To Create a Mail merge in Microsoft Office Word 2003

1. Open Word
2. Open your Thank You letter template
3. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge**.
   1. The task pane will open on the right side of the screen. This will lead you through the process of completing your mail merge.
4. Under Select document type, click **Letters**.
5. Click **Next: Starting document**.
6. Under Select starting document, click **Use the current document**
7. Click **Next: Select recipients** to select the recipients on your .csv file.
8. Under Select recipients, click **Use an existing list**.
9. Click **Browse** to locate your .csv file from DPO.
10. In the Select Data Source dialog box, locate and click the .csv file where you have saved it.
11. Click **Open**.
12. All of the entries in the data source appear in the Mail Merge Recipients dialog box, where you can refine the list of recipients to include in the merge.
13. Click **OK** to return to the Mail Merge task pane. Microsoft Word will use the recipients you designated for the merge.
14. Click **Next: Write your letter** to include the information from your .csv file in the text of your thank you letter
15. Click in the text of the letter where you would like your first merge field (i.e., Name, Address, Amount of Gift, etc.).to appear.
16. Click **More items…** to view the list of merge fields available in your .csv file.
17. Click **Database Fields**.
18. In the Fields dialog box, click the first field you want to place in your letter.
19. Click **Insert**, and then click **Close**.
20. Click **More items…** and repeat the previous steps until you have inserted all the merge fields you want in your letter.
21. Click **Next: Preview your letters** to preview your mail merge letters.
22. Click **Next: Complete the merge** to complete the mail merge.
23. Click **Edit individual letters…** to check the accuracy of the letters and merged data, as well as to personalize individual letters.
24. The Merge to new document dialog box opens.
25. Select **All**
26. Click **OK**
27. Save and print the new document (which contains all of the mail merge letters) like any other document.