

How to merge text, merge Mail Merge messages in Word 2016

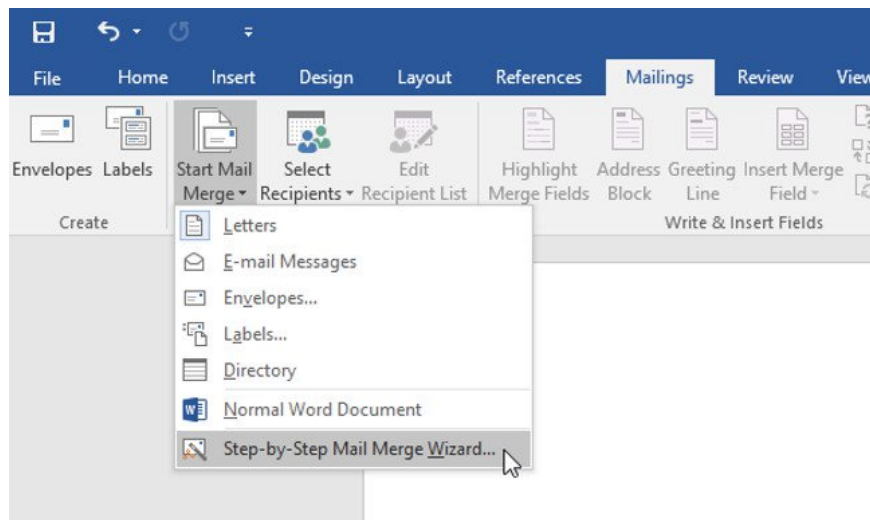
Mail Merge - mixed text or mail merge is a useful feature in Microsoft Word that allows you to create multiple invitations, thank you messages, notices, file bags, name tags and more stored in the list. , database or spreadsheet.

When making a Mail Merge, you will need a Word text document (you can start with an existing text document or create a new text) and a recipient list, usually a **file Workbook in Excel** - Excel spreadsheet.

Check out the video below to learn more about how to use Mail Merge mail merge feature in Word 2016 :

How to use mail merge - Mail Merge:

1. Open an existing Word document or create a new document.
2. From the Mailings tab (Mail), click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.



1. The **Mail Merge** box will appear and guide you through the six main steps to complete the merge. The following example will illustrate how to create a letter template and merge the message with a recipient list.

Step 1

1. From the **Mail Merge** task pane on the right side of the Word window, select the type of document you want to create. In the example, we will choose **Letters** . Then click **Next: Starting document** (*Next: Start the document*) to go to Step 2.



Bill Fisher

Share

Mail Merge

Select document type

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

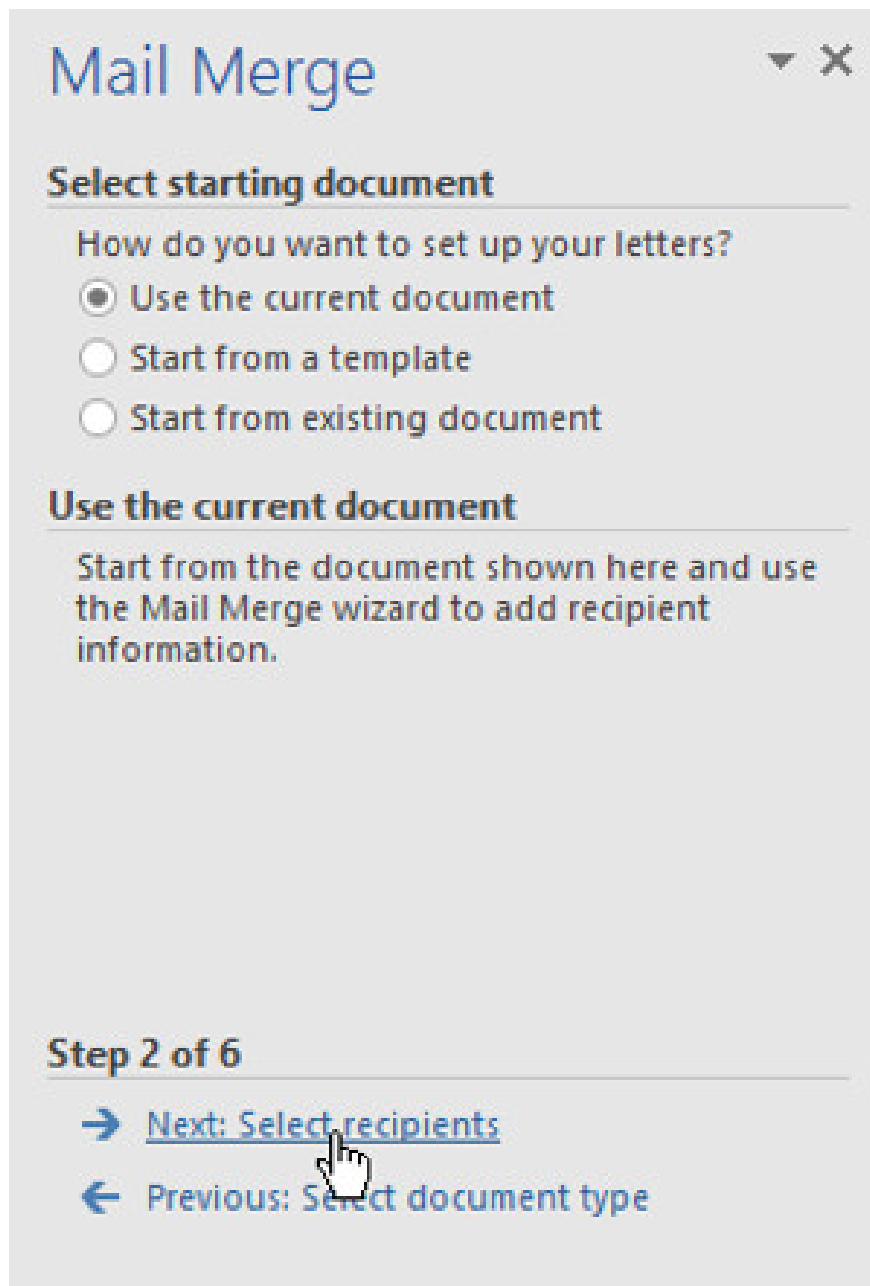
→ [Next: Starting document](#)



100%

Step 2

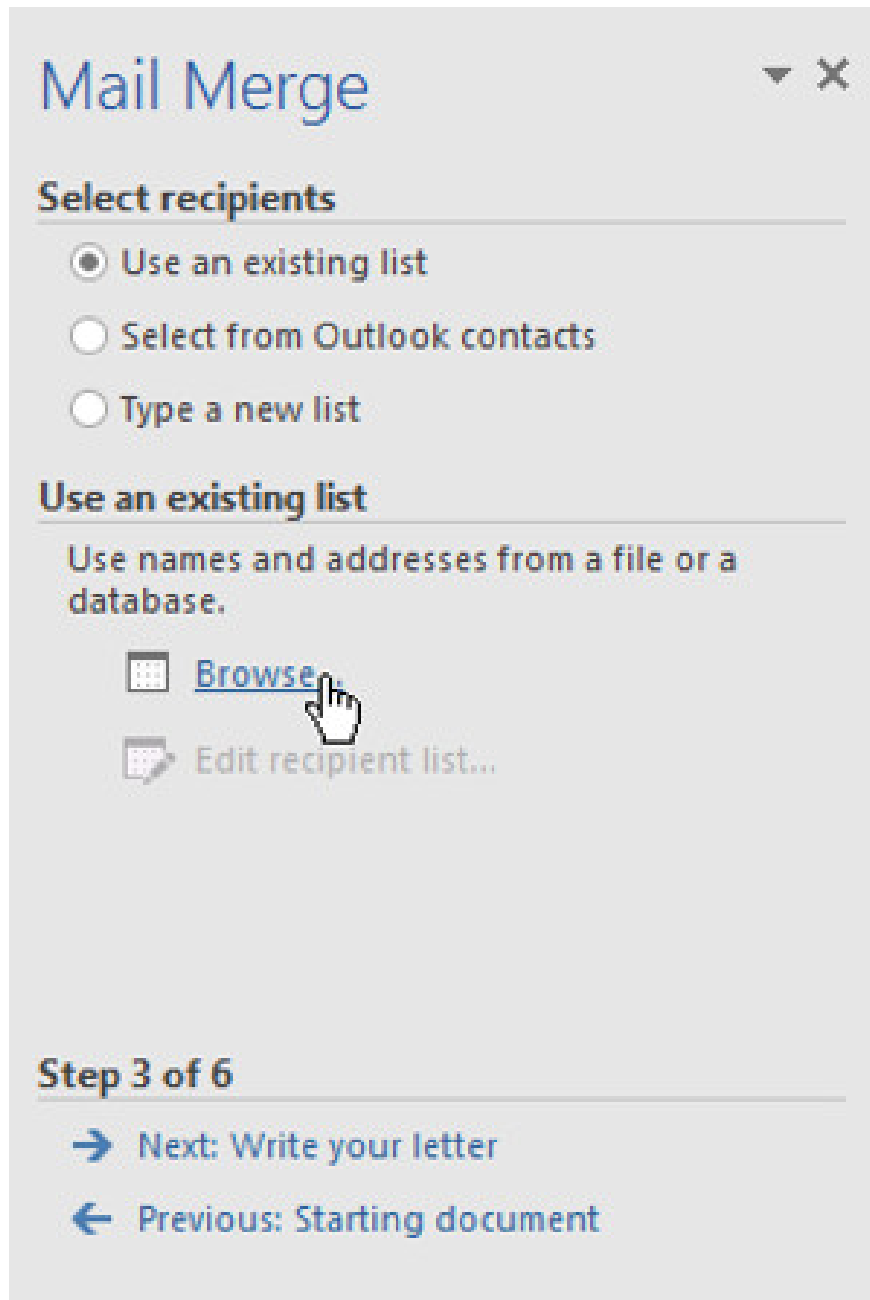
1. Select **Use the current document** , then click **Next: Select recipients** (Next: Select recipients) to move to Step 3.



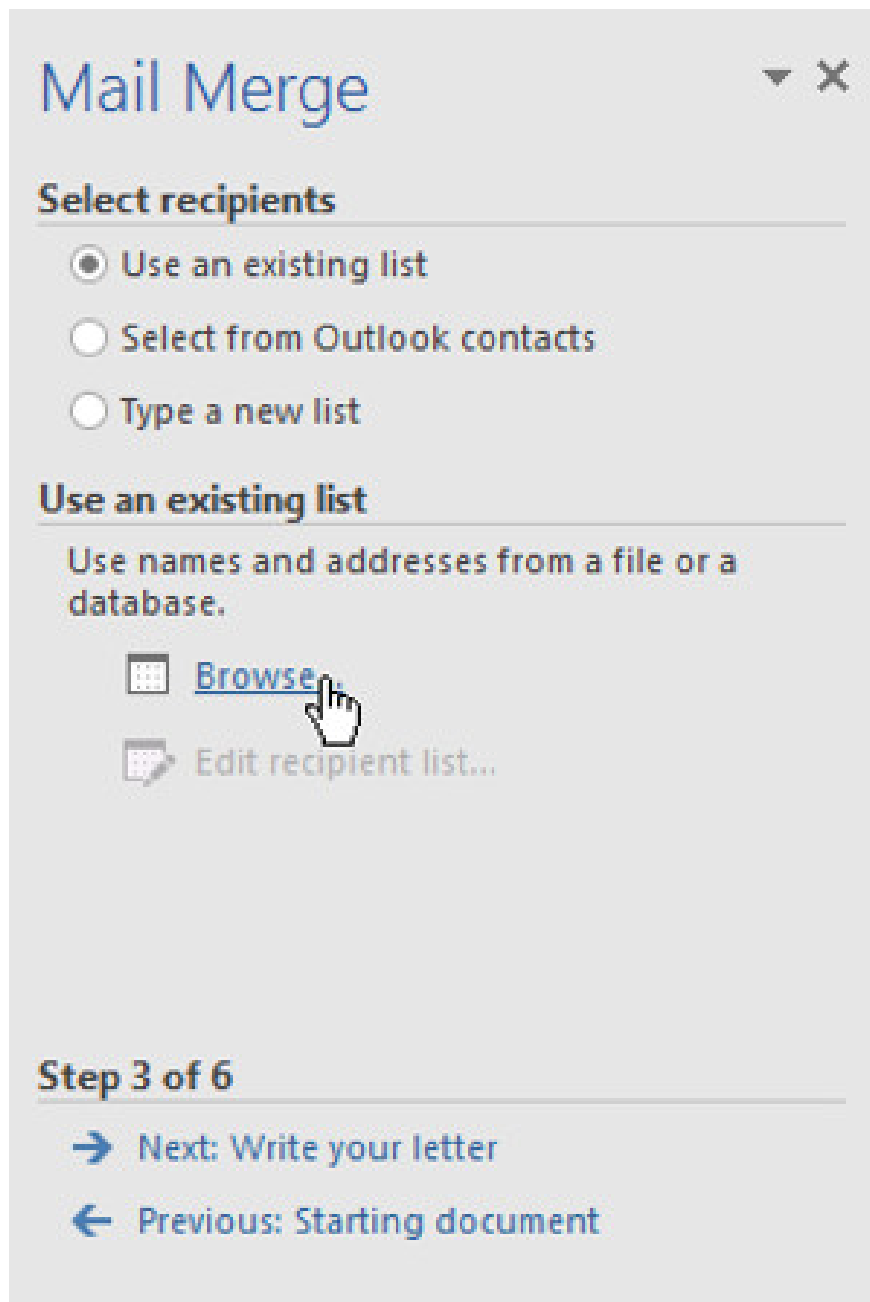
Step 3

You will now need an **address list** so that Word can automatically place each address in the document. This list may be in an existing file, such as an **Excel spreadsheet** , or you can type a new address list from within the **Mail Merge Wizard** .

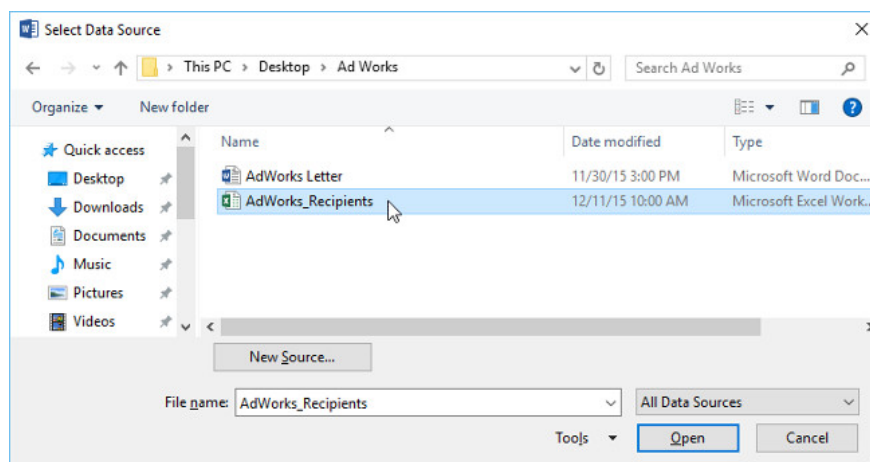
1. Select **Use an existing list** (Use the **existing list**), then click **Browse** to select the file.



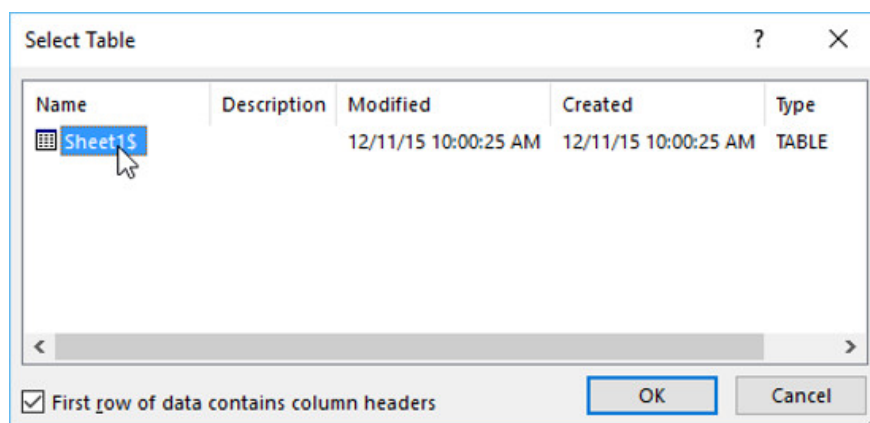
2. Locate your file, then click **Open** .



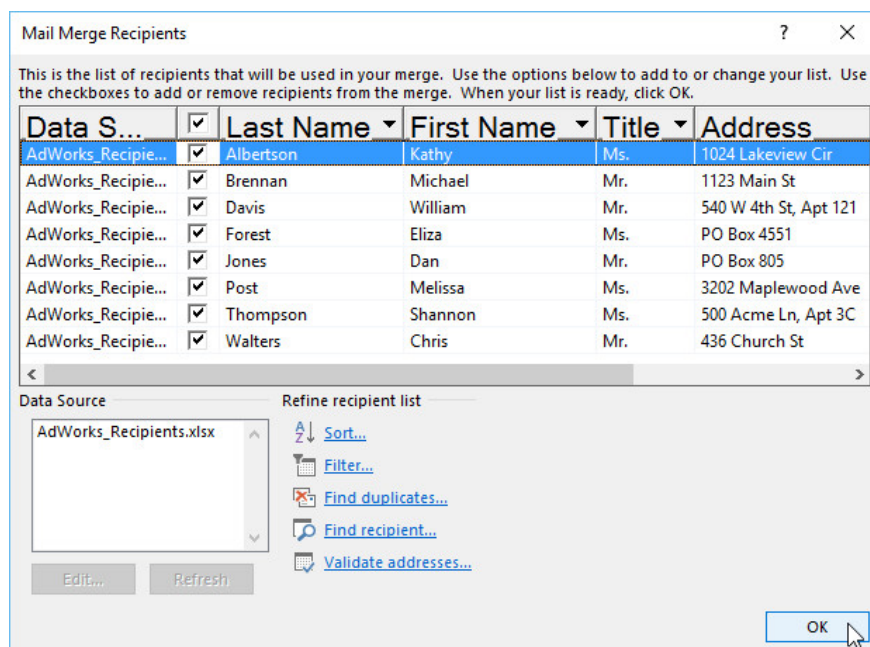
3. If the address list is in an Excel spreadsheet, select the **spreadsheet containing the list** and click **OK** .



4. In the **Mail Merge Recipients** dialog box, you can select or uncheck each box to control the recipients included in the merge. By default, all recipients must be selected. When done, click **OK**.



5. Click **Next: Write your letter** to move to Step 4.



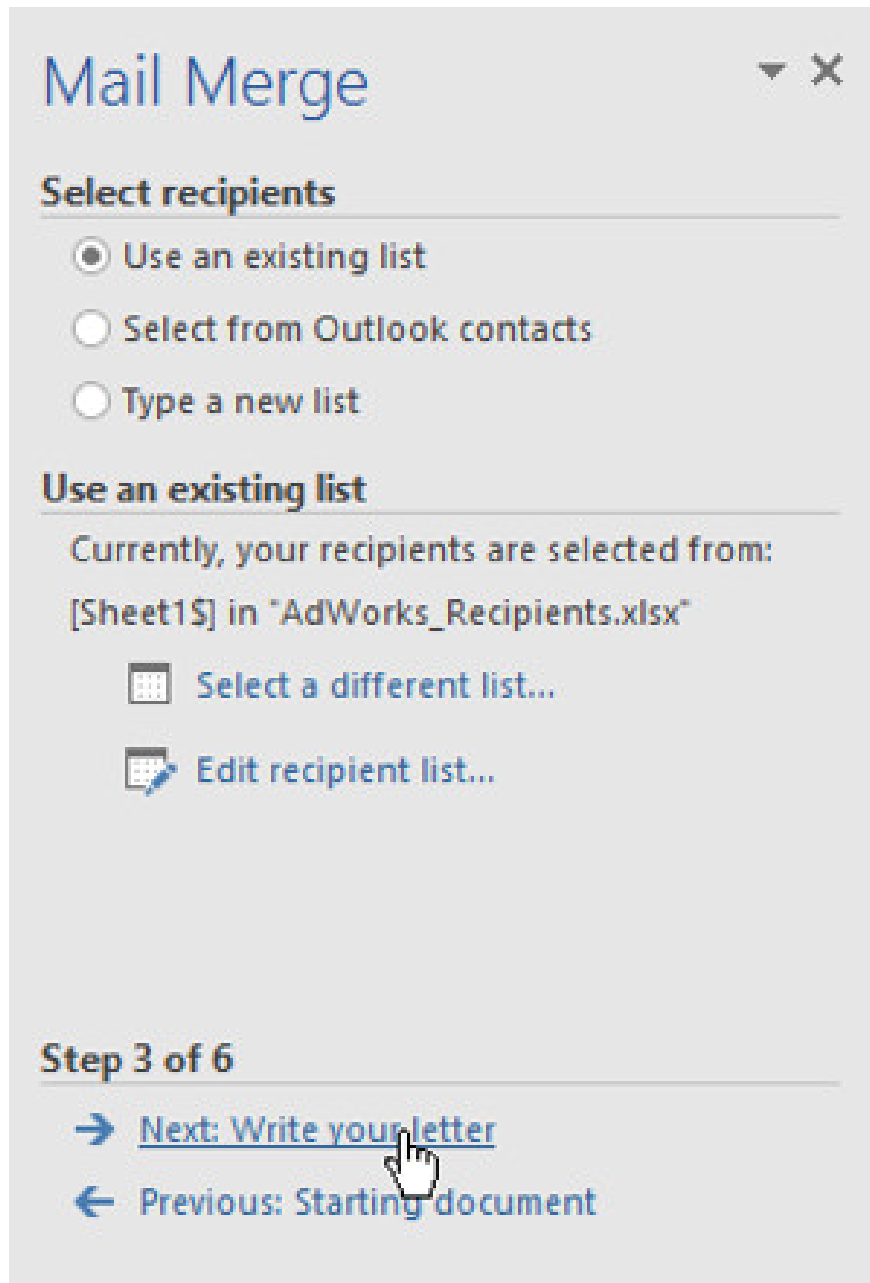
1. If there is no existing address list, you can click the **Type a new list** button and click **Create** , then manually enter the address list.

Step 4

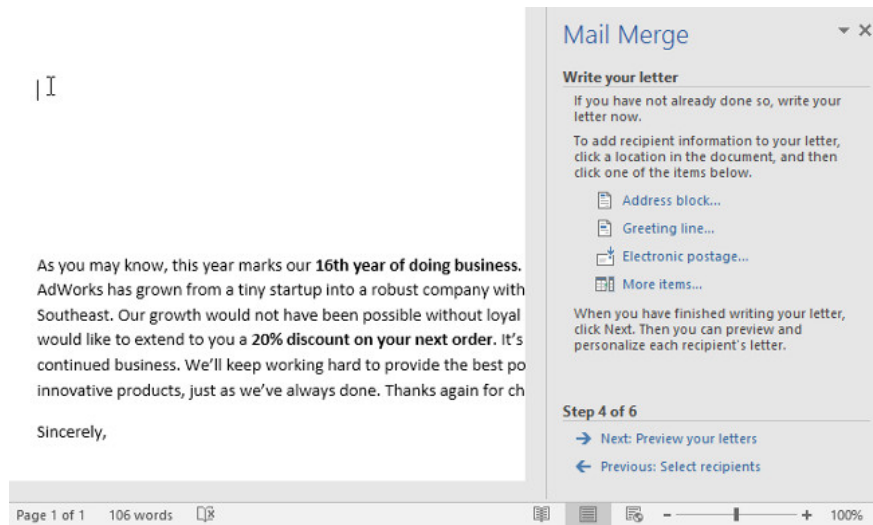
Now you are ready to write. When it is printed, each copy of the letter will basically be the same; only **recipient data** (such as name and address) will be different. You will need to add placeholder part holders for recipient data so that Mail Merge knows exactly where to add data.

To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.



2. Select one of the placeholder options. In the example, we will select **Address block** .



3. Depending on your selection, a dialog box may appear with different customization options. Select the desired options, then click **OK**.





Mail Merge



Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

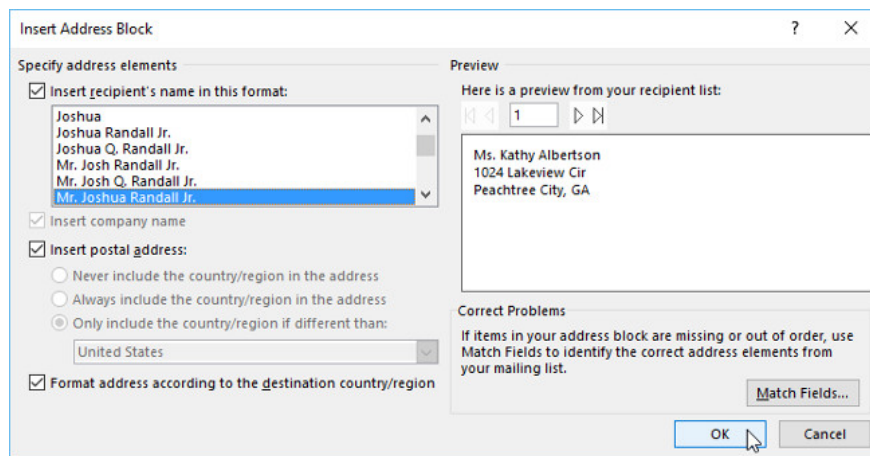
-  [Address block...](#)
 -  [Greeting line...](#)
 -  [Electronic postage...](#)
 -  [More items...](#)
- Insert formatted address**

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

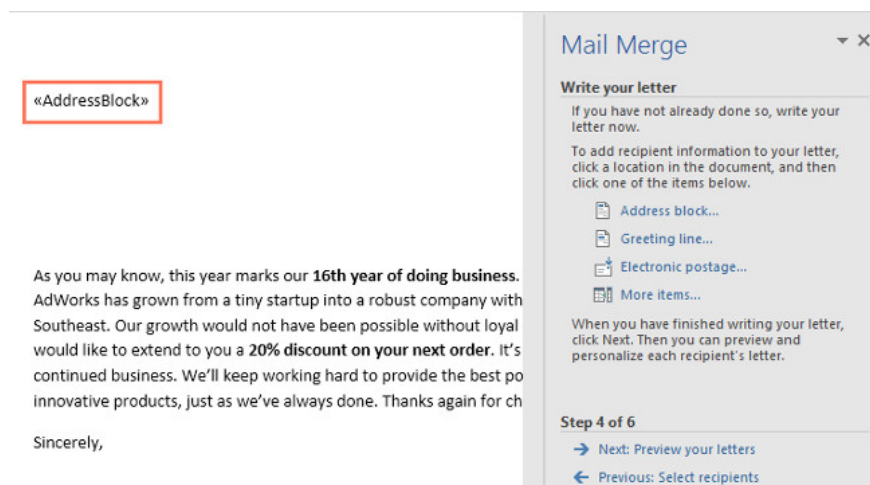
Step 4 of 6

- [→ Next: Preview your letters](#)
- [← Previous: Select recipients](#)

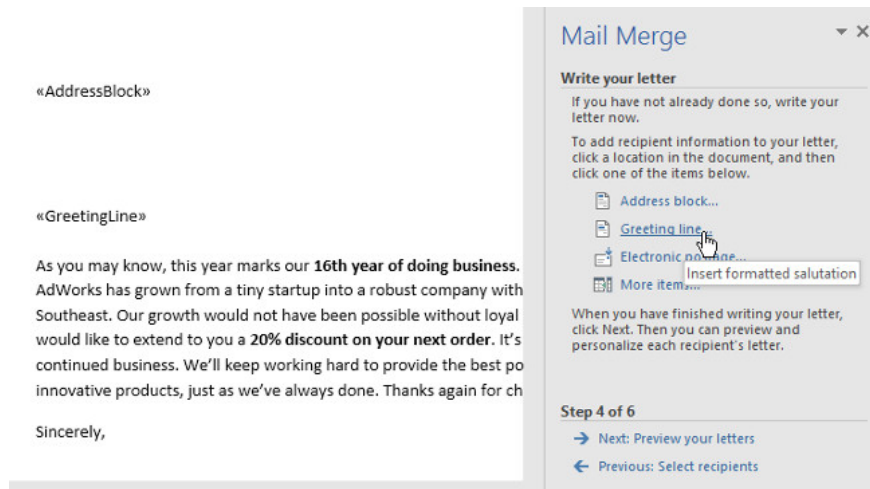
4. The placeholder will appear in your document (eg, "AddressBlock").



5. Add any other placeholders you want. In the example, we'll add a placeholder to the Greeting line above the body of the letter.



6. When finished, click **Next: Preview your letters** (**Next: Preview your mail**) to go to Step 5.



1. For some letters, you just need to add an **Address block** and **Greeting line** . But you can also add more placeholders (such as recipient names or addresses) in the body of the letter to further personalize.

Step 5

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

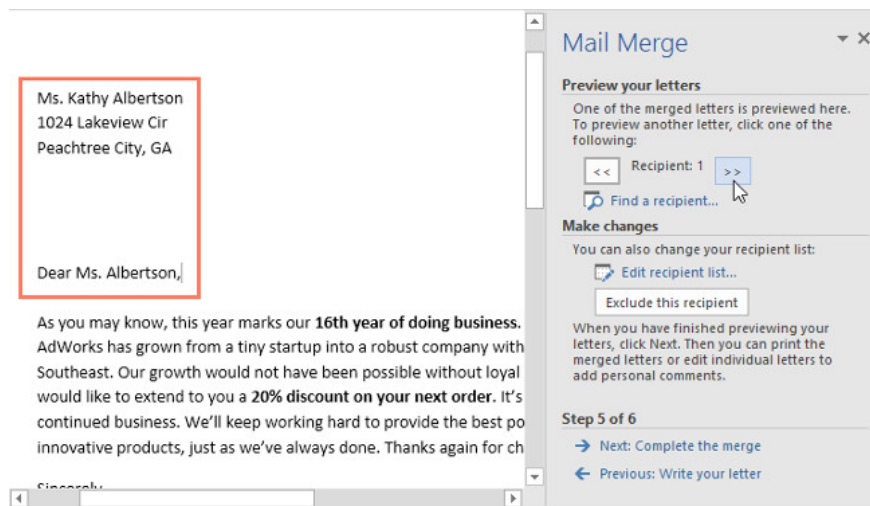
When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

→ [Next: Preview your letters](#)

← Previous: Select recipients

2. If everything is correct, click **Next: Complete the merge** to move on to Step 6.



Step 6

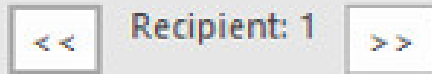
1. Click Print to print the message.

Mail Merge



Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:



 Find a recipient...

Make changes

You can also change your recipient list:

 Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

→ [Next: Complete the merge](#)

← [Previous: Write your letter](#)

2. A dialog box will appear. Decide if you want to print all the messages, the current document (profile), or just one group, then click **OK**. In the example, we will print all.

Mail Merge



Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge



[Print...](#)

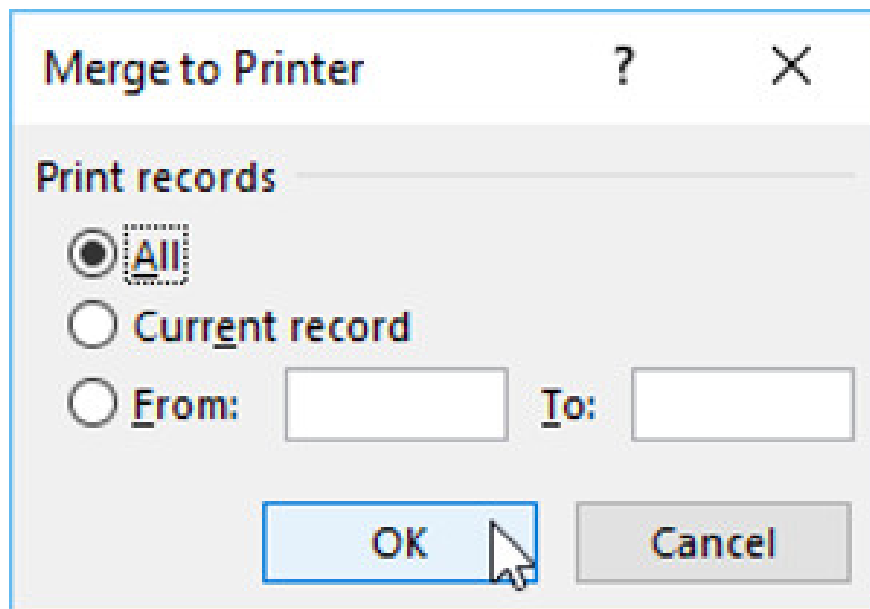


[Edit individual letters...](#)

Step 6 of 6

[← Previous: Preview your letters](#)

3. The **Print** dialog box will appear. Adjust print settings if necessary, then press **OK** . Documents will be printed.



Having fun!

You finished reading the article "**How to merge text, merge Mail Merge messages in Word 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.