1. Be sure to download the "Facilities List – 2018" file onto your computer and remember its location (e.g. saved to the Desktop).
2. Open the Word document that you want something to merge into.
3. Place the cursor where the merged information will go.
4. Under the Mailings menu, click on Select Recipients button within the Start Mail Merge group.
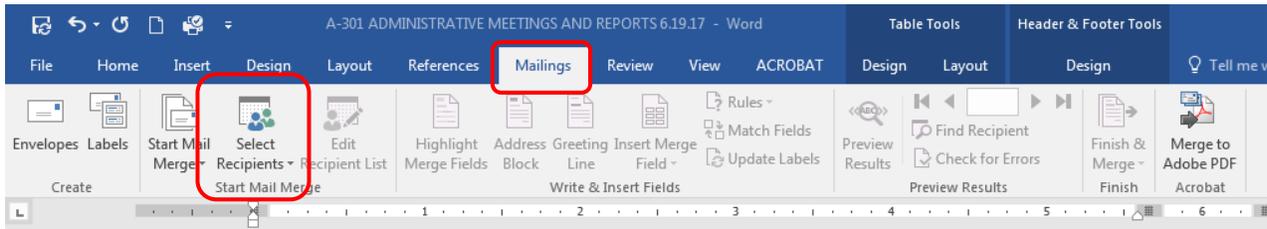
5. Select "Use an Existing List…"
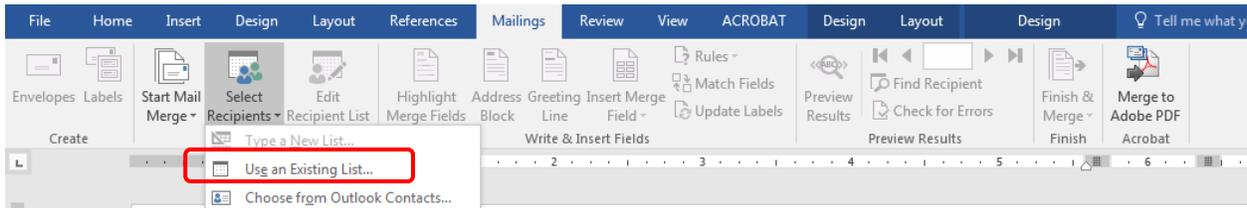
6. Go to the location where the "Facilities List – 2018" file is located and Open the file.
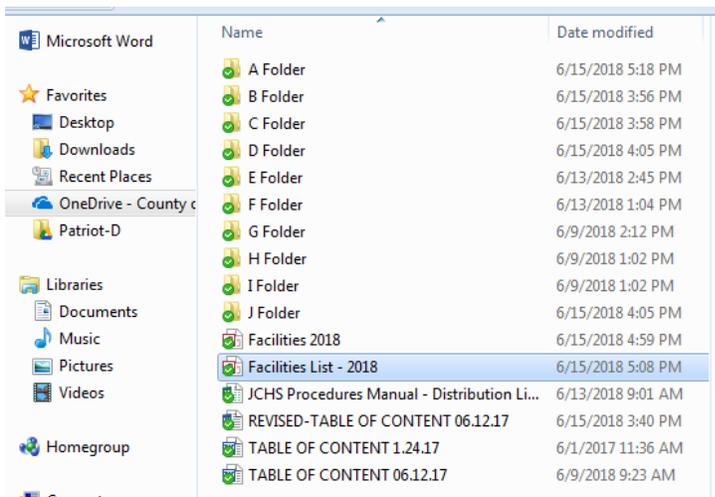
7. The "Facility" field should be added where the cursor was placed.

JUVENILE COURT HEALTH SERVICES

«Facility»

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		Supersedes: 10/15/101 /3/13	Effective Date: 1/3/136/19/17	
Departments Consulted:	Approved By: (Signature on File)		Approved by:	

8. If the "Facility" field is not there, you can click on the "Insert Merge Field" button to add the "Facility" field to where the cursor is located.
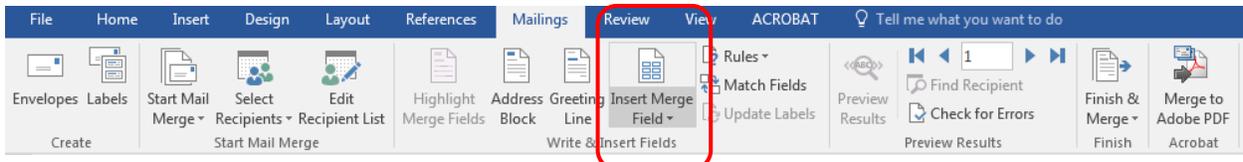
9. Click on the "Preview Results" button to see if the output would be correct.
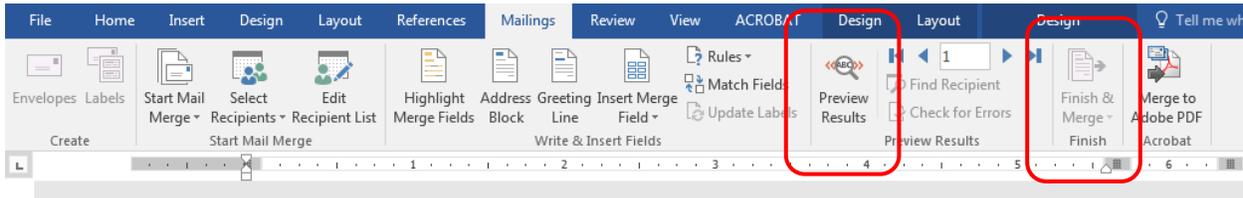
10. Finish & Merge should allow you to print out the records. Be sure that you are in the document portion (and not the Header section of the document to be able to see the Finish and Merge button).