



## Overview

Many missionaries prepare their newsletters in Microsoft Word and use the mail merge feature to personalize the letters. TntMPD creates a **direct link to Word**, using your displayed group as the source data for the merge.

You can use any of Word's merge features such as letters, envelopes, labels, or email, using TntMPD.

**You may find it easier to create and save your document in Word first. Then, using TntMPD, initiate the merge.**

### *I create my newsletters in Publisher. How do I merge those?*

The only way to do this merge is to export your group to a text file, and then use that as the source data for your Publisher merge.

### *I could save a lot of money sending all of my newsletters by email. Should I do that?*

The method you choose to send your newsletters will depend on many factors. You may want to try a hybrid approach, sending some communications by email and some using regular mail.

You also need to gauge the desires of your partners. Some may specifically request newsletters by email, while others may not prefer that.

#### **Email newsletter advantages:**

- Fast.
- Free.
- Can be more interactive as donors can reply easily.

#### **Printed newsletter advantages:**

- More control over design, esp. with pictures and color.
- Transferrable (e.g., may be easier to share with others such as spouse and children), Fund appeals should always be sent on paper so that you can include a response piece.

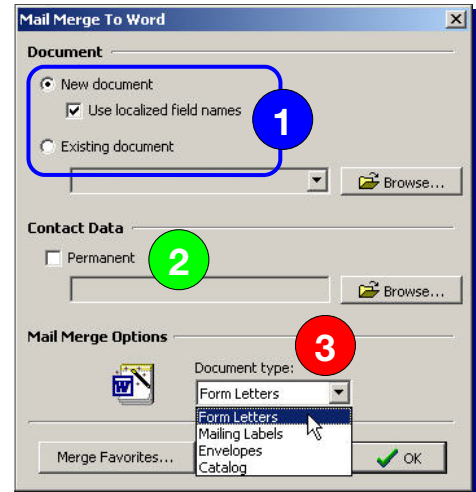
### *When I merged labels, I ended up with one label printed and the rest blank. What did I do wrong?*

After you set up the merge information on your label document, press the "Propagate" button.

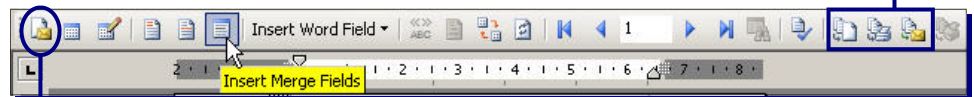
## Steps to creating a new Mail Merge

Select **Tools | Mail Merge with Word | Create Mail Merge**. You can also click the Word button on the TntMPD button bar.

- 1 Choose the default "New document" or open one you have prepared.
- 2 You can use a contact list you have already saved (as a text file), but generally you would not need to as you can merge directly from your existing contact group.
- 3 Select the **Document type**. When you click **OK**, TntMPD will open Word and create a new document. If you are creating envelopes or labels, Word will ask you to define the envelope/label type first. The **Mail Merge Button Bar** (▼) will appear at the top.

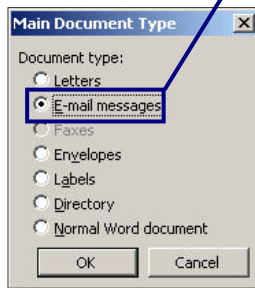
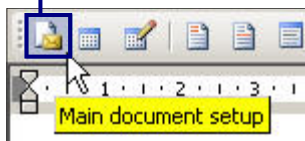
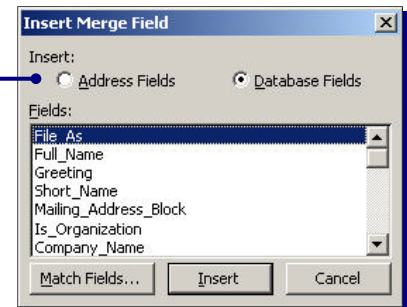


Merge to New Document, ...to Printer, and ...to Email buttons.



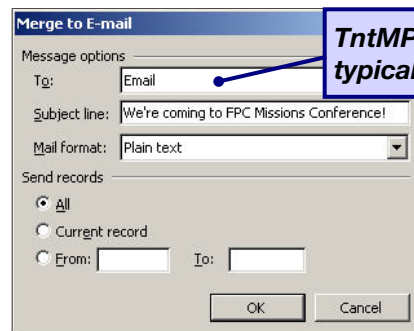
Create your document and use the **Insert Merge Fields** button to choose the TntMPD fields. More than 150 fields are available, but you will probably only use **Greeting** (for letters) and **Mailing Address Block** (for envelopes).

When you are ready to send your document to the printer, click the **Merge to Printer** button.



## Sending emails using Mail Merge

1. Click the **Main document setup** button.
2. Change the document type to **E-mail messages**.
3. Prepare your message text. Be sure to insert the Greeting!
4. Press the **Merge to E-mail** button.
5. In the *Merge to E-mail* box, write a **Subject Line** for your messages.
6. Select format (Plain text or HTML).
7. Click **OK** to start the merge. Word will automatically open your email system and begin the merge.



TntMPD merge field, typically "Email".

