

- 3) Find the data source that you wish to use for the form letter, in this case *Addresses*. Expand this folder and the *Tables* folder, and select *Sheet1*. The address data file is displayed.

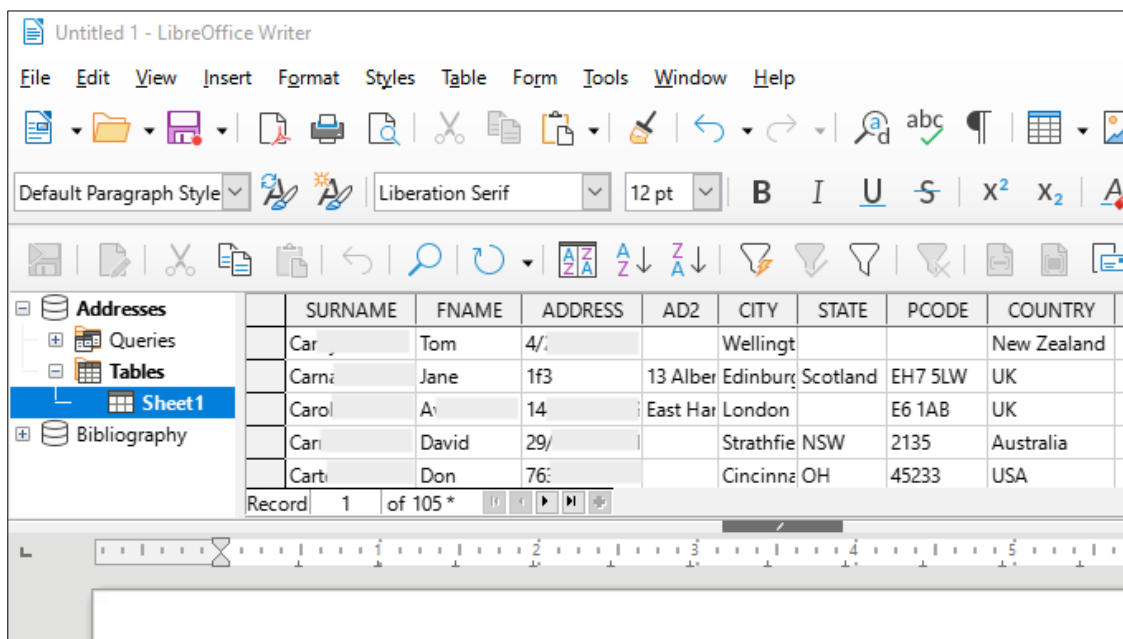


Figure 318: Selecting the data source

- 4) Now create or modify the form letter by typing in the text, punctuation, line breaks, and so on that will be present in all of the letters.

To add the mail-merge fields where needed (such as names and addresses), click in the field heading and drag it to the appropriate point in the letter. Be sure to add spaces or other punctuation as needed. Press *Enter* at the end of each line in the address block.

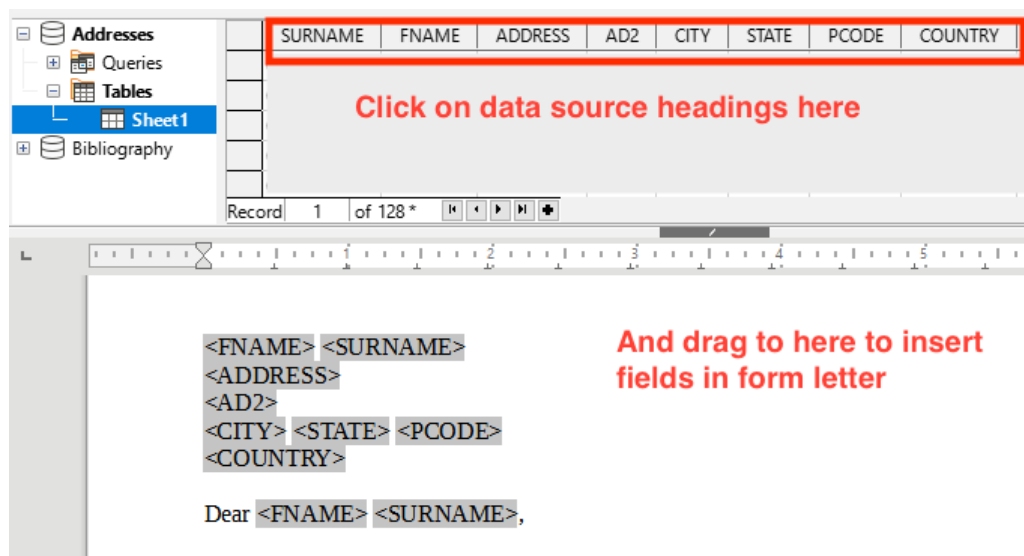


Figure 319: Dragging fields to the body of the form letter

- 5) Our example database (Figure 318) contains a field for a second address line (*AD2*) that is blank for some addresses. If you wish to remove any blank lines that may appear in the address block when the letters are printed, you can use the procedure described in "Suppressing blank lines (optional)" on page 303. Otherwise, continue to the next step.