

Figure 329: Choose document type

### Step 3: Insert address block

This is the most complex step in the wizard. In this step (Figure 330) you will do three things:

- 1) Tell the wizard which data source to use. The data source must be an existing file.
- 2) Select the address block to use in the document. This means choosing which fields appear (for example, whether the country is included) and how they look.
- 3) Make sure that the fields all match correctly. This is very important. For example, the UK English version of the wizard has a field called <Surname>. If your spreadsheet has a column called "Last Name", you need to tell the wizard that <Surname> and "Last Name" are equivalent. This is described in "Matching the fields" on page 313.

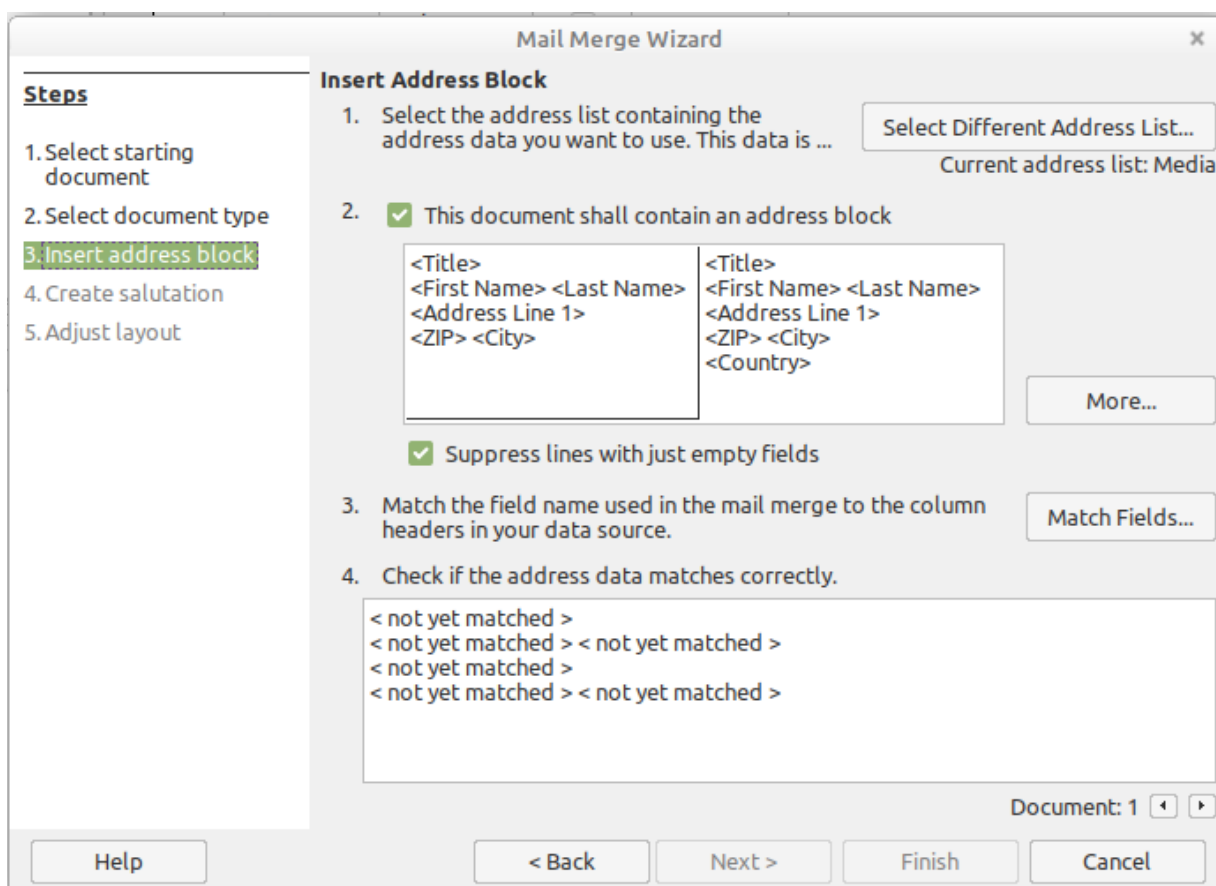


Figure 330: Insert address block