**INSTRUCTIONS FOR MAIL MERGE FROM TEMPLATE**

1. Download the template (Word Doc) and the source file (Excel File). Save each to a prominent location. (For example, your Downloads folder.)
2. Open the Word Doc template. Click “Mailings” in the ribbon.

A screenshot of a computer

Description automatically generated

1. Go to the “Start Mail Merge” option and click the down arrow.
2. Select “Directory” for Volunteer list, “Letters” for Participants.

A screenshot of a computer

Description automatically generated

1. Click “Select Recipients” and “Use an Existing List”.

A screenshot of a computer

Description automatically generated

1. This will show your folders. Select (highlight) the Excel file that you previously saved. Click “Open”.

A screenshot of a computer

Description automatically generated

1. You will see a warning about Excel and converting text. Click “Yes”.

A screenshot of a computer

Description automatically generated

1. Click “OK” to “Open Workbook” prompt. Do not enter anything in cell range.

A screenshot of a computer

Description automatically generated

1. Go to “Finish Merge” on the ribbon and click the dropdown arrow. Select “Edit Individual Documents”. This will create a brand new document, which is exactly what you want.

A screenshot of a computer

Description automatically generated

1. All participant information should populate by each family, showing name, address, phone, email as the first line. Adjust spacing as needed after each family to get them all on their own pages.
2. Save this new document under a different name, wherever you would like. Example: “Orange Beach Participant Info”.
3. Print as needed. Use landscape layout.