Mail Merge Configuration in Microsoft Word XP

If you’ve recently upgraded to Microsoft Office XP, but would like the Mail Merge feature to work the way it did in earlier versions of Word, there are two configuration changes you’ll need to make. First, you’ll need to add the Mail Merge Helper to the Tools menu. Second, you’ll need to add the Insert Merge Field button onto the Mail Merge toolbar.

Restoring the Mail Merge Helper

To restore the Mail Merge Helper to your Tools menu:

1) Select Tools > Customize... from the menu bar.
2) In the Customize... window, select the Commands tab.
3) Select All Commands from the Categories list on the left side of the window.
4) On the right side of the window, select find Mail Merge Helper.
5) Drag Mail Merge Helper over to the Tools menu. When the Tools menu opens, continue to drag the Mail Merge Helper to the Letters and Mailings menu item. When the Letters and Mailings menu opens, drag the Mail Merge Helper so that it occupies the top slot on the list of items.
6) Release your left mouse key. Mail Merge... will appear on the menu.
7) Click the Close button on the Customize... window.

Adding the Insert Merge Field Button

To add the Insert Merge Field button, which gives you a drop-down list of your data elements:

1) Right-click on the toolbar and click on Mail Merge to make the Mail Merge toolbar visible.
2) Select Tools > Customize... from the menu bar.
3) In the Customize window, select the Commands tab.
4) Select Mail Merge from the Categories list on the left side of the window.
5) On the right side of the window, select Insert Mail Merge Field.
6) Drag Insert Mail Merge Field to the left of the Insert Word Field button on the Mail Merge toolbar.
7) Release your left mouse key. The Insert Merge Field button will appear on the Mail Merge toolbar.
8) Right click on the toolbar and click on Mail Merge to once again hide the Mail Merge toolbar.