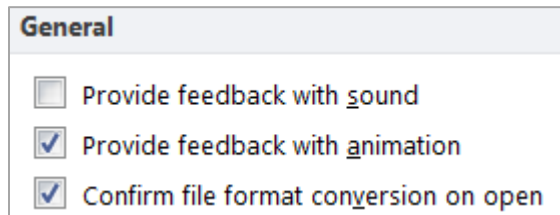


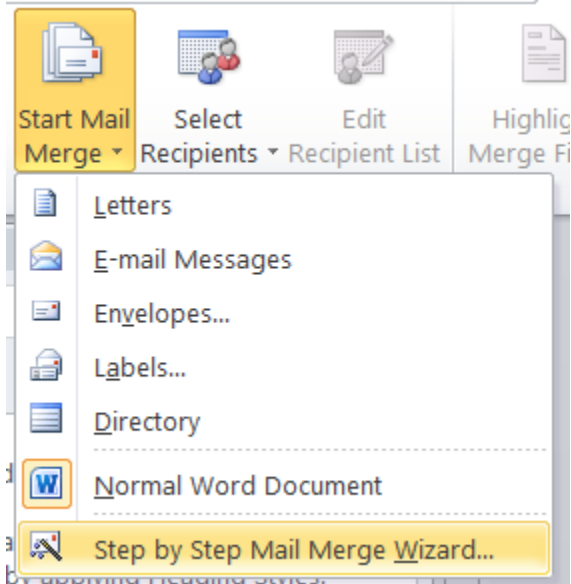
Formatted Mail Merge in Word 2010

How to run a mail merge in Word 2010 that retains Excel's formatting

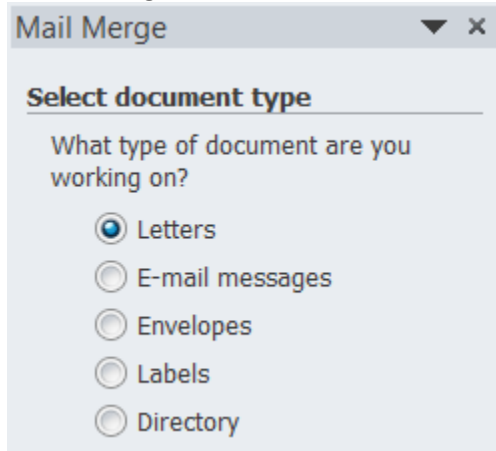
1. Do this just once: in Word, click the File tab and select **Options**. Go to **Advanced/General**. Select the option: **Confirm file format conversion on open**:



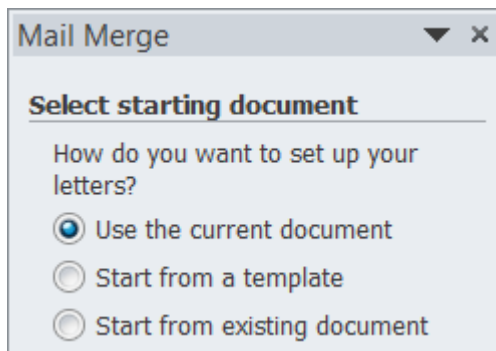
2. Use the Mail Merge wizard: go to the Mailings tab, then **Start Mail Merge/Step by Step MM Wizard**.



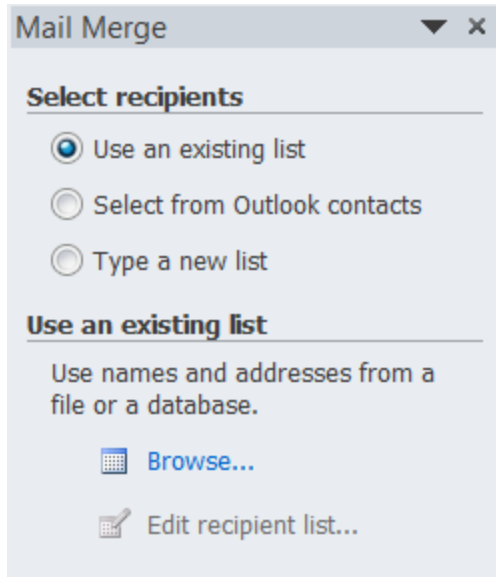
3. Go through the wizard and choose Letters.



4. Click Next...

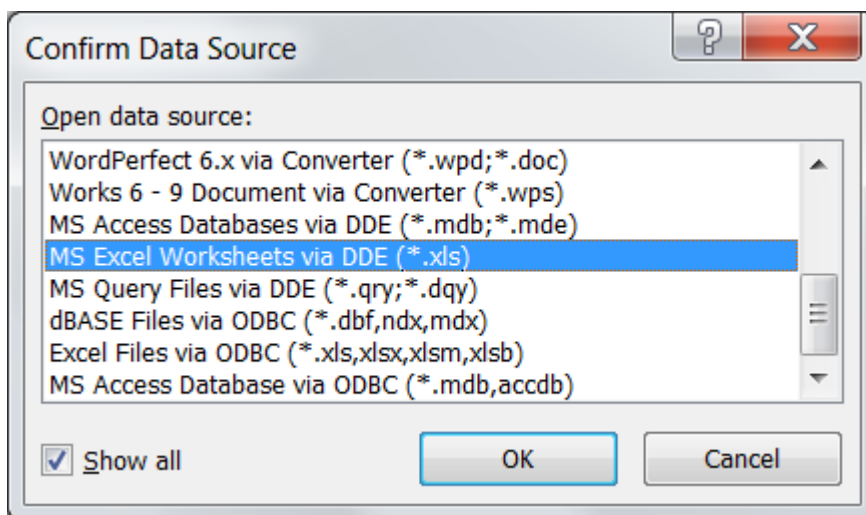


5. Click Next...

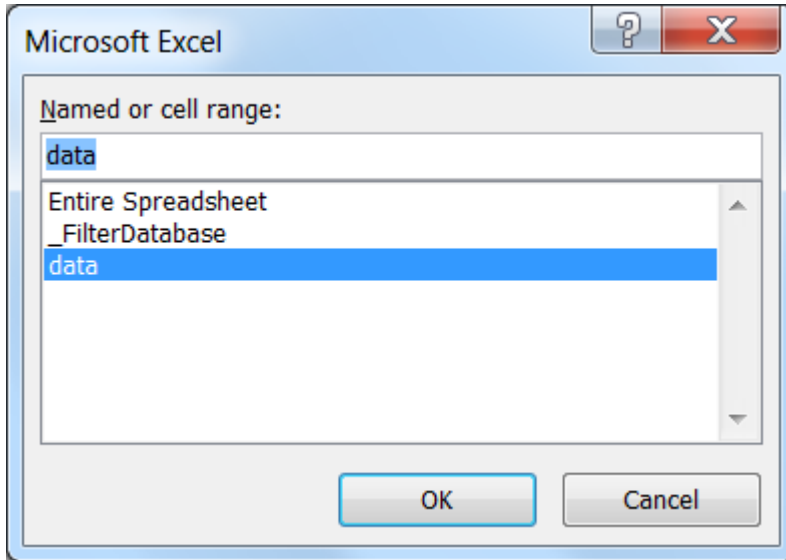


6. Click Browse, then find the Excel file. Double-click it to open it.

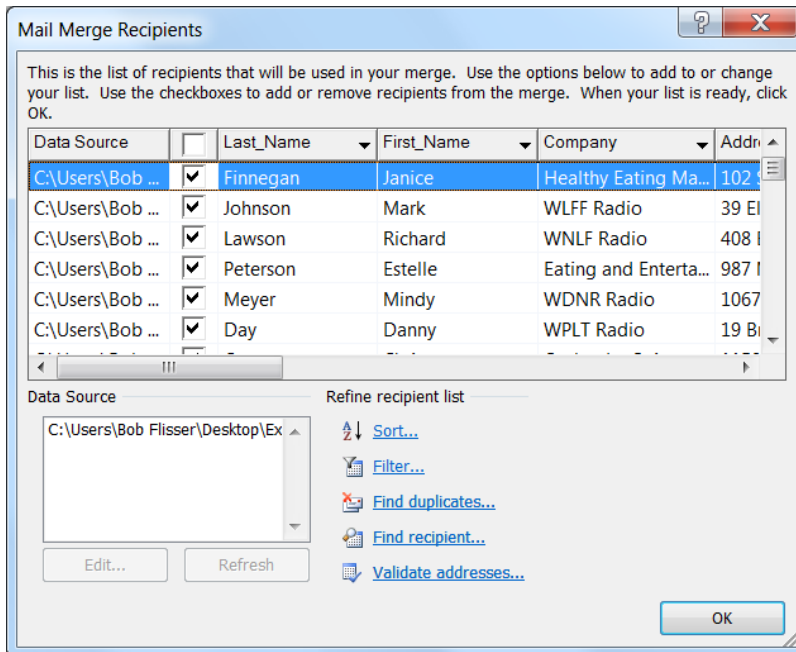
7. Click the **Show All** check box, then select **Excel via DDE**. Click **OK**.



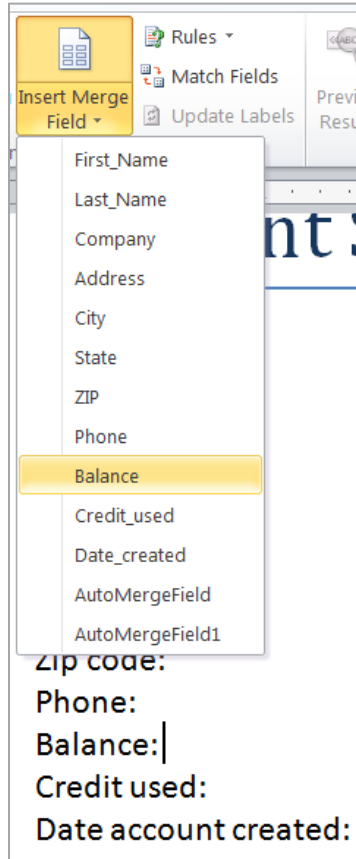
8. Choose the named range or worksheet.



9. The Mail Merge Recipients dialog box appears. Just click **OK**.



10. Insert merge fields as you normally would.



Should look like this:

First Name: «First_Name»
Last Name: «Last_Name»
Company: «Company»
Street address: «Address»
City: «City»
State: «State»
Zip code: «ZIP»
Phone: «Phone»
Balance: «Balance»
Credit used: «Credit_used»
Date account created: «Date_created»

11. Preview the merge and run it.

First Name: Janice
Last Name: Finnegan
Company: Healthy Eating Magazine
Street address: 102 S. Main Street
City: Astoria
State: OR
Zip code: 97223
Phone: 116-832-4343
Balance: \$833,470
Credit used: 44.9%
Date account created: September 8, 2009