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Finish & Merge -

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One of the merged letters is previewed here. To preview another letter, click one of the following:

1 << Recipient: 2 >>

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Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

2 → Next: Complete the merge

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Microsoft Word Mail Merge Guide

M.L. Humphrey



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