

When completing a mail merge using a *formal address*, please use the following fields. Do not forget to use the 'match fields' option when inserting these fields into your document.

****Be certain to punctuate your data in your data file prior to creating the mail merge (especially Titles, Middle initials, Suffixes, Address info).*****

<<UUID>>

<<Title>> <<First Name>> <<Middle Name or Initial>> <<Last Name>> <<Suffix>>

<<Company Name>>

<<Address 1>>

<<Address 2>>

<<City>> <<State>> <<ZIP+4>>

You may also insert the following into your document:

«UUID»

«TITLE» «First_Name» «Middle_Initial» «Last_Name» «SUFFIX»

«Address_1»

«Address_2»

«Address_3»

«CITY» «STATE» «ZIP+4»

Note: items within the “ ” must match your column titles in your data file, or you will be asked to either remove the field or find the column header that matches the field.

Call Wattine, Michelle, or Jessica for help/questions.