

- 6) The document is now ready to be printed.
- a) Choose **File > Print** and click **Yes** in the message box.

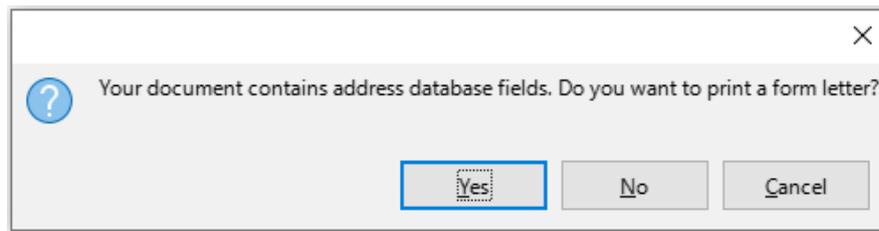


Figure 320: Mail merge confirmation message

- b) In the Mail Merge dialog (Figure 321), in the *Records* section, you can choose to print all records or selected records. To select individual records to be printed, *Ctrl+click* on each one. To select a block of records, select the first record in the block, scroll to the last record in the block, and *Shift+click* on the last record. You can also specify a range of record numbers to print.
- c) To send the letters directly to the printer, select **Printer** in the Output section and click **OK**. Or, you can save the letters to a file for further editing or formatting; see "Saving merged documents" on page 304.
- d) If you have not saved the original, prototype form letter document (template) previously, then you should do so now. Having a form letter template could greatly simplify the creation of other form letters and is highly recommended.

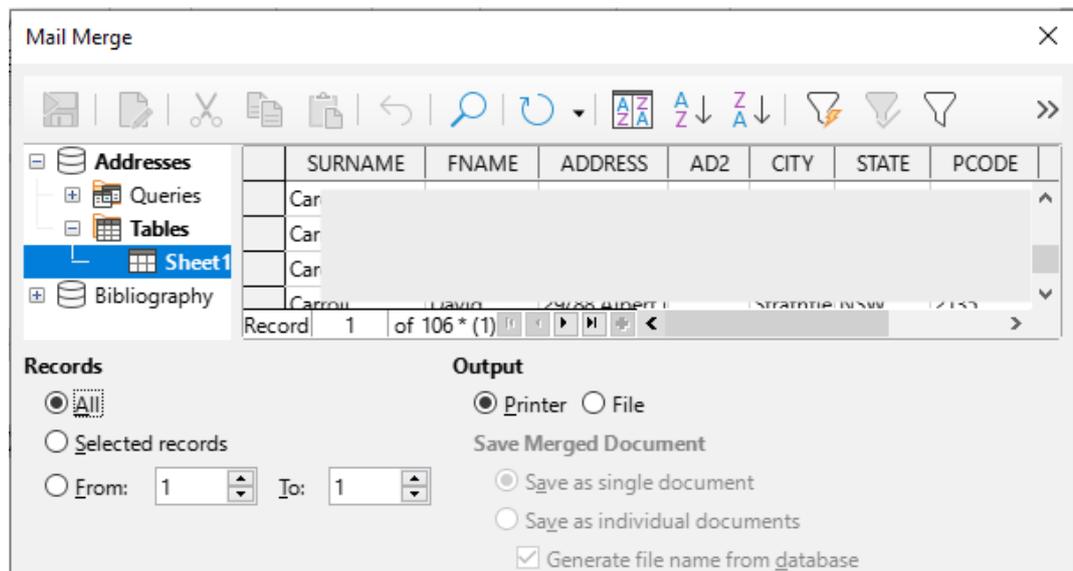


Figure 321: The Mail Merge dialog

Suppressing blank lines (optional)

If you wish to suppress blank lines, follow this procedure:

- 1) Click at the end of a paragraph to be suppressed if empty, and then choose **Insert > Field > More Fields** to display the Fields dialog.
- 2) Select the *Functions* tab and then choose **Hidden Paragraph** in the *Type* column.

✓ Note

When using the Mail Merge Wizard (page 309), you can select automatic suppression of blank lines and avoid the work described in this step.