

Mail merge

Mail merge consists of **combining mail and letters** and pre-addressed envelopes or mailing labels for **mass mailings** from a form letter. This feature is usually employed in a word processing document which contains fixed text and variables. Wikipedia

Mail merge lets you create a **batch of documents** that are **personalized for each recipient**. For example, a form letter might be personalized to address each recipient by name. A data source, like a list, spreadsheet, or database, is associated with the document. Placeholders--called merge fields--tell Word where in the document to include information from the data source. Microsoft.

A mail merge is a method of **taking data from a** database, spreadsheet, or other form of **structured data**, and inserting it into documents such as letters, mailing labels, and name tags. You can also print a set of mailing labels or envelopes by doing a mail merge. Indiana University.

Mail Merge is a handy feature that incorporates data from both Microsoft Word and Microsoft Excel and **allows you to create multiple documents at once**, such as letters, **saving you the time and effort** of retyping the same letter over and over. Midwestern State University Texas.

Mail merge is a feature within most data processing applications that enables users to **send a similar letter or document to multiple recipients**. It enables connecting a single form template with a data source that contains information about the recipient's name, address and other predefined and supported data. Techopedia

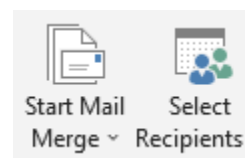
Mail Merge adalah alat yang berguna yang memungkinkan Anda untuk menghasilkan beberapa surat, label, amplop, tag nama, dan lainnya menggunakan informasi yang disimpan dalam daftar, database, atau spreadsheet. Ketika memanfaatkan Merge Mail, Anda memerlukan dokumen Word (Anda bisa mulai dengan yang sudah ada atau membuat yang baru) dan daftar penerima, yang **biasanya** sebuah workbook Excel. GFCGlobal.
https://edu.gfcglobal.org/en/tr_id-word-2016/mail-merge/1/

Data:

Word, Excel, Access dan any structured

Urutan:

1. Main /master □ Data
2. **Data □ Main /master (letter, newsletter, dll)**



Files:

Main /master, Data, ~~Merged Document~~

Urutan 1:

1. In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge .

2. Click Step-by-Step Mail Merge Wizard .
3. Select your document type. ...
4. Select the starting document. ...
5. Select recipients. ...
6. Write the letter and add custom fields.

Urutan 2:

Buat data atau recipients dalam file Word (docx) ataupun Excel (xlsx)

Buat file master (contoh typenya "letter"), ketik sampai selesai.

Hubungkan dengan file data yang sudah dibuat sebelumnya (select recipients).

Insert variabel2 (misal nama, alamat dll) dalam file master atau main di atas.

Preview untuk melihat hasilnya

Research:

1. Temukan 2 keuntungan mail merge
2. Temukan 2 file yang terlibat untuk mewujudkan mail merge
3. Temukan hubungan mail merge dan mailings
4. Temukan arti kata mail merge secara etimology

The mail merge process involves taking information from one document, known as **the data source**, combining with another document known as **the main document**. The data source is a document, spreadsheet or database that contains personalized information such as names, addresses, and phone numbers. Smith College

How many files do you need to apply mail merge?

It usually requires **two files**, one storing the variable **data** to be inserted, and the other containing both the instructions for formatting the variable data and the information that will be **identical** across each result of the mail merge. Indiana University (<https://kb.iu.edu/d/agiy>)

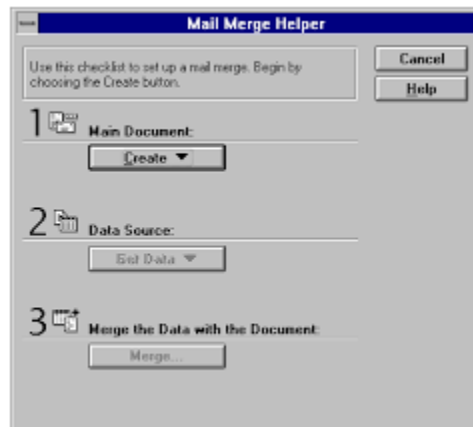
Mail merge primarily consists of two files, **the Main Document and the Data Source**. The Main Document contains the information that will remain the same in each record, and the Data Source contains all the variable information, in the form of fields.
(<https://wordmvp.com/FAQs/MailMerge/CreateAMailMerge.htm>)

The advantages of Mail Merge are as follows: The **Mail Merge feature makes it easy to send the same letter to a large number of people**. By using Mail Merge, we don't have to type each recipient's name separately in each letter. We need to proofread only the main document. It is economical and saves a lot of time.
<https://www.knowledgeboat.com/question/what-are-the-advantages-of-mail-merge--79047853223083140>

Files involve in mail merge:

1. The main document contains the basic text that is the same in all of the output documents. ...
2. The recipient list is a database that contains the data that is to be merged into the output documents. ...
3. The output documents are the result of the mail merge. (It depends)

<https://support.microsoft.com/en-us/topic/how-to-use-the-mail-merge-feature-in-word-to-create-and-to-print-form-letters-that-use-the-data-from-an-excel-worksheet-d8709e29-c106-2348-7e38-13eecc338679>



KOP SURAT

Banjarmangu, 5 April 2016

Nomor :
Lamp :
Hal : Undangan

Kepada :
Yth. Bapak/Ibu

Di
.....

Assalamu 'alaikum warohmatullahi wabarakatuh

Kami mohon dengan hormat, atas kehadiran Bapak/Ibu pada
..... yang Insya Allah akan kami laksanakan dengan
ketentuan sebagai berikut :

Hari/Tanggal : www.belajaroffice.com
Waktu :
Tempat :
Acara Pokok :

Atas perhatian dan kehadirannya kami sampaikan terima kasih.

Wassalamu 'alaikum Warahmatullahi wabarakatuh

Hormat Kami
Panitia Penyelenggara

(Nama Lengkap)

<https://www.belajaroffice.com/wp-content/uploads/2016/04/Surat-Undangan-Mail-Merge.jpg>

KOP SURAT

*** **

Banjarmangu, 5 April 2016

Nomor :
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Waktu :
Tempat :
Acara Pokok :

Atas perhatian dan kehadirannya kami sampaikan terima kasih.

Wassalamu 'alaikum Warahmatullahi wabarakatuh

Hormat Kami
Panitia Penyelenggara

(Nama Lengkap)

PT SYAHRUL MAKMUR

Jalan Dr. Leimena No. 45, Makassar

Telp. 08242755991

arulsyahrul306@gmail.com

Nomor : _____

10 November 2019

Yth. _____

Hal: Penawaran Barang

Dengan hormat,

Berdasarkan surat permintaan penawaran No. 01/SMANPIT/SK/XI/2017, yang kami baca pada tanggal 15 Nopember 2017 kemarin, bahwa sekolah Bapak sedang membutuhkan buku-buku pelajaran Matematika untuk kelas XI. Oleh karena itu kami menawarkan buku-buku berkualitas. Beberapa buku tersebut sebagai berikut:

1. Matematika untuk SMA dan MA kelas XI
Penulis : Nugroho Soedyanto dan Maryanto
Penerbit : Tiga Serangkai
Harga : Rp 56.000/unit
Pembayaran : Cash on Delivery (COD)

https://1.bp.blogspot.com/-vQo-jtiSao8/Xce_9NSstkl/AAAAAAAAACb8/_GYbnIVftrYc0Aae5isDQ6TGZUwl-Oi7wCLcBGAsYHQ/s1600/SURAT.PNG

RUKUN TETANGGA 009/07
KELURAHAN BAKAL JADI ALIT SELATAN KECAMATAN RUSAKJAYA KOTA LAMONGAN
Sekretariat : Jl. Melukai hidup mu blok D Telp./SMS : 08998883582, Kode Pos : 553356

Jakarta, 08 Nopember 2016
Nomor :/058/05/XI/25
Sifat : Penting
Perihal : Undangan Rapat
Pengurus RT 009/07
Kepada Yth.

.....
di
.....

 **Untuk Nama**

 **Untuk Alamat**

Assalamu'alaikum wr. Wb.

Dengan Hormat.

Segala puji dan syukur kepada Allah swt. Tuhan Yang Maha Esa, karena atas rahmat-Nya kita dalam keadaan sehat dan selalu mendapat perlindungan dari-Nya.

Sehubungan dengan akan dioptimalkan kepengurusan dan program-program kerja RT 009/07 serta banyak hal yang perlu dibahas mengenai kinerja Pengurus RT 009/07 periode 2016/2017, maka dengan ini saya mengundang segenap jajaran Pengurus RT 009/07 untuk hadir dalam rapat tertutup yang akan dilaksanakan pada :

https://1.bp.blogspot.com/-raGQGBWaBsQ/Wwc_ejIm8EI/AAAAAAAAAHqQ/LgGlln4S8AQQepblhWXPfDSYVALixAQCLcBGAs/s1600/menggunakan-mail-merge-surat-masal.jpg

Penyanyi	Wajah
Nella	
Denny	
Happy	

<https://www.stmikplk.ac.id/menyisipkan-gambar-dalam-mail-merge/comment-page-1/>
https://www.youtube.com/watch?v=-oEw_pXIQfw
<https://www.youtube.com/watch?v=bwCoq99ijnw>

