

Merged Text Changes to a Different Font Style or Size During Mail Merge

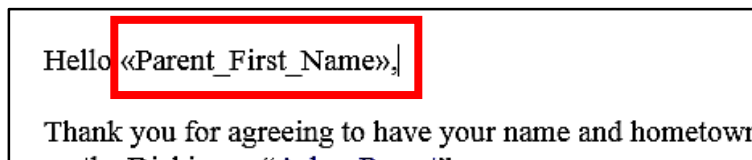
<http://support.microsoft.com/kb/212349>

When you perform a mail merge, the merged information may appear in a different font. This behavior occurs when the default Normal style is different from the font applied to your mail merge main document.

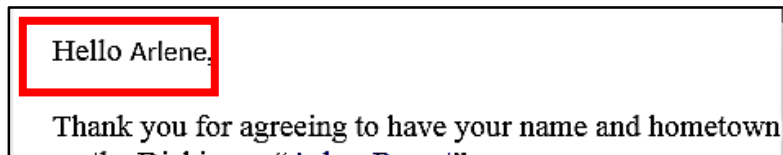
For example, if you choose Courier as the default font for your Normal style but decide to format the main document using Arial, your text prints in Arial, but the merged fields are printed in a Courier font. Details on link above to change the Normal Style on your Word.

But I found that was not always the case!

Shown below the details of adding the Parents First Name & the font looks fine at this point.



Once you click on **Next: Preview your letters** the font size changes. In this case the font is smaller & a different style. Every single letter has first name has a smaller style font.

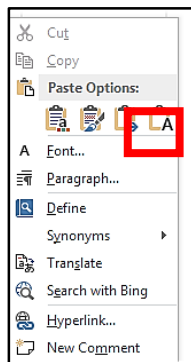


Now all of that to show you what the problem is. It is an old version of a document that has become corrupt.

To fix this copy the word document text. Now open a New Blank Document. **File, New.**

Right mouse click to Paste the text. ***This is the most important part!***

Click on the Paste Option to **Keep Text Only**. The 4th paste option that has an "A" on it.



Once this is done, save the document and use this for your merge. You will have to add or adjust any links, formatting and spacing needed.