

# Microsoft Word (word export)

This article contains specific information on mail merge with Microsoft Office Word.

General information on mail merge can be found in the main article [Mail merge with ... write](#) .

## Main dialogue / Default settings

See main article [Hauptdialog](#)

See main article [Voreinstellungen](#)

## Edit / use mail merge

Continuation of the main article [Edit / use mail merge](#)

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«SALUTATION1»

«SALUTATION2»

« ADDRESS ADDITIONAL INFO»

« ADDRESS1»

«DATESTR»

« ADDRESS2»

«COUNTRY»

«TB1»

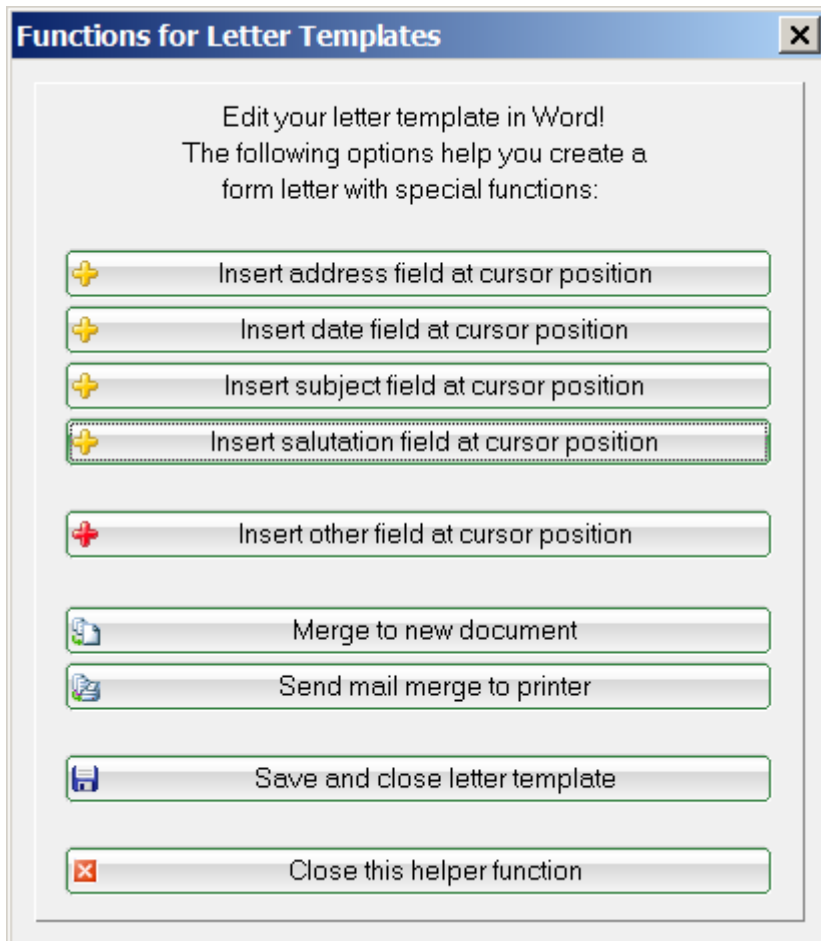
«SALUTATION3»|

«SALUTATION3»

Text

Kind Regards,

The PC CADDIE mail merge manager appears next to the document:



Simply position the cursor on a specific position. You can then use PC CADDIE to either **Address fields**, the **date** **subject** the **salutation** or a **other field** into the form letter. With the button **Merge into a new document** the data is linked and you receive a preview of the mail merge. For the field **<Adresse1>** field, for example, the person's address that was entered in the person mask for the 1st address will be inserted. Of course, you can also change the text and formatting of the template in these Word documents. Click on **Save template and close** to save the changes in the template.

## Print form letter

Continuation of the main article [Print mail merge](#)

Once you have made all the changes, you can print the mail merge by clicking the **Merge into a new document** button to copy it to a new document. You will then see all the letters at a glance (i.e. for the selected group of people and in the previously defined order). The letter can be printed directly from this document.

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Mr. Tester Timo

123445 Example address

23 October 2018

**Happy New Year**

Dear Mr Tester Timo,

Text

Kind Regards,



It is always a good idea to print a test page first to check whether the document fits on your stationery and whether the address appears correctly in the address window.

If you think it is unnecessary to look through all the letters again, you can also send the print directly to the printer using the **Send mail merge to the printer** button. If you have only changed the template but do not want to perform any other action, you can save the template with **Save and close template** to exit the template. You will return to the selection window for the mail merge - noted with the subject „Happy New Year“ that you entered previously:

## Serial letters



Serial letters:

Circular.DOC	17.12.04	16:10:16
Test.DOC	17.12.04	16:10:16
Happy New Year.doc	23.10.18	13:40:59



Create new serial letter with the draft

F9



Edit the selected serial letter

F7



Open file of serial letters

F6



Update list of serial letters

F5