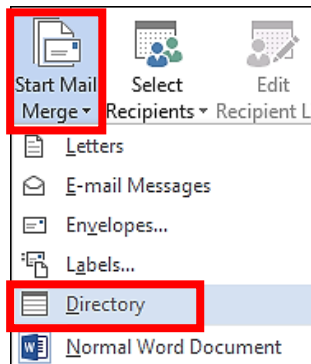


## Microsoft Word 2013: Creating a Directory Merge

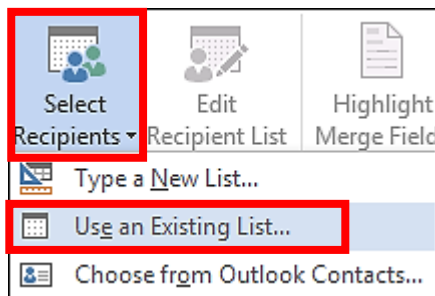
A Directory Mail Merge allows you to use specified fields from a data source, like excel, to create a list or document. For example, you may have a data source containing information pertaining to registration for a conference. From this data source, you want to produce a list of attendees that includes their name, their affiliation and their phone number. Rather than copy and paste the relevant columns from your data source, into Word, you can use a Directory merge to easily produce this list.

**IMPORTANT:** A Directory merge tells Word to repeat everything on the page to form the list. Therefore it is important that you do not type extra text, such as column headings, until after the merge is complete.

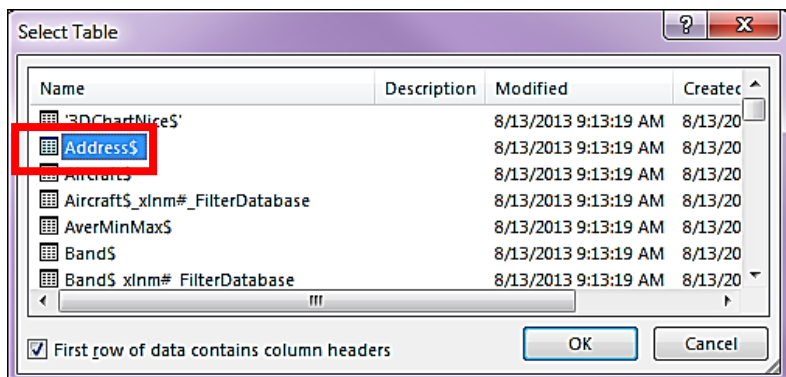
Open a blank Word document. From the **Mailings** tab, in the **Start Mail Merge** group, click on drop down arrow at **Start Mail Merge**, then select **Directory**



In the Start Mail Merge group, click **Select Recipients**, select **Use Existing List**.

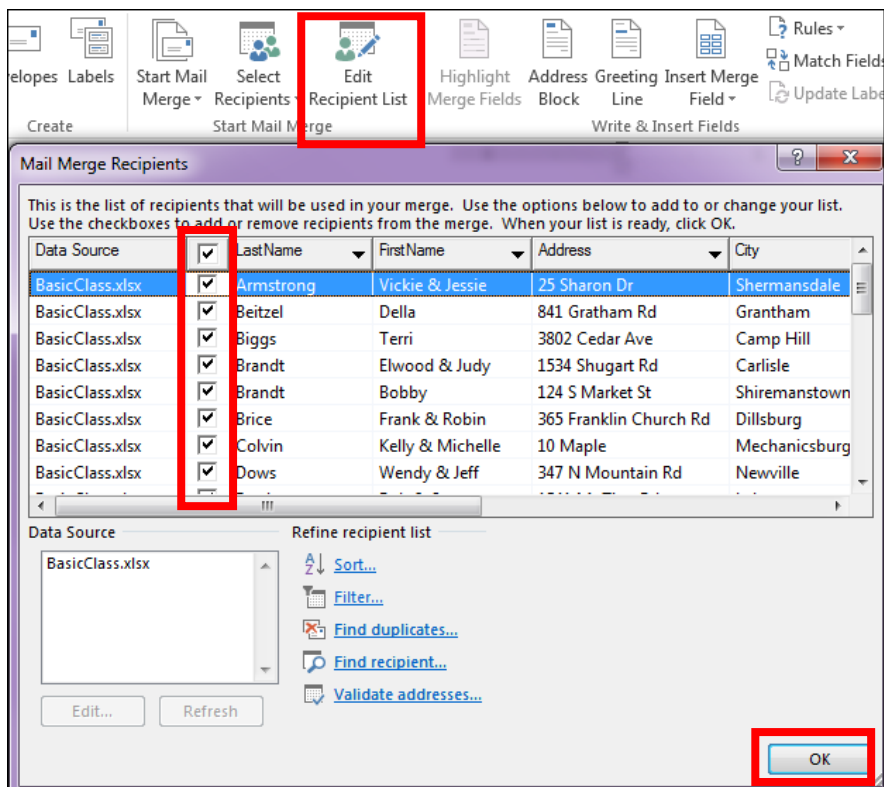


The Select Data Source dialog box appears. Navigate to the Excel you want to pull the data from. Be sure that Excel file is saved & closed. Click **Open**. The **Select Table** dialog box appears.

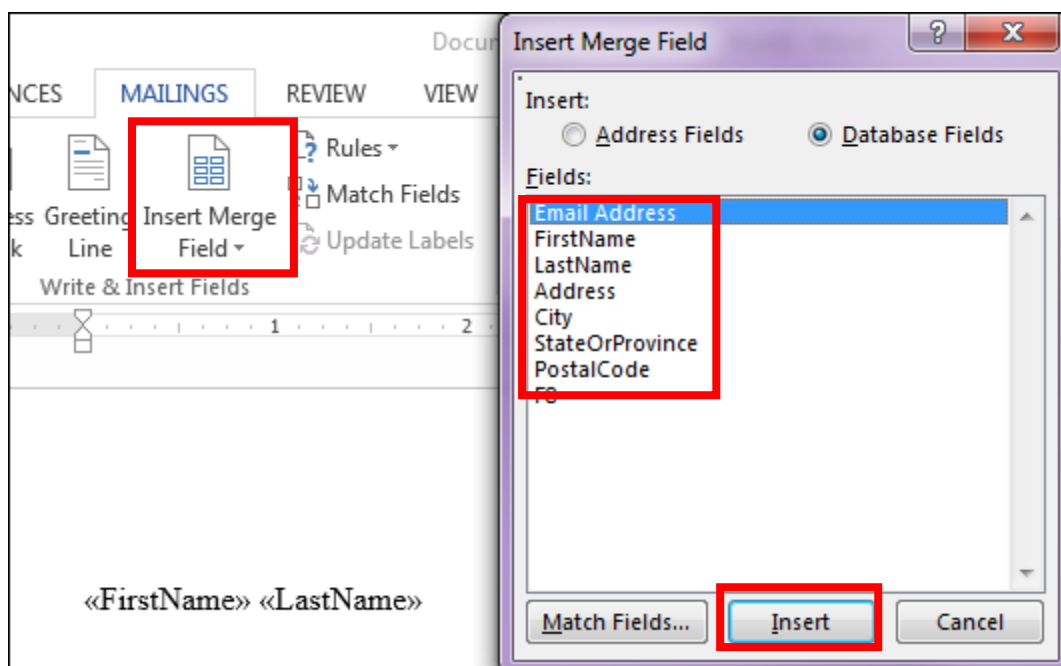


Select the worksheet within your spreadsheet that contains the data. Click **OK**

To see the recipients you want to include or remove from your excel file for the directory merge, on the **Start Mail Merge** group, click **Edit Recipient List**. Click **OK**



To insert merge fields, position the insertion point at the proper place in your document. In the Write & Insert Fields group, click **Insert Merge Field**, select the desired field. **Note:** The **Fields** are the column heading names in the Excel file.



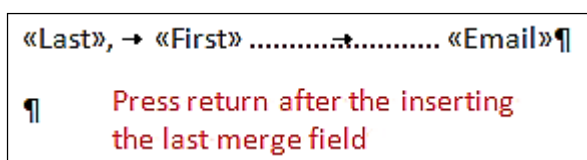
Have your cursor at the place on the document/letter, exactly where you want data to appear.

Click on **More Items**, click on **Insert**, and then **Close**. Do this each item, each time closing the **Insert Merge Field** dialog box. Add spacing as needed.

The fields inserts will have two arrows beginning and at the end of the word. Example:  
 <<FirstName>>

This must be done for each field of data.

After inserting the last merge field, press **Enter**. This separates one record from the other.



Add any tabs, spacing, or formatting of text that is desired

**NOTES:** This spacing and formatting will be repeated for each line of the directory.  
 Do not type additional text at this time.

When finished, in the Preview Results section, click **Preview Results**

**NOTES:** The preview will display only one record (one line of the directory) at a time.

In the Finish group, click **Finish & Merge**, select **Edit Individual Documents**.

The Merge to New Document dialog box appears.

Make the appropriate selection & Click **OK**. The merged Directory appears in a new document.

Anderson,	Robin .....	Anderr@loafnet.com
Jenson,	Chris .....	Cjen@bright.net
Murphy,	Eleanore .....	Emy@loafnet.com

Add additional text or headings as desired

<b>Last</b>	<b>First</b>	<b>Email</b>
Anderson,	Robin .....	Anderr@loafnet.com
Jenson,	Chris .....	Cjen@bright.net
Murphy,	Eleanore .....	Emy@loafnet.com

Save and/or print the document