



Instructions

Mail Merge

Mail Merge with Microsoft Word

To export relevant data from the records of SUNRISE Contacts 2017 for mail merging with a Microsoft Word document:

1. Go to the Preferences section and find the button called *Options* under *Export Records*, and click to select “Current Found Set” or “All Records”
2. Choose a layout. For example, try a Contacts layout.
3. Select *Export Mail Merge* from the File menu. The records with relevant mail merge data will be exported into a text file called [merge.txt](#) inside the [letters](#) folder.
4. Open your preferred Microsoft Word letter template in the [letters](#) folder. The names and mailing address details will already have been merged with this letter, ready for printing.



standard.doc

5. To change the mailing address, navigate to the Contacts List layout. Press Option key and click the purple field header on the right to change to the Mailing Address field. Click the field to select your preferred mailing address. Repeat for all other contacts.