**MAIL MERGE**

Mail merge - the automatic addition of names and addresses from a database to letters and envelopes in order to facilitate sending mail, especially advertising, to many addresses.

Follow the instructions below to create a form letter using mail merge for 5 records. The database (**.MDB file**) contains basic fields such as: **company name, first name, surname, gender, street, house number, zip code, city**.

The document is to be a letter, and more precisely an invitation sent to companies for the upcoming IT Conference. In the second part of the task, generate a C5 envelope for each record.

1. Select the *Mailings ribbon - start Mail Merge - Mailing Wizard*.
2. Choose document type - *Letters*.
3. Select - current document.
4. Select recipients - use *Existing list – browse*…
5. Edit Recipient list
6. Using *Insert Merge Field* option, create the address data in the upper right corner, in sequence:
7. in the 1st line - company name,
8. in line 2 - name, surname,
9. in line 3 - street, house number,
10. in the 4th line - zip code, city*.*
11. In the text of the invitation, use the phrase Dear Madam / Sir (use the rule *If… then... else...*).
12. Take the last step of completing the merging of all records (*Finish & Merge*)*.*
13. Save the generated invitation document in PDF format.

*The following page shows an example of an invitation that uses the mail merge function (marked in red).*