# Mailmerging Letters in MS Office using data from Excel

Prepare your data in Excel with Headings at the top of each column

Open MS Word > Blank Document

Go to the Mailings menu > Click Start Mailmerge > Letters
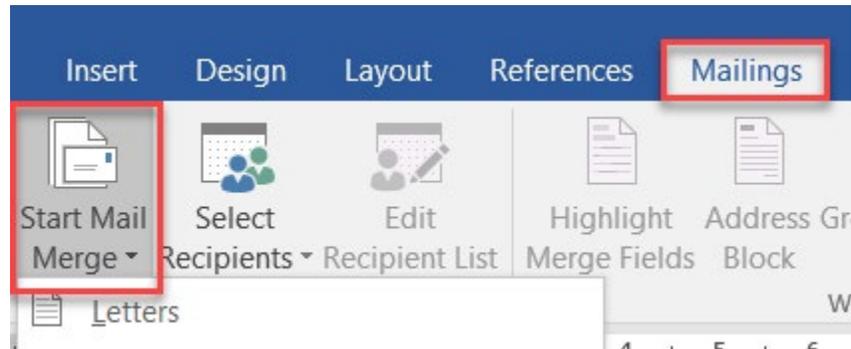


Choose > Select Recipients > Use Existing List > Find Excel file

Choose > Insert Merge Field > Choose Fields  (at this point you may realize you missed the step where you needed to remove the blank rows at the top)

Fields will appear with <<brackets>>  these can be moved around on the page like text as long as the brackets are not removed.

Finish and Merge > Edit Individual Documents  (this will create a **new document** with an individuals record shown on each page)