



# MAIL MERGE USING WORD



**University Computing and Information Services**

**Training Guide**

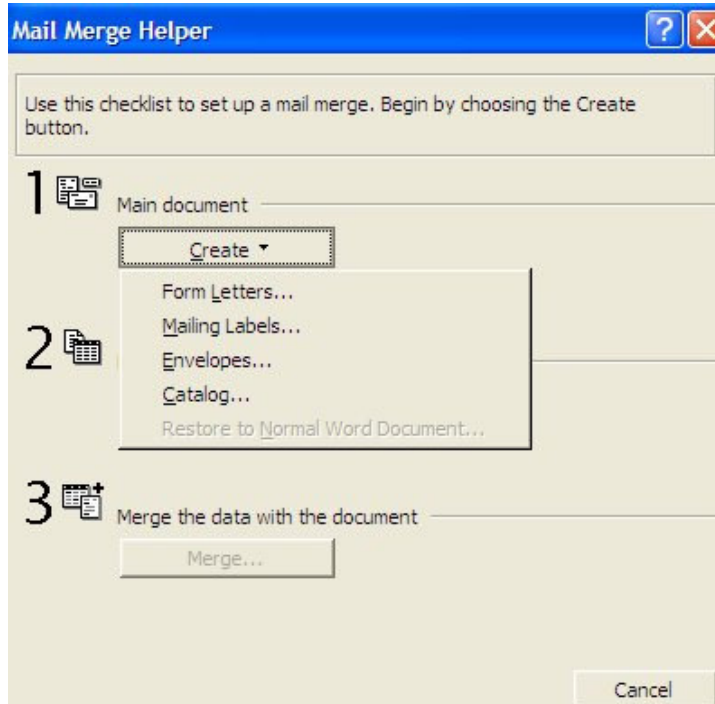
**[www.uncp.edu/ucis/guide](http://www.uncp.edu/ucis/guide)**

For additional help,  
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When you start Word 2000, a blank new document named Document 1 automatically appears.

1. Open the merge letter file that you will be using .
2. From the Menu toolbar, click the **Tools Menu**.
3. From the **Tools Menu**, select **Mail Merge, Main Document** → **Form Letters**. Select Active Window.



4. Under **Data Source** Click **Get Data** and open data source. Browse for the .txt file that has been provided for you from UCIS.
5. Click Merge.
6. Your merged file has been merged to a new document and the merge is complete.

## ADDITIONAL HELP

For additional help, please contact the **UCIS Help Desk**:

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