Mail Merge Instructions – Indefinitely Confined Voter Letter

Mail-merge instructions are for Microsoft Word documents only

Advanced Find Instructions

1. Open the **Advanced Find** feature, click the filter icon in the upper right-hand corner of the WisVote ribbon and next to jurisdiction information.
2. Click the dropdown in the Look for field and choose Absentee Ballots
3. Click the dropdown in the Use Saved View field and choose Non-returned Absentee Ballots

**3**

**2**

1. Click the red Results button

**1**

\*Advanced find results will populate, if any records meet the criteria

1. Export the absentee ballot records
	1. Click the Export Absentee Ballots icon

or

* 1. Click the dropdown under the Export Absentee Ballots icon and choose Static Worksheet
1. Review the spreadsheet and remove any records that do not need a letter
2. Save a copy to your computer. Make note of where the file is saved

Mail Merge instructions

1. Open the template letterMicrosoft Word.
2. Fill in your municipal address, phone number,andemail address in the highlighted sections.
3. Remove the highlighting from the updated fields
4. Select the Mailings tab
	1. Click Select Recipients
	2. Choose Use an Existing List from the dropdown menu.

**1**



**2**

**3**

1. Your computer file menu will pop up on the screen.
	1. Navigate to the folder where the spreadsheet was previously saved
	2. Choose the saved spreadsheet
2. Once selected, the default table will be **Absentee Ballot Advance F###$.** Confirm the First row of data contains column headers option is checked. Select OK.



1. While still on the **Mailings** tab, click **Finish & Merge** and then choose **Edit Individual Documents**.



1. Confirm All is selected and press OK.



1. Review the generated letters and make any edits
2. The letters are now ready to be printed directly or saved and printed later.