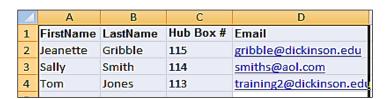
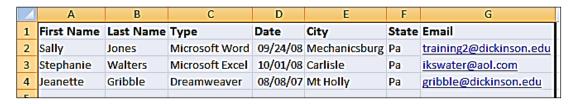
## Microsoft Excel 2013: Setting up the Excel Data File

Before you proceed with setting up an Excel file or using the Mail Merge Wizard, make sure that your Excel worksheet is well structured for this purpose. These are useful tips for setting up any Excel file.

## Note the following requirements for the data table & examples below:

- The first row should contain field names for each column. For example, Title, Salutation, First Name, Middle Name, Last Name, Address1, and Address2.
- Each field name must be unique.
- Each row must provide information about a particular item. In a mailing list, for example, each row may include information about a particular recipient.
- The table must not have blank rows.
- Remove all empty worksheets and rename each worksheets to suit your data







When renaming worksheets be sure to not use special characters.

The underscore can be used for spaces between words.

