Mail Merge

Use mail merge to create and print letters and other documents

You use mail merge when you want to create a set of documents, such as a form letter that is sent to many customers. Each document has the same kind of information, yet some of the content is unique. For example, in letters to your customers, you can personalize each letter to address each customer by name. The unique information in each letter comes from entries in a data source.

The mail merge process entails the following overall steps:

1. [Set up the main document](https://support.office.com/en-in/article/Use-mail-merge-to-create-and-print-letters-and-other-documents-f488ed5b-b849-4c11-9cff-932c49474705#bm1). The main document contains the text and graphics that are the same for each version of the merged document — for example, the return address in a form letter.
2. [Connect the document to a data source](https://support.office.com/en-in/article/Use-mail-merge-to-create-and-print-letters-and-other-documents-f488ed5b-b849-4c11-9cff-932c49474705#bm3). A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.
3. [Refine the list of recipients or items](https://support.office.com/en-in/article/Use-mail-merge-to-create-and-print-letters-and-other-documents-f488ed5b-b849-4c11-9cff-932c49474705#bm2). Microsoft Word generates a copy of the main document for each recipient or item in your data file. If you want to generate copies for only certain items in your data file, you can choose which items (or records) to include.
4. [Add placeholders, called mail merge fields, to the document](https://support.office.com/en-in/article/Use-mail-merge-to-create-and-print-letters-and-other-documents-f488ed5b-b849-4c11-9cff-932c49474705#bm4). When you perform the mail merge, the mail merge fields are filled with information from your data file.
5. [Preview, change individual documents, and complete the merge](https://support.office.com/en-in/article/Use-mail-merge-to-create-and-print-letters-and-other-documents-f488ed5b-b849-4c11-9cff-932c49474705#bm5). You can preview each copy of the document before you print the whole set. And you can [change individual copies of the document](https://support.office.com/en-in/article/Use-mail-merge-to-create-and-print-letters-and-other-documents-f488ed5b-b849-4c11-9cff-932c49474705#bm5_1).