

Merging from excel to Word

For OS X:

- Open an excel spreadsheet and type the fields you want to merge – save it
- Open a word document and open Data Merge Manager from the File menu
- Click create in the main document window and select form letter
- Get data from the data source and find your excel spreadsheet
- Under Merge data, see the data you are merging.
- Under Merge, you can merge to a new document or merge to a printer and preview.

For Win XP:

- Open an excel spreadsheet and type the fields you want to merge – save it
- Open a word document and open the mail merge toolbar
 - View – Toolbars – Mail Merge
- Open the Data Source in the mail merge toolbar
- Insert a merged field using the mail merge toolbar
- When finished, click the “View Merged Data” button.

For an added effect, insert a picture and use it as a watermark.