

Instructions on using mail merge in Word to merge documents.

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The Mail Merge tool in Microsoft Word is an incredibly useful tool for anyone who frequently needs to create and send multiple documents at once without having to perform too many manual steps.

Mail Merge allows users to combine a single text template with data generated from an Excel file, including content in each column, to create a series of documents that are identical in template but different in content. When using Mail Merge, you only need to prepare an original text template and a data table containing the necessary fields, then set up the merge fields in the template.

Word will automatically fill in each value from the data into the corresponding position when merging, instead of having to manually create each version from start to finish.

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