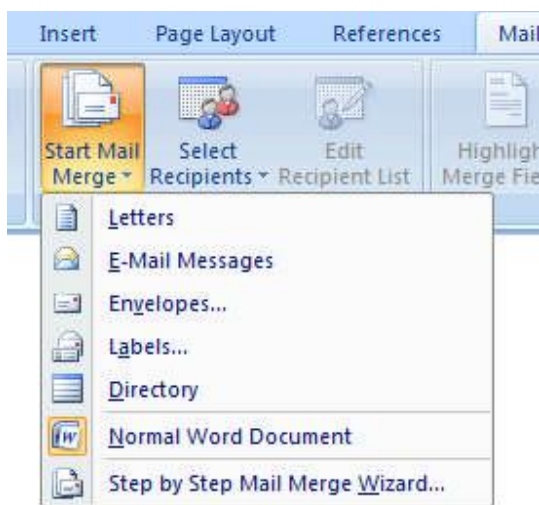
How to create envelopes, labels and other merged documents using Word 2007 using a comma separated (.CSV) file created with Excel 2007 as the data source:

Open Word 2007.

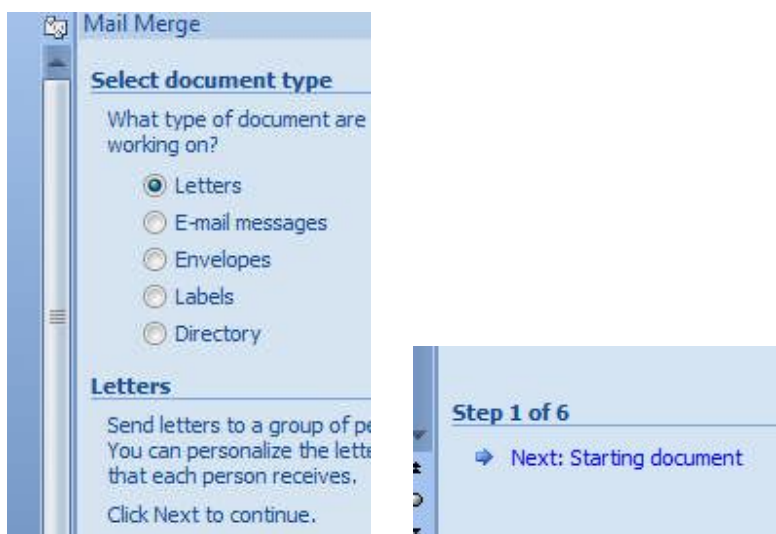
Choose Mailings from the menu.



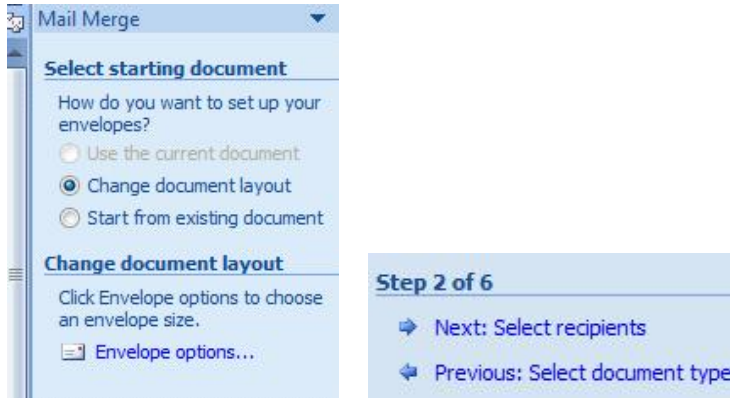
Choose Start Mail Merge and choose Step by Step Mail Merge Wizard.



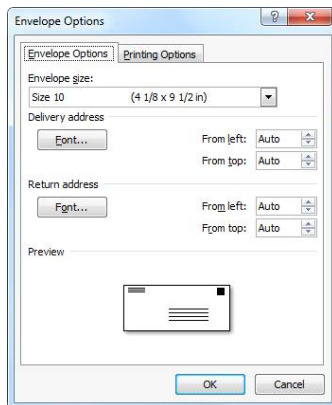
This opens the column on the right that will walk us through the creation of the document. Choose document type at the top and then click next at the bottom. I chose envelopes for this example.



In the next step we are asked to setup the envelope. Select Change document layout and then choose next.



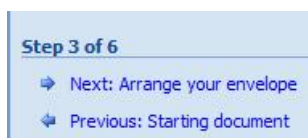
You are prompted for Envelope type, setup as desired and click OK. Don't worry about addresses.



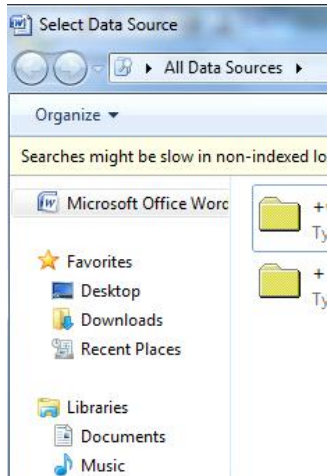
The page changes to the envelope size selected.

John Doe  
101 Anywhere  
Lexington KY 12345

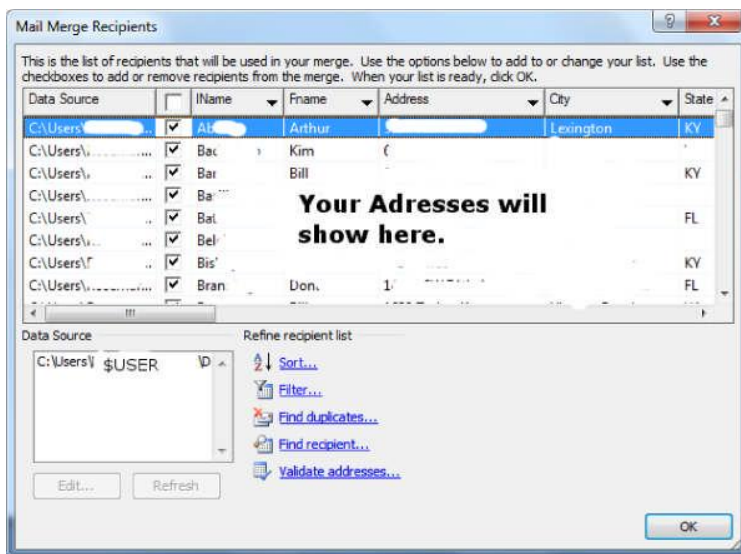
Choose Next.



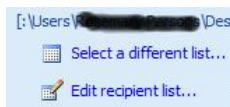
The select Data Source Window opens. Browse and find the Excel file that contains the addresses to merge.



The recipient window opens. Choose the recipients and click OK.

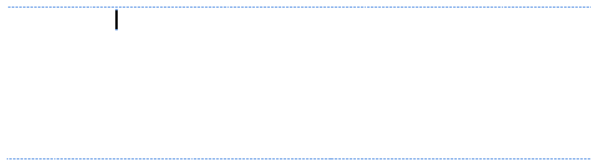


If after clicking OK you want to make changes or review just click edit recipient list or choose next.

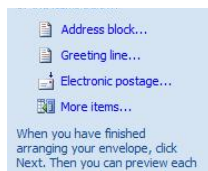


From this screen click on the document towards the bottom and center to select the address box, and activate the window as shown. You have the window selected after the blue box shows up.

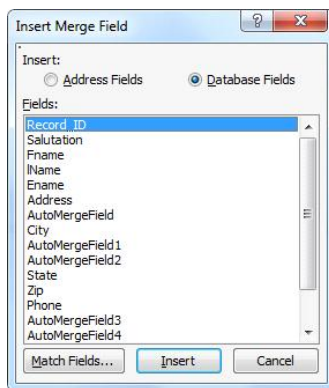
John Doe  
101 Anywhere  
Lexington KY 12345



From the right column choose more items.



Choose Salutation, Fname (first name), Lname (last name), etc... Don't worry where they are at in the blue box, because we will fix that next.



This is what we now have on the page.

«Salutation»«Fname»«lName»«Address»«City»«State»«Zip»

Using your cursor or keyboard enter spaces between the fields and enter to shift fields down a line.

This is what we now have on our page.

«Salutation» «Fname» «lName»  
«Address»  
«City» «State»  
«Zip»

Click Next to preview the envelopes.

**Step 4 of 6**

➔ Next: Preview your envelopes

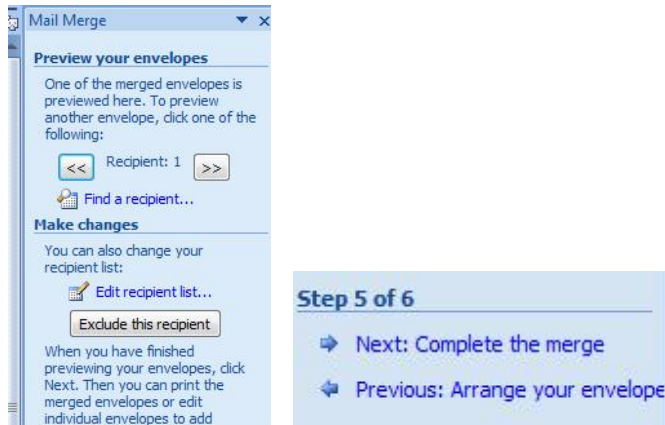
➔ Previous: Select recipients

Our work is almost finished.

John Doe  
101 Anywhere LN  
Lexington KY 12345

Jane Doe  
101 Overhere  
Covington KY, 41017

This screen allows us to review our envelopes before merging and to exclude or edit our list, and when you're finished choose next to complete the merge.



The last step gives us a few more options to print and edit. Choose what you need and finish.

