TOSHIBA

How to Guide...

Mail Merge with <u>MS Office</u>



Version 1 - July 2016

Mail Merge using MS Office

Highlight Feature

• Large amount of envelopes and documents can be continuously printed.

Pre-requisite

- eS2000AC, eS5005AC series, eS4508A series machines.
- Optional envelope drawer on the machine.
- Microsoft Word and Excel.
- v3 Universal Print Driver.

 F	ile Hor	me Inse	rt Pag	ge Layo	ut F	ormul	as	Data	9	Rev
1	X Cut		Calibri		- 11		A [*]	Ă	=	=
Pas	te Clipboard	/ * nat Painter	BI	<u>u</u> -	ont	3	- A	•	iii	8
	D9		(*	f,		-			_	
1	A	В		С	D			Е		
1	First Nam	e Last Na	me Addı	ress	State		Pos	t Co	des	
2	John	Stay	23 S	utherl	NSW			22	32	
3	Fred	Frog	24 S	utherl	NSW			22	32	
4	Mini	Mouse	25 S	utherl	NSW			22	32	
5	Jesscia	Flood	26 S	utherl	NSW	-				
6	James	Bond	275	uther	-					
-		Control 1								

In MS excel create a spreadsheet. This sheet will be used for our mail merge. You can have multiple tabs for information e.g first name,

Step 2

Open your MS word document with the letter you are going to mail merge

Select "Mailing"



Select "Envelopes"

		187)
Delivery address:		л - п
		1
Add electronic postage		
Beturn address:	0 <u>m</u> t	12:10
	Preview	Feed
		•
		[월
	T	
Before printing, insert envel	opes into the following printer tray: Drawer 4	ι.
Print Add to	Document Options	E-postage Properties

Select "Add to Document"

Step 5		TOSHIBA ,	You have now added the envelope to the Document
Step 6	Image: Start Mail Select Image: Start Mail	"Select Recij arrow Select "Use	pients" on the dowr Existing List"
Step 7	Seind Das Source Sein	Select th created t click on "	e list you originally o mail merge then ′open″
Step 8	Select Table Yame Name Description Modified Created Type Sheet15 5/31/2016 11:33:23 AM 5/31/2016 11:33:23 AM TAB Sheet15 5/31/2016 11:33:23 AM 5/31/2016 11:33:23 AM TAB Sheet15 5/31/2016 11:33:23 AM 5/31/2016 11:33:23 AM TAB Sheet35 5/31/2016 11:33:23 AM 5/31/2016 11:33:23 AM TAB	Select	sheet one and click

First row of data contains column headers

OK

Cancel

on "ok"



Now we are going to merge the names to the document

Step 10

Select on the document with your cursor where you want your first field to go. Select Insert Merge Field, you will notice the fields you have on the drop down list are the ones you created on the spread sheet. Select the first field "First_Names" then place a space and now select the field "Last_Names".

Now we are going to add the mail merge to the envelope



Select on the envelope with your cursor where you want your first field to go in the blue box.

Select the field "Address" then press enter now select the other fields needed "State", so on.

You mail merge to your document and envelope is complete

Now you can preview your mail merge via the "Preview Results"

Select the next arrow to view other names

Printing the documents

Before we print the documents a few settings need to be set.

-	4 miles 1 - 2		
10	Name -		
	all pro-	Inclusion	
144.4 (14)	Contractioner		
-	han		Jahr Char
8 m	Contractor		John Stay
	The set side and		23 Sutherland Cl Suthe
	In Schutz	+	NSW
	Cartan Control	8	
	Nation & Line Street		
	· Caracellanaria		
	Dache bar		
		Specific	

Select "File Print" With the envelope on the first page select "Page Setup".



Step 1

19.74 199	digit Course 3 2	Pap Inte
	Printer	Argen Part Anno
4	2057/BA Universite Product 2	· August and
	form from	100 (2.1 0) (2
th Send	Contract of the second second second	- Decempo Obergeges
	Pages	
-	Print are Ballin Subset	· = = =
	IDD Colored Los Los	Korress of Pages Tay Karses of Pages Tay Karses Tay Karses Tay
	The Orpins	· ****
	- Autor Constants	
	La Antoine Antoine	
	Commentation and the second se	· Apple Theorem . Partners.
	1 A Page Per Steel	· Inconstante
	fage 2	

Very important to make sure you direct the envelope to the correct envelope draw. Select tab "Paper".

Step 16



First Page must correspond to the envelope drawer location on the machine. Other pages can be set to Default tray (Auto) for the A4 document.

