# Microsoft Word 2013: Creating a Directory Merge – Not using the Wizard

A Directory Mail Merge allows you to use specified fields from a data source, like excel, to create a list or document. Rather than copy and paste the relevant columns from your data source onto a Word document, you can use a Directory merge to easily produce this list. Any type of document can be created using a Directory Merge to display the data onto the final document. 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, in the **Start Mail Merge,** select **Directory**
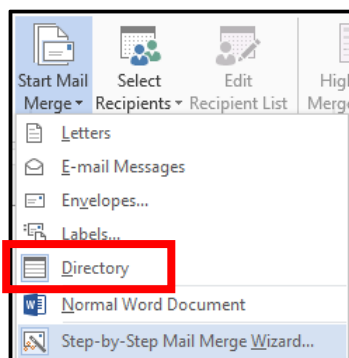
In the Start Mail Merge group, click **Select Recipients,** select **Use Existing List.**
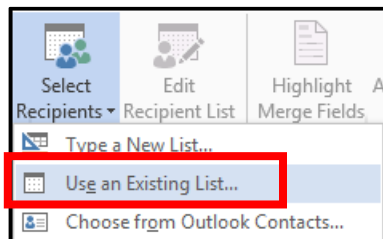

The Select Data Source dialog box appears. From the Look in pull-down list, locate and select the file you will use for your list. Click **Open.** The **Select Table** dialog box appears.
Select the worksheet within your spreadsheet that contains the data. Click **OK**
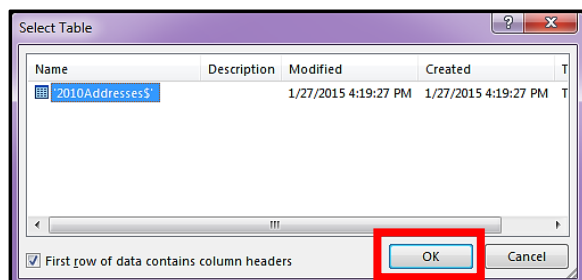
Now we will **Insert Merge Fields**.
Position the insertion point at the proper place in your document
In the **Write & Insert Fields** group, click **Insert Merge Field,** select the desired field
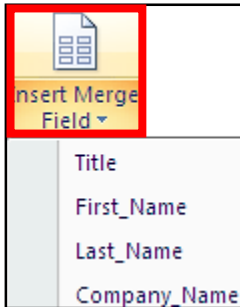
Each **Merge Field** will be two arrows as shown below, before & after the words (which are the column headings in Excel). After inserting the last merge field, press **Enter.** (This separates one record from the other)
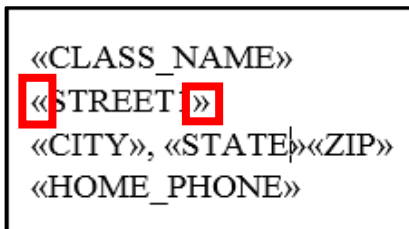
Add any tabs, spacing, or formatting of text that is desired.
This spacing and formatting will be repeated for each line of the directory.
Do not type additional text at this time.

When finished, in the Preview Results section, click the **Preview Results** arrows.
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 to include all, click OK. Shown below is one example.