

# Mail Merge

The Mail Merge feature includes the following

1. **Address Book:** An Address Book is created that can be used in very many different ways.
2. **Form Letters:** One document is created that is sent by regular mail to multiple recipients. Each individual who receives a letter will have their name and address printed within their letter.
3. **Labels:** Address Labels are created that are placed on envelopes. Return Labels can be created and can have various images such as for a company or the Holiday Season.
4. **Envelopes:** Envelopes are printed with the recipients name and address. The senders name and address may also be printed on the envelope.

The following Lessons are in this Chapter

**Lesson 2** - Address Book

**Lesson 3** - Print An Envelope

**Lesson 4** - Form Letter

**Lesson 5** - Mailing Labels and Return Address labels