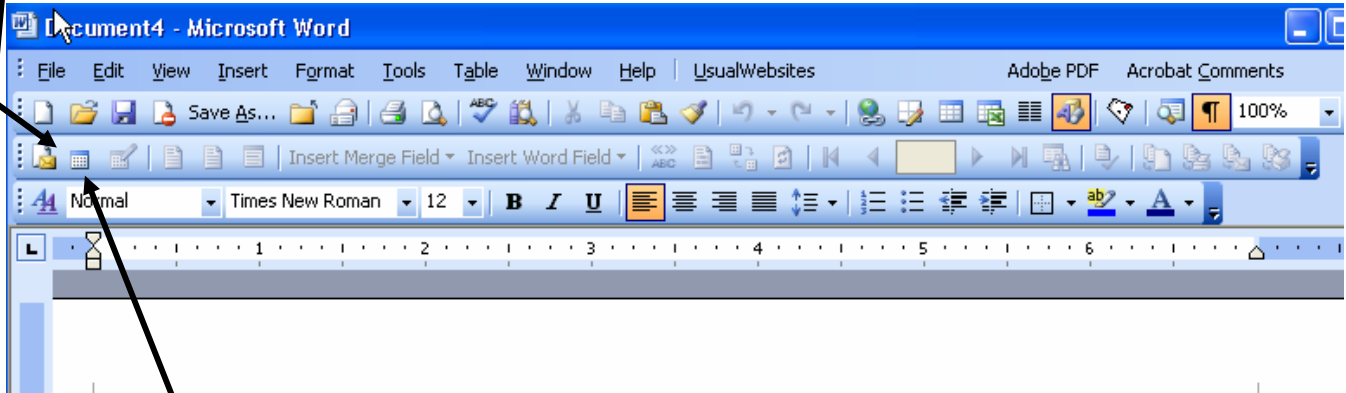


Mail Merge Tool Bar in Word 2003

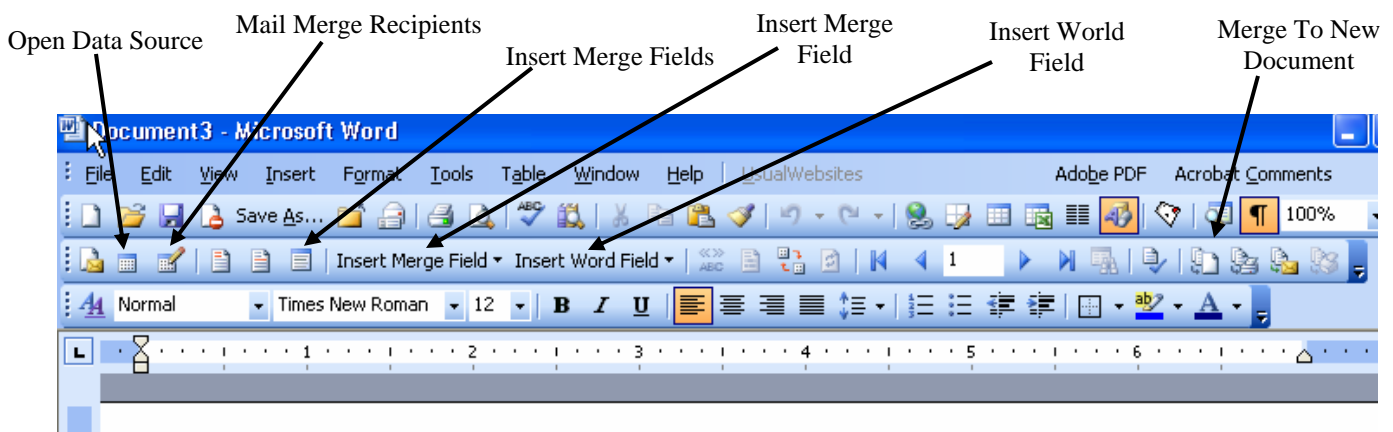
To get the mail merge tool bar to show, EITHER click View / Toolbars / Mail Merge OR right click a grey area (without any tool button on it) up in the tool bar area and choose Mail Merge. Know your **main document** (letter, labels) and know where your data information is stored (**data source**).

Until the opened document is linked to a “**data source**” file, making it a “**main document**” in a mail merge relationship, the mail merge tool bar is not active.



To point to a **data source** document to be in relationship with this **main document**, click on this (“Open Data Source”) button and pick your *Excel*, *Word* (Table) or *Access* file with your names and addresses.

Once a **data source** document has been chosen to be in relationship with this **main document**, the mail merge tool bar becomes active and is knowledgeable about the available fields in the named **data source** document that can be used in a merge. All you have to know are the purposes of the following Mail Merge tool buttons:



If you know the purpose of these six buttons on the Mail Merge tool bar, you do not need to use the wizard to do mail merges.