Mail Merge with Word or Word Perfect

All mail merge programs have three parts:

Data
title, lastname, firstname, group, department, city, state, zip, salutation

Form
document: letter, label, email

Merge
document with data

Both Word and Word Perfect have the Mail Merge Program under the Tools menu:

Word Tools>Mail Merge
Word Perfect Tools>Merge

Tips for Creating a Perfect Data File

   * Set up fields in data entry order
   * Divide information into categories (both Word and Word Perfect now skip blank lines)

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