Imagine sending personalized emails, newsletters, or documents with just a few clicks — without the hassle of repetitive manual work. With mail merge in Google Sheets, it's possible to simplify and automate these tasks, and the Document Generator Add-On takes it even further.

In our latest guide, we break down the process into **five simple steps** for creating personalized documents from your Google Sheets data. Here's a quick glimpse:

- **Organize Your Data**: Lay the groundwork in Google Sheets for each unique recipient.
- **Create a Template**: Customize documents in Google Docs, Sheets, or Slides with placeholders for key details.
- **Use the [Document Generator](#)**: Set up the add-on in Google Sheets to pull data effortlessly.
- **Configure Output Options**: Define file formats, naming conventions, and folders.
- **Run and Automate**: Generate personalized documents instantly and automate further with Google Forms.

Ready to dive in? [Read the full guide here](#) for step-by-step details to streamline your mail merge process in minutes!