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Mail Merge Page 1  
INTRODUCTION This  
training guide provides  
information on  
Microsoft Office Word  
2007 Mail Merge  
function You'll notice  
that Word 2007 has a  
new look using a

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'Ribbon' that contains tabs, groups and commands The Mail Merge Wizard is used to create form letters, envelopes and labels Also

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How to Mail Merge Using a List from Access Database. If you need to send a letter to several people, however would like to make it different for each person, then Mail Merge can be very useful. There are several ways to use Mail Merge. You...

**How to Mail Merge  
Using a List from  
Access Database**

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I tried this technique with Access queries and temp tables, but found that using excel was much more trouble free. The Sleep command is from an imported system dll function ( Public Declare Sub Sleep Lib "kernel32" (ByVal dwMS As Long) ) and gives Word time to run the merge. Actually, that may be all you need. This is using Office 2007.

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## **Word - Mail Merge from Access - Save Merged Document ...**

How to use mail merge  
in Word and Excel to  
send letters

(walkthrough guide)

You can use the mail  
merge feature in Word  
and Excel to create and  
print personalized  
mass letters quickly.

Here, the mail merge  
template is a form  
letter in Microsoft

Word; and, the data file

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Word  
is an Excel spreadsheet  
containing your  
recipients' details.

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Creating a Mail Merge  
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2007 Data. Mail merge  
is a very efficient tool  
when you need to use

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data from your databases to create letters, envelopes, labels, etc. Microsoft Access 2007 allows you to do this in two ways: either link to an existent Microsoft Word document or create a new document

.

## **Mail Merge in Microsoft Access 2007 | Database Solutions ...**

How do I activate a



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word mail merge document in VBA and email it to the correct address. I need to be able to click "confirm" and have it send a confirmation email to the client automatically. I already have the mail merge document, which is based on a query. Any help would be greatly...

**PLEASE HELP:  
Automatic mail  
merge to email |**

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I have a db from work that used to work fine for mail merge. It would open up word and the data would be in the Word Mail Merge wizard for the users to select their mail merge fields. Unfortunately, we had to upgrade the clients to 2007 SP1 from the base 2007. It fixed some things but it appears that it broke this.

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For more info, see Data sources you can use for a mail merge. Tips. If you don't have a mailing list, you can create one during mail merge. If you're using an Excel spreadsheet, format the ZIP Codes

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or postal codes column as text to preserve any zeros. For more info see Format mail merge numbers, dates, and other values in Excel.

## **Use mail merge to send bulk email messages - Office Support**

We are now on Office Pro 2007. We use Mail Merge in Word extensively, using our Access database as the source. We have 2

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computers in the office. When we open the mail merge document, it links to Access properly (we generally open the Access db first because it is quicker). We then merge to an individual record and save the merged document as ...

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