**Printing Coupons Using Mail Merge Feature**

1. Save the “Coupon Code” Excel spreadsheet received from Barb to your computer
2. Open Word document
3. Click on Mailing tab > click “Start Mail Merge”(3rd choice from left in top toolbar) > click “Labels”
4. In Label Vendor box, select “Avery US” from drop-down menu
5. Choose label code “5160” for using regular mailing labels, or another code that fits your desired printing size. If you wish to print business card size, the code is “8876”
6. Click OK … document will be formatted for the printing size
7. Click “Select Recipients” in toolbar > click “Use Existing List” > browse your computer to find the spreadsheet
8. When you have selected the spreadsheet document, it will ask you what sheet you wish to merge

 **Hint**: If you receive all the codes on one sheet of the document, you may want to copy each event’s codes to a separate sheet so that you can print the coupons individually. If you do this, you would choose the sheet on which a desired event’s coupon codes are entered as your merge source.

1. Write the desired text for the label or document. You can format the layout, font, etc. to make it look like you want. Basic wording could be:

 Enter this code to receive
 $15 off an order of $50 or more
 Code #
 Expires August 31, 2010

1. Place cursor where the code should be inserted > click on “Insert Merge Field” words > choose “Coupon Code” or appropriate heading of the Excel spreadsheet from which you are merging (this will show in a box below, or as a choice from a separate window.
2. Click “Update Labels” to the right of “Insert Merge Fields” and all the labels should be duplicated. Make any format corrections that are needed.
3. Click “Preview Results” and you will find the coupon codes are inserted from your spreadsheet into the labels.
4. View extra pages by clicking on the arrows to the right of the page number next to “Preview Results”.
5. When you are satisfied that your coupon labels are formatted correctly, select “Finish & Merge” and “Print” out of the drop-down list that appears. NOTE: I discovered that you can print your labels after you preview the results, but this creates duplicated labels. Follow through to “Finish & Merge” in order to ensure correct label printing.

**Creating E-mails to Send Coupon Codes Using Mail Merge Feature**

1. Save the “Coupon Code” Excel spreadsheet received from Barb to your computer
2. Cut and paste name and e-mail address from your contact list into columns of the Coupon Code spreadsheet so that they are all in one document from which you can merge information.

 **Hint**: Add your own name and e-mail address with a “dummy” coupon code into the document so that you can verify the e-mails were sent correctly after you have completed the mail merge.

1. Open Word document
2. Click on Mailing tab > click “Start Mail Merge”(3rd choice from left in top toolbar) > click “Email Messages”
3. Document will adjust slightly to receive the body of your e-mail message.
4. Click on Click “Select Recipients” in toolbar > click “Use Existing List” > browse your computer to find the spreadsheet
5. When you have selected the spreadsheet document, it will ask you what sheet you wish to merge

 **Hint**: If you receive all the codes on one sheet of the document, you may want to copy each event’s codes to a separate sheet so that you can print the coupons individually. If you do this, you would choose the sheet on which a desired event’s coupon codes are entered as your merge source.

1. Begin writing the text for your e-mail. Remember not to use odd characters in your text. When you reach the place where you would insert a field from your spreadsheet (such as the addressee’s name, or the coupon code), click on “Insert Merge Field” and select the appropriate field.
2. When you have completed your e-mail, check the merge by clicking “Preview Results” and looking through the pages.
3. Go into your Outlook program. Click on “Tools” > click on “Account Settings” > click on your Sonlight e-mail address in the listing > then click on “Set as Default”. This will cause your mail merge to be sent from your Sonlight address.
4. When satisfied that your mail merge is properly set, click “Finish and Merge” and verify that the merge field is set to send to the e-mail addresses (title must match your spreadsheet column header).
5. Fill in the Subject line you wish to use, and designate which spreadsheet rows you wish to be merged and sent, and click Okay.
6. When you are sure that all the e-mails have been sent, go back into “Tools” > “Account Settings” and click on your normal e-mail address to set it as the default once again.