- 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.

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5. Select "Use an Existing List..."

File	Home	Insert	Design	Layout	References	Mailings	Review	View	ACROBAT	Desigr	n Layout	De	esign	♀ Tell n	ne what y
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6. Go to the location where the "Facilities List – 2018" file is located and Open the file.

Microsoft Word	Name	Date modified
	👌 A Folder	6/15/2018 5:18 PM
🚖 Favorites	🕹 B Folder	6/15/2018 3:56 PM
🧮 Desktop	🜏 C Folder	6/15/2018 3:58 PM
〕 Downloads	🕹 D Folder	6/15/2018 4:05 PM
🗐 Recent Places	🕹 E Folder	6/13/2018 2:45 PM
lange - County c	🕹 F Folder	6/13/2018 1:04 PM
🐌 Patriot-D	🕹 G Folder	6/9/2018 2:12 PM
	🜏 H Folder	6/9/2018 1:02 PM
潯 Libraries	🜏 I Folder	6/9/2018 1:02 PM
Documents	🛃 J Folder	6/15/2018 4:05 PM
🁌 Music	🐼 Facilities 2018	6/15/2018 4:59 PM
Pictures	🐼 Facilities List - 2018	6/15/2018 5:08 PM
🛃 Videos	JCHS Procedures Manual - Distribution Li	6/13/2018 9:01 AM
	REVISED-TABLE OF CONTENT 06.12.17	6/15/2018 3:40 PM
🖏 Homegroup	🗃 TABLE OF CONTENT 1.24.17	6/1/2017 11:36 AM
	TABLE OF CONTENT 06.12.17	6/9/2018 9:23 AM

7. The "Facility" field should be added where the cursor was placed.

## **JUVENILE COURT HEALTH SERVICES**

«Facility»				Page 1 Of 3				
Subject:		Original		Policy #				
,		Issue Date:	12/31/07	A-301				
ADMINISTRATIVE MEETINGS	ND REPORTS	Supersedes:		Effective Date:				
			<del>10/15/10</del> 1	<del>1/3/13</del> 6/19/				
		/3/13	_	17				
Departments Consulted:	Approved By:		Approved by	oved by:				
	(0:							

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.

File Home	Insert	Design	Layout	References	Maili	ngs	Review	Vie	ACROBAT	₽ Tel	l me what you want to do		
Envelopes Labels	Start Mail Merge •	Select Recipients *	Edit Recipient List	Highlight Merge Fields		Greetin Line	g Insert Mer Field <del>v</del>		Rules ▼ Match Fields Update Labels	( Preview Results	Image: Check for Errors	Finish & Merge •	Merge to Adobe PDF
Create		Start Mail Me	rge			Write &	Insert Fields				Preview Results	Finish	Acrobat

9. Click on the "Preview Results" button to see if the output would be correct.

File	Home	Insert	Design	Layout	References	Mailings	Review	View	ACROB/		Design	Layout		Design	♀ Tell me wh
Envelope	s Labels	Start Mail Merge • R	Select Secipients - F	Edit Recipient List	Highlight Merge Fields	Address Gree Block Lir	ting Insert Me	erge	tules <del>-</del> ∕latch Field: Jpdate Labe	P	Yreview Results	Find Recip		Finish & Merge V	Verge to Adobe PDF
Cre	ate	S	tart Mail Mer	ge		Write	& Insert Field	is			P	eview Results		Finish	Acrobat
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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).