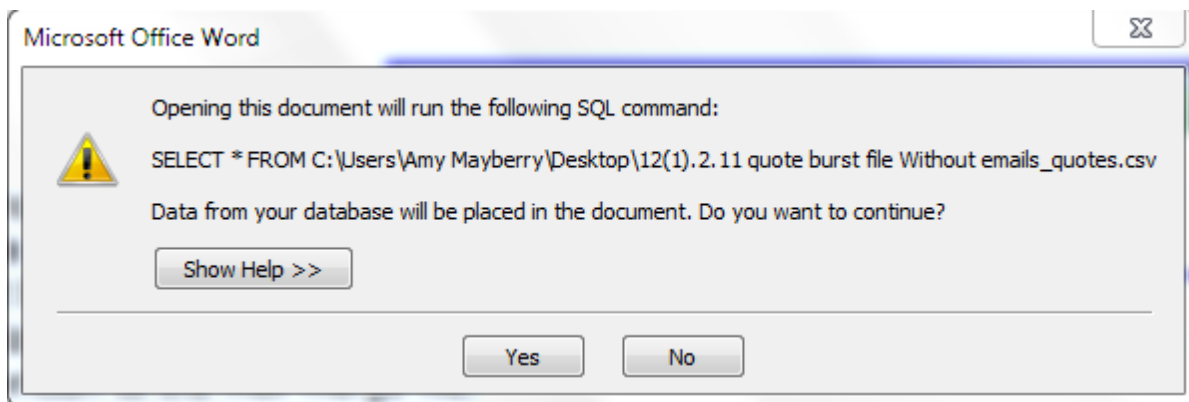# qbquoteburst

Mail Merge Job Aid

You will need to Download and Save your output file to the computer before starting this process

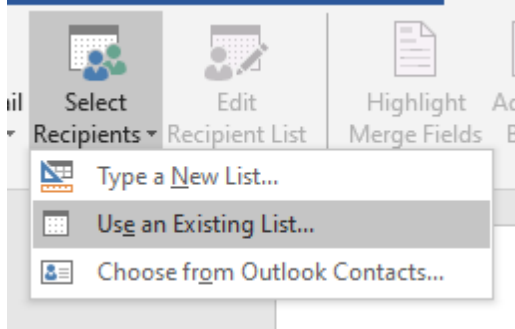1. Select and open the Template

2. Click **Enable Editing** at the top. (doesn't show on all templates)

3. If you get this message click No

Microsoft Office Word

Opening this document will run the following SQL command:

SELECT * FROM C:\Users\Amy Mayberry\Desktop\12(1).2.11 quote burst file Without emails_quotes.csv

Data from your database will be placed in the document. Do you want to continue?

Show Help >>

Yes   No

4. Click **Mailings** at the top.

5. Click Select Recipients and Use an existing List.

Select Recipients ▾   Edit Recipient List   Highlight Merge Fields

Type a New List...

Use an Existing List...
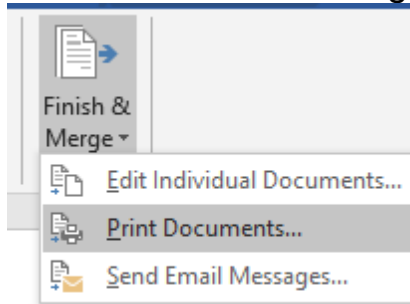
Choose from Outlook Contacts...

6. Select the Outfile and Click Open.
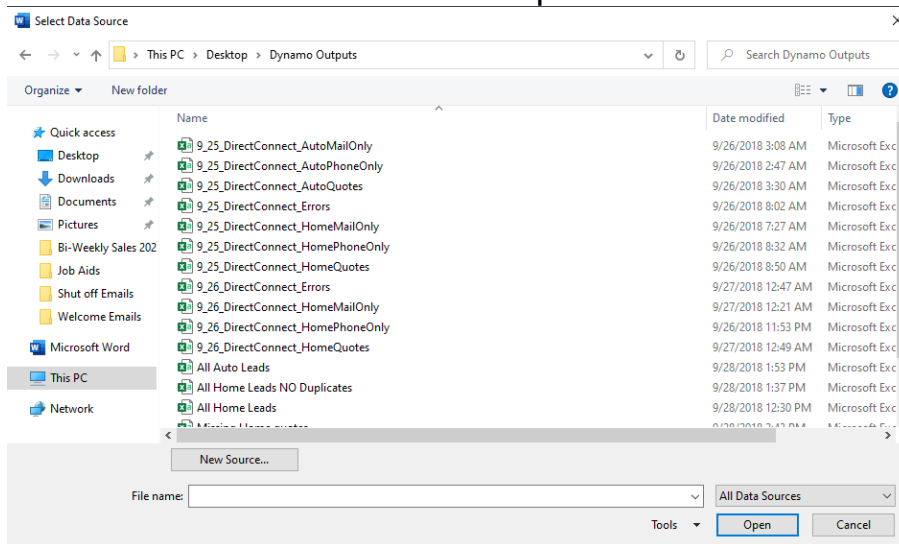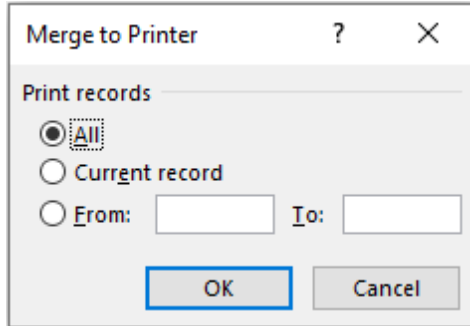

7. Click
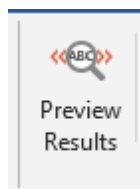
8. Click Finish and Merge then Print Document

9. Select Number of Records to Print and click OK

10. Select Printer and Click OK