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Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2010 Mail Merge & Forms

Mail Merge

Use a mail merge to automatically create personalized letters, addresses, labels, or envelopes, and to quickly generate documents. After creating a primary document, you can merge it with a data source to create individual documents. You can also merge a primary document with a data source to create a single document.

1 Select Primary Document

1. Click **File**, **Home**, **Send to**, **Mail Merge**.

2 Choose Mail Recipients

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Choose Recipients**.

3 Choose Mail Merge Recipients

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Choose Recipients**, **From Existing List**.

4 Write the Document

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Write and Update the List**.

5 Merge the Document with the Recipients

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Finish & Merge**, **Letters to People**.

Writing the Document

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Write and Update the List**.

Creating a Label Document

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Labels**.

Using an IP, FAX, or EML

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Finish & Merge**, **Letters to People**, **Use IP, FAX, or EML**.

Choosing the Document Type

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Finish & Merge**, **Letters to People**, **Use IP, FAX, or EML**, **Choose Document Type**.

Creating a Plain Text List in PDF

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Finish & Merge**, **Letters to People**, **Use IP, FAX, or EML**, **Choose Document Type**, **Plain Text List in PDF**.

Creating an Existing Recipient List

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Choose Recipients**, **From Existing List**.

Using Existing Contacts

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Choose Recipients**, **From Existing List**, **Use Existing Contacts**.

Sending and Merging Envelopes

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Finish & Merge**, **Letters to People**, **Use IP, FAX, or EML**, **Choose Document Type**, **Plain Text List in PDF**, **Use Existing Contacts**, **Use Existing Contacts**.

Merging

1. Click **File**, **Home**, **Send to**, **Mail Merge**, **Finish & Merge**, **Letters to People**, **Use IP, FAX, or EML**, **Choose Document Type**, **Plain Text List in PDF**, **Use Existing Contacts**, **Use Existing Contacts**, **Use Existing Contacts**.



Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010. The following topics are covered: Mail Merge: Choosing the Document Type, Recipient Lists: Creating a Recipient List in Word, Selecting an Existing Recipient List, Using Outlook Contacts, Editing an Existing Recipient List, Selecting and Sorting Recipients. Writing the Document: Creating a Label Document, Using an If...Then...Else Rule. Previewing the Merge & Merging, The Mail Merge Wizard, Highlighting Merge Fields. Forms: Showing Macro and Form Controls, Creating a Template Library in Windows 7, Creating the Template File, Inserting Content Controls, Setting Content Control Properties: Add a Title, Format Contents Using a Style, Self Destruct Plain or Rich Text, For Plain Text, For Building Block Gallery, For Combo Box and Drop-Down List, For Date Picker, For Check Box. Turning On/Off Design Mode, Changing Placeholder Text, Protecting a Form from Changes, Unprotecting a Form, Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Prevent Editing Parts of a Document, Preventing Deletions. Accessing the Form to Fill it Out, Changing the Form Template. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

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