

- 3) On the next page of the Wizard (Figure 313), click on the **Settings** button.

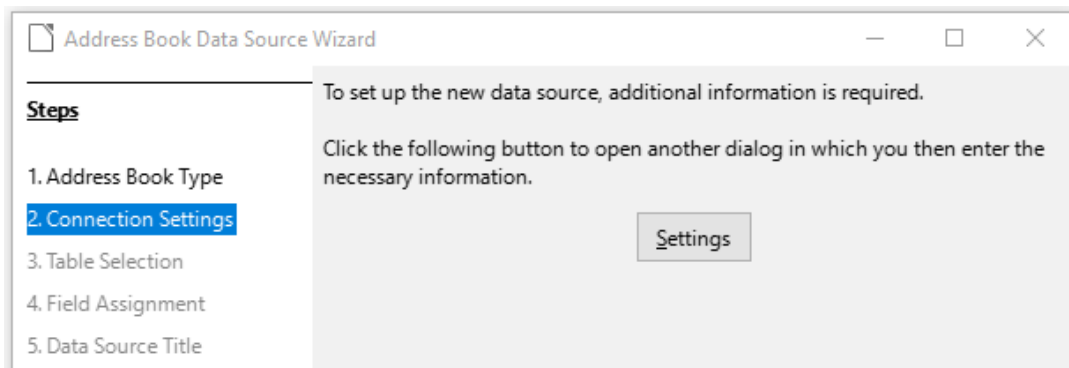


Figure 313: Starting the Settings part of the Wizard

- 4) On the Create Address Data Source page (Figure 314), select the Database type. In our example, it is **Spreadsheet**. Click **Next**.

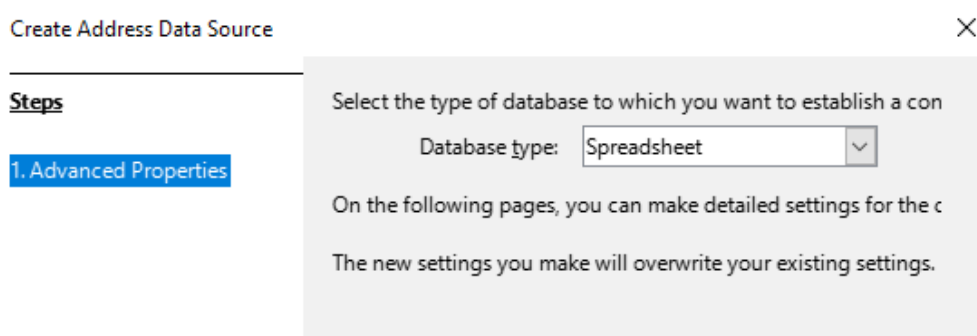


Figure 314: Selecting the database type

- 5) On the next page (Figure 315), click **Browse** and navigate to the spreadsheet that contains the address information. Select the spreadsheet and click **Open** to return to this dialog.

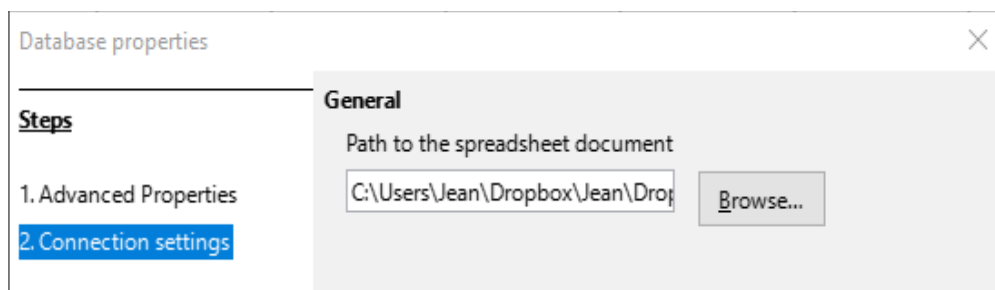


Figure 315: Selecting the spreadsheet document

- 6) To test that the connection has been correctly established, click the **Test Connection** button in the lower right of the dialog (not shown in Figure 315). You should get the message *The connection was established successfully*; otherwise, you will get an error message.
- 7) Click **Finish**.
- 8) On the next page (Figure 316), click **Next**. You do not need to click the **Field Assignment** button. (When you are using the Mail Merge Wizard, you may need to do the Field Assignment step; see page 313.)