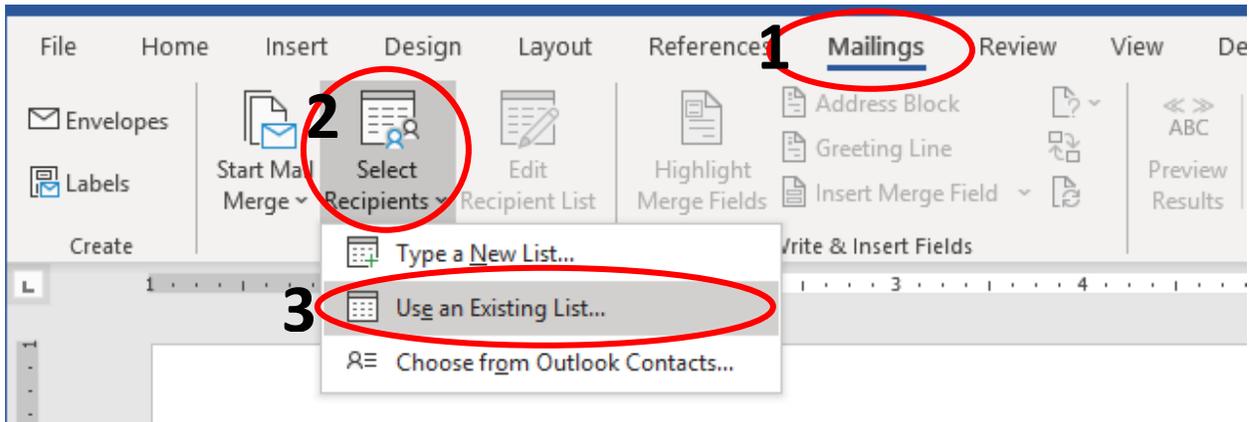
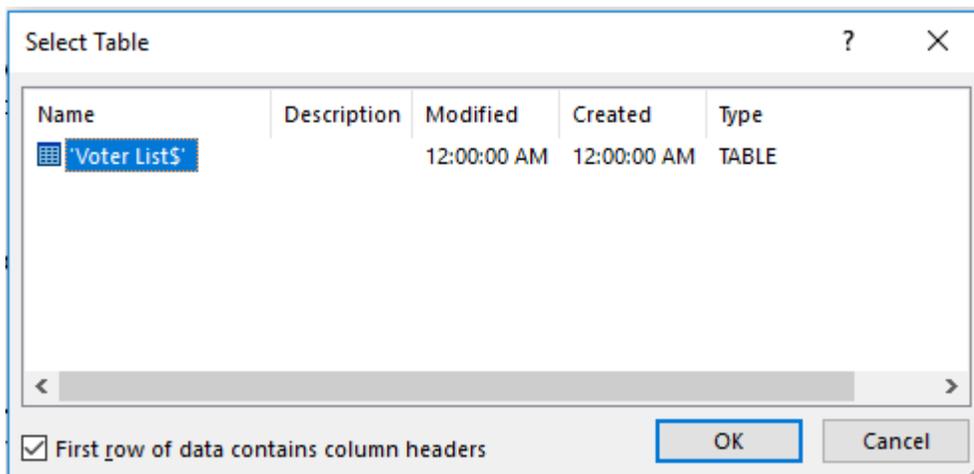


Mail Merge Instructions – Indefinitely Confined Voter Letter

- I. **Download** the spreadsheet with the voter information. Save a copy to your computer and take note which folder you save it in.
- II. Make sure the letter template **opens in Microsoft Word**. These steps will not work for any other document program.
- III. Enter the **date** at the top of the document. Fill in your (the clerk's) **name, address, and email**.
- IV. Select "**Mailings.**" Click "**Select Recipients**" and then "**Use an Existing List...**" from the menu.



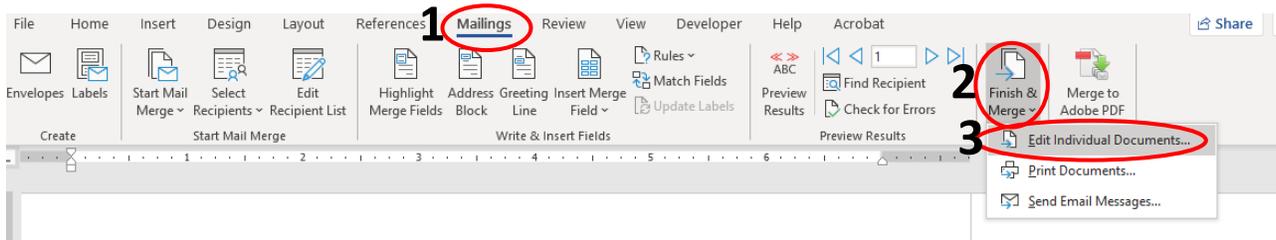
- V. Your computer file menu will pop up on the screen. Go to downloads (or whichever folder you saved the indefinitely confined spreadsheet in) and **select Indefinitely Confined Voters May 2020** (the spreadsheet with your indefinitely confined voters).
- VI. You will have an option to select which sheet of the spreadsheet you want to link to. Select '**Voter List\$.**' Make sure "First row of data contains column headers" is checked. Select **OK**.



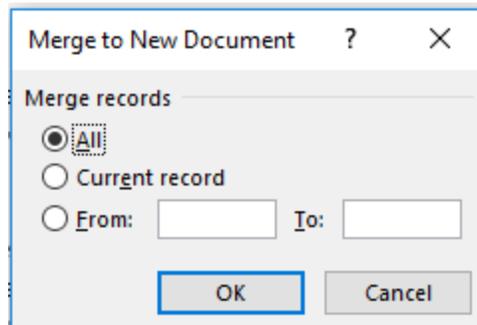
- VII. Do not edit the voter's fields. These fields are preset to work with your existing list to delete the "Address Line 2" if it is blank. In case they are deleted please copy and paste this information:

«Address_Line_1»
«Address_Line_2»
«City_State_Zip»

- VIII. Select "**Mailings**" (if not selected already). Press **Finish & Merge** and then "**Edit Individual Documents.**"



- IX. Make sure "**all**" is selected and press **OK**.



- X. Now you can see each individual document. **Print** as normal.