

## Mail Merge Word 2002

Mail merge is a very important facility provided by word processors, especially in the world of business and commerce. A single document (often a letter) is merged with a data set (often names and addresses) to produce several documents, each of which is personalized using information from the data set. At home this often arrives in the post as *junk mail*, but it could equally be a valid letter - eg a bank statement or reminder of a hospital appointment. A secretary at the bank/hospital hasn't typed out your letter personally; instead, they have used a mail merge to combine a standard letter and your details (along with those of other clients) to produce several letters at the same time.

Mail merge can work with any dataset. The data may be held in a large database, in a spreadsheet or in a table in a document. You can even use tab-separated values in a very simple text file. This is then combined with a Word document which contains *fields*. The fields match the column headings in the table or spreadsheet.

The aim of this document is to remove the mystery surrounding mail merge and to show you the facilities which Word provides to help you.

### Creating a Data Set

As mentioned above, the data for a mail merge often comes from an outside source such as an Access database or Excel spreadsheet. You will be looking at these types of data source later. As an introduction to mail merge, create your own simple dataset as follows: (This exercise uses school information for the example.)

Start up *Microsoft Word* as usual

1. Type in the following field headings, pressing **<comma>** between each entry:  
Title , FirstName , Surname , Department
2. Press **<Return>** for a new line then type in a row of data (use your own details) pressing **<comma>** between each field (ie Mr , John , Smith , History)
3. Repeat step 3 adding a title, first name, last name, and department.  
(ie Mrs , Donna , Jones , Spanish)
4. Continue adding data for other people if you like (though 2 records is enough to demonstrate a mail merge) - *don't* press **<Return>** at the end of your last line of data
5. Press **<Ctrl s>** for **[Save]** and call your file `data.doc` (press **<Return>** for **[Save]**)
6. Click on the **[Close Window]** button to close your document but leave Word running

### Creating the Merge Document

You next need to create the merge document - here, a memo to be sent out to all those in your data file. In order to be able to enter field codes representing the data, you first have to associate the two documents together. You can, of course, write the bulk of the text without the codes (or use an existing document) and then add the codes later. Let's do that here:

1. Press **<Ctrl n>** for **[New]** to create a new blank document

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2. Type `Memo to:` then press **<Tab>** followed by **<Return>**
3. Type `Department:` then press **<Tab>** followed by **<Return>**
4. Click on the *list arrow* attached to the **[Borders]** button and select **[Horizontal Line]** (top row, far right)
5. Click on the **[Align Right]** button then open the **Insert** menu and choose **Date and Time...**
6. Select your preferred format from the *Available formats:* list then press **<Return>** for **[OK]**
7. Press **<Return>** for a new line, click on **[Align Left]** then press **<Return>** again

Now type in the following memo (or something similar):

8. Type `The next meeting of the Committee is next Friday at 2:00pm. Let me know if you can't make it.`
9. Press **<Return>** *twice* then sign off with your name

Your document is now ready for data field codes to be added and for the merge to be carried out.

### The Mail Merge Toolbar



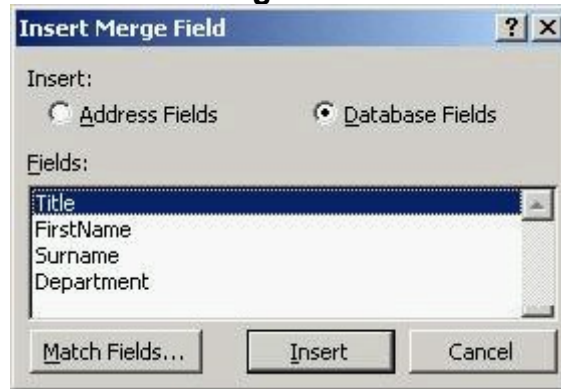
There are two ways to carry out the mail merge - you can take command of the process yourself using buttons on a special *Mail Merge* toolbar or you can seek the help of a *Wizard*. Many find the latter less than helpful, especially if they don't understand what's going on, so try the toolbar first.

1. Open the **Tools** menu and select **Letters and Mailings** and select **Show Mail Merge Toolbar**
2. Click on the **[Open Data Source]** button - the second on the new toolbar
3. Click on the **[My Documents]** button on the left side of the *Open* window
4. Select the file **data.doc** then press **<Return>** for **[Open]**

Nothing appears to have happened but your data file is now associated with the current document. Note how Word 2002 looked in a special folder (*My Data Sources*) for data files. When creating new ones, it's a good idea to store them in this folder (but you don't have to).

5. Press **<Ctrl Home>** then **<End>** to move the typing position after *Memo to:*
6. Now click on the **[Insert Merge Fields]** button (sixth along the toolbar)

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7. Select **Title** then press **<Return>** for **[Insert]** followed by **<Esc>** to close the *Insert Merge Field* window
8. Press the **<spacebar>** then repeat steps 6 and 7, this time choosing **FirstName**
9. Press the **<spacebar>** then repeat steps 6 and 7 for the **Surname**
10. Press **<down arrow>** to move down to *Department:*
11. Repeat steps 6 and 7, this time choosing **Department**
12. Move the typing position down to the start of the first line of the memo (before *The...*)
13. Repeat steps 6 and 7 again for the **FirstName** then type a ,
14. End by pressing **<Return>** *twice* - your document is now ready for the merge
15. Click on the **[View Merged Data]** button (to the right of **[Insert Word Field]**)

Your data fields should now have been replaced by real data. Further along the *Mail Merge Toolbar* is the **[GoTo Record]** button (currently displaying record number 1). To the left and right of this are buttons for **[Previous Record]** and **[Next Record]** (and **[First Record]** plus **[Last Record]**).

17. Use the **[Next Record]** button to view the other memos

Once you have checked the merged memos are correct you have a choice of either sending them directly to the printer or storing them in a new document. Towards the right of the *Mail Merge Toolbar* are the **[Merge to New Document]** and **[Merge to Printer]** buttons.

18. Click on **[Merge to New Document]** - the following window appears:



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You can now decide whether you want to have all the memos (records) or just some of them. You get the same dialog box if you choose **[Merge to Printer]**.

19. Accept the *All* option - press **<Return>** for **[OK]**

A new document called *Letters1* appears, with a *Section Break (New Page)* separating each memo. You can edit the individual memos if you need to.

20. Click on the **[Close Window]** button, saving the document as `invites.doc`

21. End by clicking on the **[View Merged Data]** button to turn this off and return to the data field codes in your merge document

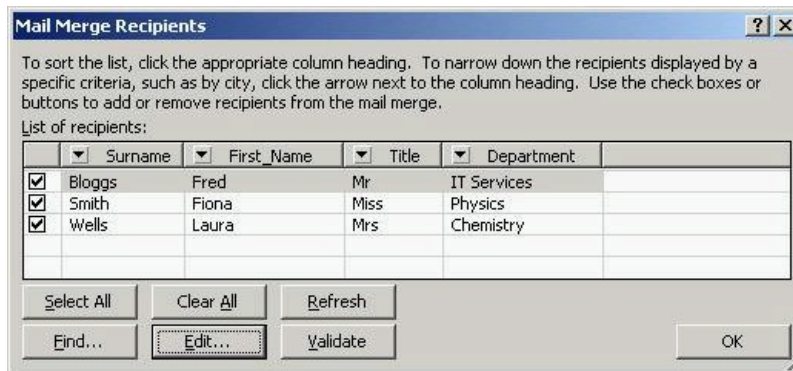
When you closed the document, a *Task Pane* may have appeared on the far right of the screen. You'll be looking at this later, when you use the *Wizard*. To hide it, click on its **[Close]** button.

### Modifying the List of Recipients

If you don't want all the records in your data file used in the merge (or, indeed, if you want to add further people), you can select the records you do want via the **[Mail Merge Recipients]** button:

1. Click on **[Mail Merge Recipients]** - the third button on the *Mail Merge* toolbar

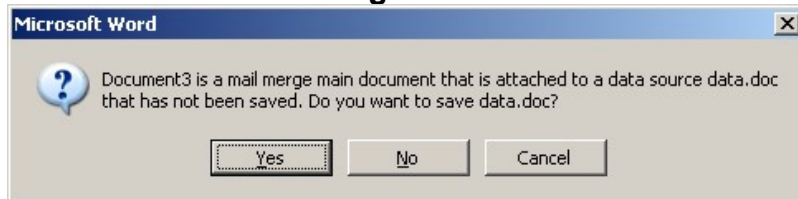
The following window appears:



To change any of the data or add a new recipient (or delete an existing one):

2. Click on the **[Edit...]** button - a *data form* appears
3. Click on **[Add New]**, type in the data for the new recipient then click on **[Close]**
4. Remove the tick from the check box in the top row (you don't need to send yourself a memo - this is how to remove individual recipients from the mail merge)
5. Click on **[OK]** then on **[View Merged Data]** - note that record 1 is missing and that an extra memo has been added for the new recipient
6. Click on **[View Merged Data]** again (there's no need to **[Merge to New Document]**)
7. End by closing the file - click on the **[Close Window]** button

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8. When asked, save the changes you've just made to your data file, *data.doc*, (press **<Return>** for **[Yes]**) and save the merge document as *memo.doc*

If you open up your data file, you will find that an extra record has been added and that your own record is still intact - turning off the check box doesn't delete the record from the file (you would have had to use the **[Delete]** button on the *Data Form* to do that). To see this:

9. Open the **File** menu and select **data.doc** from the list of recently-opened files

Note how *double quotes* have been placed around the data for the extra recipient. In this simple comma-separated file, these cause no problem. If, however, the text is converted to a proper table then they do appear in the merge:

10. Press **<Ctrl a>** to select all the data
11. Open the **Table** menu, choose **Convert** then **Text to Table...**
12. Press **<Return>** for **[OK]** and the text becomes a proper table

When performing a mail merge, people often create tables like this in which to store their data. As you have already seen, you don't have to do this - but it can simplify data entry. To check that the mail merge is still working:

13. Press **<Ctrl s>** to save your new layout then use **[Close Window]** to close the data file
14. Open the **File** menu and select **memo.doc** from the list of recently-opened files
15. Click on the **[View Merged Data]** button - all the previous settings are retained
16. Move to the last record and note that the *double quotes* now appear (they will need removing)
17. Do a find and replace to remove quotes.
18. End by clicking on **[View Merged Data]** again to see the data field codes once more

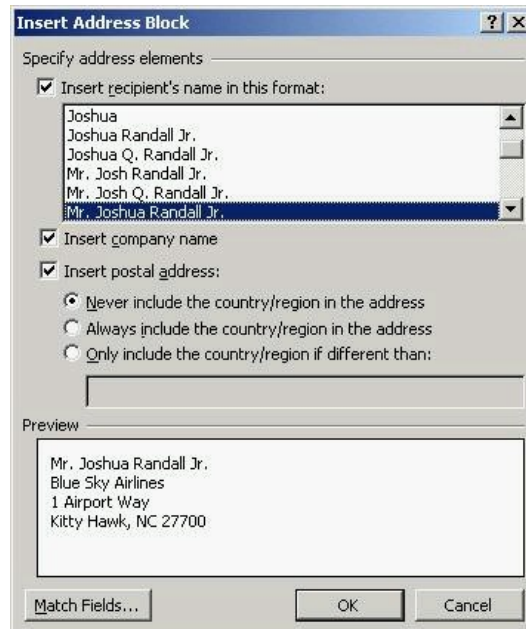
### **The Address Block and Greeting Line**

One very annoying feature of mail merge in *Word 2002* is not being able to display the list of data fields permanently. Each time you added a field, you had to click on the [Insert Merge Field] button then close the list to continue typing the merge document. To overcome this problem, Word provides two special codes (*Address Blocks* and *Greeting Lines*) to allow you to insert multiple data fields.

1. Remove the current codes - drag through the three codes after *Memo to:* and **<Delete>** them

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- Next click on the **[Insert Address Block]** button - the fourth on the toolbar



- Here you require just the recipient's name, so turn off the *Insert company name* and *Insert postal address* options
- Press **<Return>** for **[OK]** to accept the default *Format* - the block is added to your memo

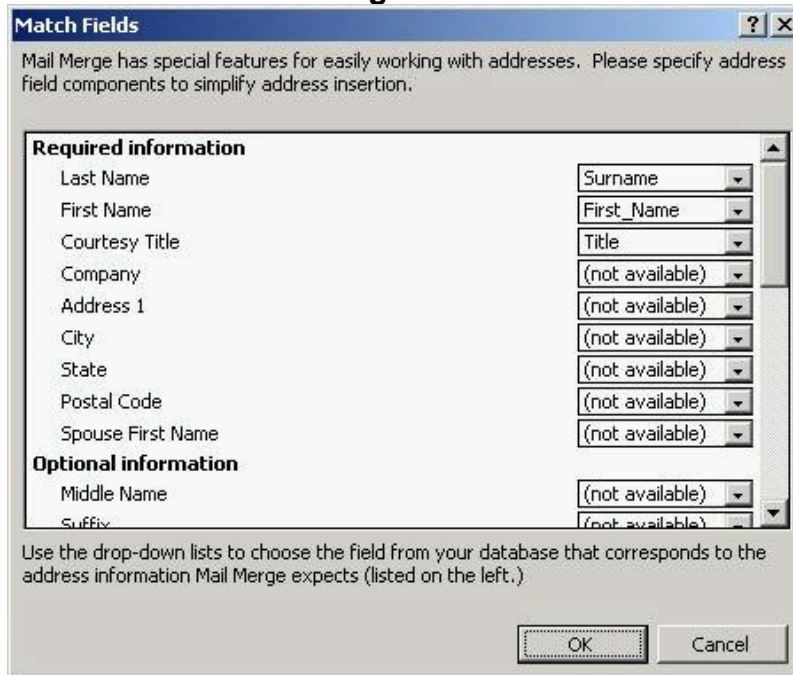
Each *Address Block* can be customized and you can use this method to insert different fields at various locations in your document. Try adding another block for the *Department*.

- Remove the current code by dragging through **<<Department>>** and pressing **<Delete>**
- Repeat steps **2** and **3** but this time turn off *Insert recipient's name* and *Insert postal address*

Though you haven't got a *Company Name* field, you can create one by matching an existing one:

- Click on **[Match Fields...]**

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The Match Fields dialog box is titled "Match Fields" and contains the following information:

Mail Merge has special features for easily working with addresses. Please specify address field components to simplify address insertion.

Required information	Field
Last Name	Surname
First Name	First_Name
Courtesy Title	Title
Company	(not available)
Address 1	(not available)
City	(not available)
State	(not available)
Postal Code	(not available)
Spouse First Name	(not available)
Optional information	Field
Middle Name	(not available)
Suffix	(not available)

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

Buttons: OK, Cancel

8. Click on the *list arrow* against *Company* and select **Department**
9. Press **<Return>** then click on **[OK]** to enforce the change and insert the new block
10. Click on **[View Merged Data]** to see the result then *again* to return to the codes

Next, add a *Greeting Line*

11. Move down to the start of the memo and **<Delete>** the first line (**<<FirstName>>**.)
12. Click on the **[Insert Greeting Line]** button - the fifth on the toolbar



The Greeting Line dialog box is titled "Greeting Line" and contains the following information:

Greeting line format:  
Dear Mr. Randall,

Greeting line for invalid recipient names:  
Dear Sir or Madam,

Preview:  
Dear Mr. Randall,

Buttons: Match Fields..., OK, Cancel

13. Using the *list arrow*, change *Mr. Randall* to **Joshua** then press **<Return>** for **[OK]**
14. Click on **[View Merged Data]** to see the result then *again* to return to the codes
15. Click on **[Close Window]** to close *memo.doc*, saving the changes when asked

End by turning off the *Mail Merge Toolbar*.

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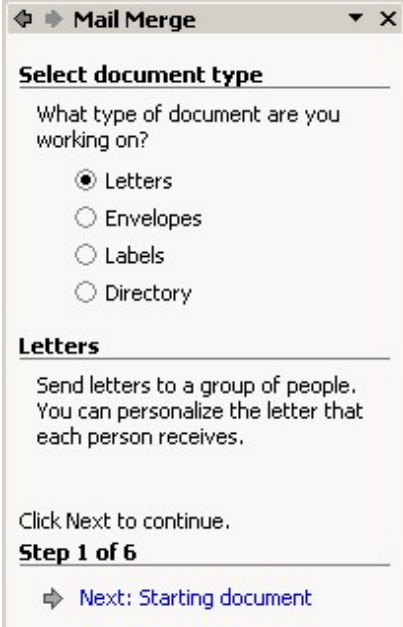
16. Open the **View** menu, choose **Toolbars** then click on **Mail Merge**

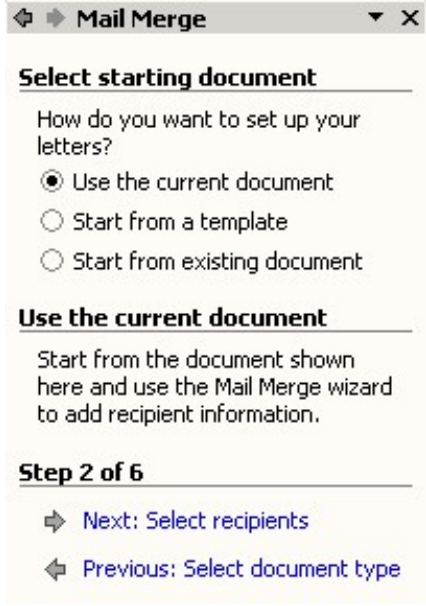
### The Mail Merge Wizard


The *Mail Merge Wizard* takes you through the above process one step at a time, there are 6 steps in all. Once you are used to it, it makes mail merge even simpler. If you ever need to take control yourself then simply redisplay the toolbar and make the necessary changes using the buttons.

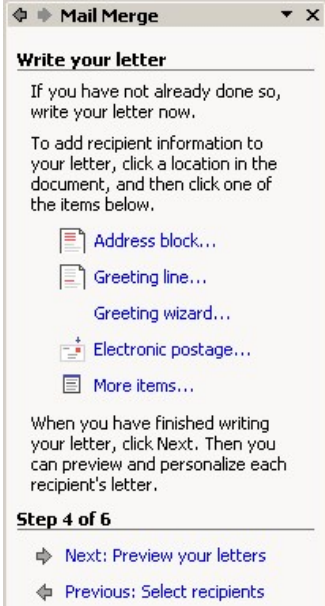
1. Press **<Ctrl n>** for a new document (a document must be open for the *Wizard* to work) then open the **Tools** menu, choose **Letters and Mailings** then **Mail Merge Wizard...**

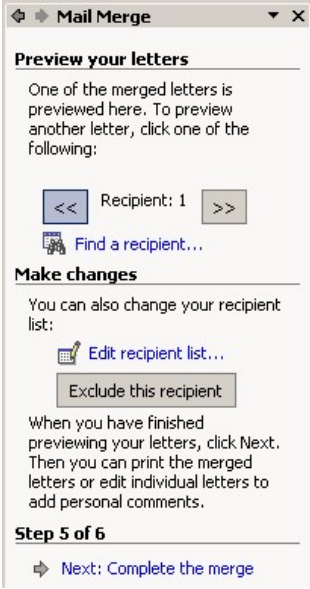
The *Task Pane* appears on the right of the screen. This changes with each step, as shown below:


1) 

2) 

3) 

4) 

5) 

6) 

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### Step 1: Setting Up the Document Type

You haven't considered document type yet (though the first button on the *Mail Merge* toolbar also sets this). Basically, mail merge can be used for different types of document including a letter (or ordinary document), a set of envelopes, address labels and a list/catalogue (*directory*). The default type of document is a letter and, to keep things simple, that's what you'll create first:

2. Leave *document type* as **Letters** - click on **Next: Starting document** at the foot of the pane

### Step 2: Select the Starting Document

In step 2 you can choose which document you want for your merge document. This can be an existing document (or template) or the current document.

3. Leave *starting document* as **Use the current document** - click on **Next: Select recipients**

### Step 3: Select Recipients

In step 3 you need to identify the data file containing the recipients. If no such file currently exists then you can create one - try this next:

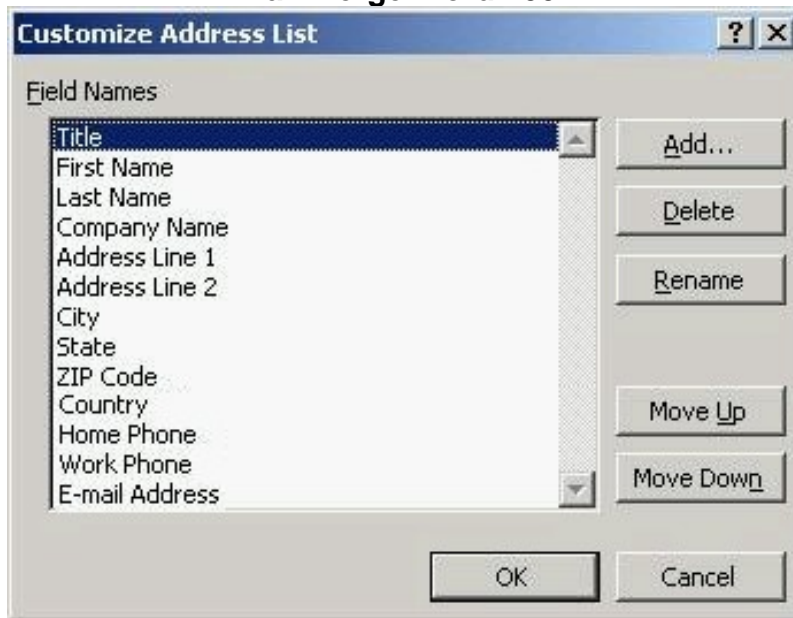
4. Under *Select recipients* click on **Type a new list** then **Create...** - a data form appears:

The screenshot shows the 'New Address List' dialog box. It has a title bar with a question mark and a close button. The main area is titled 'Enter Address information' and contains several text input fields: 'Title', 'First Name', 'Last Name', 'Company Name', 'Address Line 1', and 'Address Line 2'. Below these fields are five buttons: 'New Entry', 'Delete Entry', 'Find Entry ...', 'Filter and Sort...', and 'Customize...'. At the bottom, there is a 'View Entries' section with a 'View Entry Number' field set to '1', and 'First', 'Previous', 'Next', and 'Last' buttons. Below that, it shows 'Total entries in list' as '1'. A 'Cancel' button is located at the bottom right of the dialog.

This provides a list of the most likely fields you will be using - but it's set up for writing a letter and uses American field names. That's no real problem as you can customize the list to rename fields, delete ones you don't want and add new ones you do require:

5. Click on **[Customize...]** - another dialog box appears:

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6. Select *Company Name* then click on **[Rename]**



7. In *To:* type in a new name of `Department` then press **<Return>** for **[OK]**
8. Next, select *E-mail Address* and **[Delete]** it - press **<y>** for **[Yes]** to confirm this
9. Repeat step **8** *eight* times to leave just the first *four* fields in the list
10. Now create an extra field - click on **[Add...]**



11. Type in a new field name `Partner` then press **<Return>** for **[OK]**

**Note:** Use the **[Move Up]** / **[Move Down]** buttons to alter the order of the fields on the form.

12. Press **<Return>** for **[OK]** again to return to the form then enter some data, as you did earlier, starting with yourself - for just some of the recipients include their partner's first name

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**Tip:** If you press <Return> (or <Tab>) at the end of each form it takes you to the **[New Entry]** button. Press <Return> again and you can enter your next set of data.

13. When you have added **3** or **4** recipients, click on **[Close]**
14. Save the address list in *My Data Sources*, calling it **newdata** (press <Return> for **[Save]**) - note that this file uses an Access database format
15. The *Mail Merge Recipients* window now appears, allowing you to specify exactly which recipients you want - here, click on **[OK]** to accept them all
16. Move on by clicking on **Next: Write your letter**

### Step 4: Write Your Letter

You now have to write your letter. Again, try writing a memo similar to earlier:

17. Type *Memo to:* then press <Tab>
18. In the *Task Pane*, click on **Address block...** - turn off *Insert company name* and *Insert postal address* then press <Return> for **[OK]**
19. Press <Return> for a new line, type *Department:* then press <Tab>
20. In the *Task Pane*, click on **More items...** to see the list of merge fields
21. Select **Department**, press <Return> for **[Insert]** then <Esc> to close *Insert Merge Field*
22. Press <Return> for a new line then click on the **[Horizontal Line]** button
23. Press <Return> for a new line then click on **Greeting line...** in the *Task Pane*
24. Change the *format* from *Mr. Randell* to **Joshua and Cynthia** then click on **[Match fields...]**
25. Using the *list arrow* provided, change *Spouse First Name* to **Partner** then press <Return> for **[OK]** - click on **[OK]** to insert the *Greeting line* code
26. Press <Return> *twice* then type in a short memo: *Don't forget the meeting on Friday*
27. Again, press <Return> *twice* then sign off with your name
28. Move on by clicking on **Next: Preview your letters**

### Step 5: Preview Your Letters

The fifth step of the *Wizard* allows you to preview the results of the merge.

29. Use the *Recipient* buttons in the *Task Pane* to move between the memos
30. When you reach the memo to yourself, click on **[Exclude this recipient]** - you don't need one
31. Click on **Edit recipient list...** if you want to make any further changes to the list of recipients - click on **[OK]** to return to the merge
32. Click on **Next: Complete the merge** to move on

### Step 6: Complete the Merge

The final step of the merge allows you to send the letters to the printer (**Print...**) or edit individual letters (as you saw earlier). The latter is equivalent to **Merge to New Document:**

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33. Click on **Edit individual letters...** in the *Task Pane*
34. Accept the default option *All* - press **<Return>** for **[OK]**
35. Click on the **[Close Window]** button - there's no need to save *Letters2.doc*

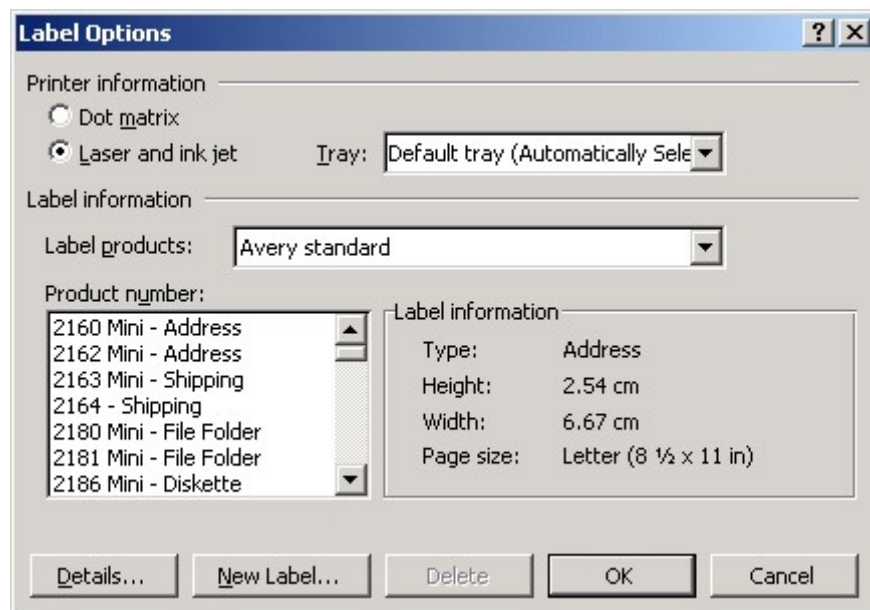
### Labels, Envelopes and Directories

The first step of the *Wizard* was to choose a document type. The default type is a *Letter*. In this next section, have a look at the other types:

#### 1) Labels

If you want the mail merge to produce a set of labels then you proceed as follows:

1. Press **<Ctrl n>** for a new starting document
2. Open the **Tools** menu, select **Letters and Mailings** then **Mail Merge Wizard...**
3. At step **1** of the *Wizard*, choose **Labels** then click on **Next: Starting document**
4. Click on **Label options...** to set up your labels:



5. Change the *Label products:* (manufacturer) if necessary then select the correct *Product number:* (eg **Avery standard** and **5160**) - press **<Return>** for **[OK]**
6. Click on **Next: Select recipients**
7. *Use an existing list* and click on **Browse...** to find it
8. Select **newdata.mdb** and **[Open]** it
9. Click on **[OK]** to close the *Mail Merge Recipients* window

A skeleton set of labels is displayed with all but the first containing the special **<<Next Record>>** code.

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10. Click on **Next: Arrange your labels**

11. Click on **Address block...** and set *Insert recipient's name only* - press **<Return>** for **[OK]**

You now have the correct field codes on the first label but the others are all empty. Were you to view the labels, just one label per sheet would show. The **<<Next Record>>** code moves on to the next recipient but no details are included on the label. You need to replicate the codes on each label:

14. Click on the *down arrow* at the very foot of the *Task Pane* to move the pane down

15. Click on the **[Update all labels]** button (or use **[Propagate Labels]** on the *Mail Merge* toolbar)  
- the field codes are copied to all the labels

16. Click on **Next: Preview your labels** to view the actual labels

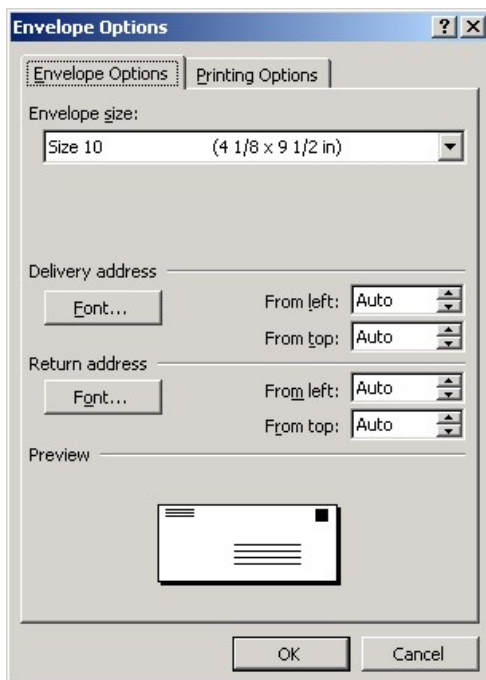
17. End by closing the current document - click on **[Close Window]** - there's no need to save it

## 2) Envelopes

A similar process to the above could be used to print mail merge data on a set of envelopes. There's no need to go through the whole process in these notes but it is worth looking at the initial steps:

1. Press **<Ctrl n>** for a new starting document
2. Open the **Tools** menu, select **Letters and Mailings** then **Mail Merge Wizard...**
3. At step **1** of the *Wizard*, choose **Envelopes** then click on **Next: Starting document**
4. Click on **Envelope options...** to set up your envelopes:

The *Envelope Options* window has two tabs as shown below:



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On these you need to set up the correct *Envelope size*: and the *Feed method* for your particular printer. Note also the *Preview* envelope. This has an area for the *Return address* at the top left and for the *Delivery address* in the lower middle. You can change the settings for these if you need to.

5. Select an *Envelope size*: of **DL** then press **<Return>** for **[OK]**
6. The current typing position is ready for you to type in your *Return address* (if you want one)
7. Move the mouse cursor over the position of the *Delivery address* (lower centre of envelope) and click to reset the typing position into the text box provided

You would now link in the data file and insert an `<<Address Block>>` but there's no need to here.

8. End by closing the current document - click on **[Close Window]** - there's no need to save it

**Note:** Once you have set up the *Envelope options* for one mail merge, Word remembers the settings for future merges. Similarly, *Labels options* are retained from one merge to the next.

### 3) Directories

You can merge data into a list such as a catalogue or list of members. Word calls such a document a *directory*. If you select this option at step 1 of the *Wizard* then you are forced into creating a new document at step 6 (you don't have the option of printing the merged records directly to the printer).

1. Press **<Ctrl n>** for a new starting document
2. Open the **Tools** menu, select **Letters and Mailings** then **Mail Merge Wizard...**
3. At step 1 of the *Wizard*, choose **Directory** then click on **Next: Starting document**
4. Click on **Next: Select recipients**
5. Use an existing list and click on **Browse...** to find it
6. Open newdata.mdb
7. Click on **[OK]** to close the *Mail Merge Recipients* window
8. Click on **Next: Arrange your directory**
9. In the *Task Pane*, click on **Address block...** setting this to *Insert recipient's name only* - press **<Return>** for **[OK]**
10. Press **<Return>** for a new line then click on **More items...** in the *Task Pane*
11. Choose **Department**, press **<Return>** for **[Insert]** then **<Esc>** to close the list of fields
12. Press **<Return>** twice for new lines

Your document is now set up for the merge. The list only shows when you get to the final step of the *Wizard* so, to speed things up, use the toolbar button to carry out the merge:

13. Click on the **[Merge to New Document]** button - press **<Return>** for **[OK]** for *All* records

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You should find that you now get a list, with several records on each page.

14. Close the merged file by clicking on **[Close Window]** - there's no need to save it

You could equally well have used a one-row table for your merge document, in which case you would now have a complete table. If you wanted your table to have column headings, you would add them to the final document, not the merge document. To see this:

15. Click on the **[Insert Table]** button and create a **1 x 2 Table** (one row, two columns)

16. Drag through the <<Address Block>> code to select it then *drag and drop* it into the left-hand cell of the table (or use **[Cut]** and **[Paste]**)

17. Repeat step **16** for the <Department>> code and drop it into the right-hand cell

18. **<Delete>** any excess empty lines either above, below or inside the table

19. Click on the **[Merge to New Document]** button - press **<Return>** for **[OK]** for *All* records

20. Now add the headings - open the **Table** menu and choose **Insert** then **Rows Above**

21. Type the headings `Name` and `Department` and apply any formatting (eg **[Bold]** and **[Center]**)

22. Open the **Table** menu again, choose **Table Properties...** and click on the *Row* tab

23. Turn on *Repeat as header row at the top of each page* then press **<Return>** for **[OK]**

24. Scroll down your new document to see the result

## Word Fields

Word has a small number of special field codes primarily for use with mail merge. You've already seen one (<<Next Record>>) but others allow you to type in additional data (ie not held in the data file) or display a particular data item only if it meets certain criteria.

Start with the mailmerge wizard.

1. Write the following letter:

Dear first name

To thank you for a job well done you will receive tickets for an all expense paid trip to .

Sincerely,

Your company president.

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Using the Mail Merge Wizard:

Open new document

**Select document type** – Letters

### Select starting Document

Use the current document

### Select recipients

Type a new list

Delete all fields except first name

Add a field – “rank”

Fill in a first\_name and rank for eight records,

put in for **rank**:

1 for first record, 5 for second record, 2 for third record, 6 for fourth record, 3 for fifth record

7 for sixth record, 4 for seventh record, 8 for eighth record

When prompted, save as **ranks**.

### Write Your Letter

Highlight the words “first name” in your letter and go to More Items and replace “first name” with the first\_name field.

To add the word field you need the mail merge toolbar. If it is not showing, access through Tools on the menu, or right click on the gray bar above the ruler and click the box in front of Mail Merge.

Click In your letter, after the word to (and before the period) then click on the **[Insert Word Field]** button and choose and choose if...Then...Else...

The screenshot shows the 'Insert Word Field: IF' dialog box. The 'Field name' is set to 'rank', the 'Comparison' is 'Less than', and the 'Compare to' value is '4'. The 'Insert this text' field contains 'New York City' and the 'Otherwise insert this text' field contains 'Hawaii'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Anyone with a rank lower than 4, will have the info “New York City” inserted, and anyone with a rank higher than 4 will get a trip to Hawaii.

## Mail Merge Word 2002

5. Click on **[OK]** then on the **[Merge to New Document]** button
6. Press **<Return>** for **[OK]** to see *All* the records
7. Check to see if everyone got the correct trip according to their rank.
8. Close the merged file by clicking on **[Close Window]** - there's no need to save it

### Additional Tips

#### Tip 1: Drop-Down Insert Merge Field Buttons

In previous versions of Word, the *Insert Merge Field* button gave you a drop-down list of fields from which you could select the one you wanted. This was much easier to use as you could insert a merge field then immediately continue typing without having to close the *Insert Merge Field* window first.

To reinstate the drop-down list on the *Mail Merge* toolbar:

1. Click on the *down arrow* on the far right of the toolbar and choose **Add or Remove Buttons** then **Mail Merge**
2. At the bottom of the list of buttons, turn on **Insert Merge Field**
3. If you want to move the button to a different position, click on **Customize...**
4. Drag and drop the button to the position you want (it was to the left of **[Insert Word Field]**)
5. Finally, **[Close]** the *Customize* window

You now have the drop-down list for inserting fields. If you have no use for the **[Insert Merge Fields]** button, repeat steps **1** and **2** (as above) but at step **2** turn off **Insert Merge Fields**.

#### Tip 3: Returning a Mail Merge Document back to Normal

To reset a merge document to a normal one (ie release the link to the data source completely), use the **[Main Document Setup]** button (the first on the *Mail Merge* toolbar) and choose **Normal Word document**.