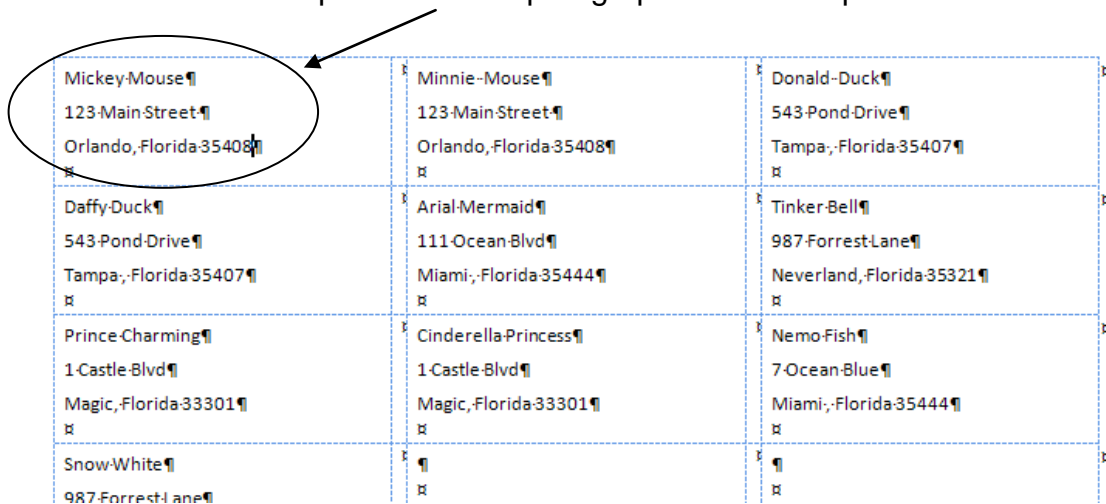


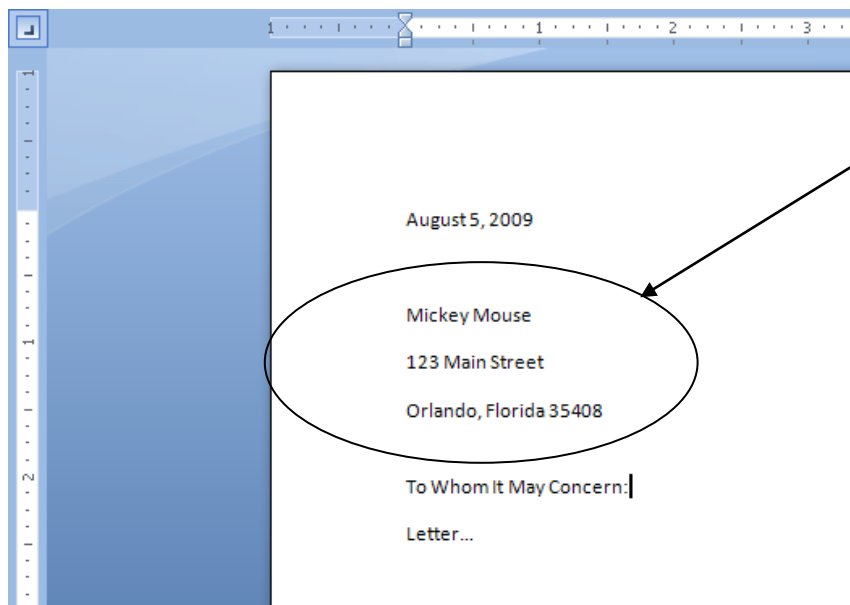
Word 2007 Mail Merge

Spacing of the Merged Document is Incorrect

The default Line Spacing in Word 2007 is 1.15 and the default Paragraph Spacing, After is 10 pt. These new defaults will impact the merged results and will give the appearance of too much white space between paragraphs. For example:



Mickey-Mouse 123 Main Street Orlando, Florida 35408	Minnie-Mouse 123 Main Street Orlando, Florida 35408	Donald-Duck 543 Pond Drive Tampa, Florida 35407
Daffy-Duck 543 Pond Drive Tampa, Florida 35407	Ariel-Mermaid 111 Ocean Blvd Miami, Florida 35444	Tinker-Bell 987 Forrest Lane Neverland, Florida 35321
Prince Charming 1 Castle Blvd Magic, Florida 33301	Cinderella-Princess 1 Castle Blvd Magic, Florida 33301	Nemo-Fish 7 Ocean Blue Miami, Florida 35444
Snow-White 987 Forrest Lane		

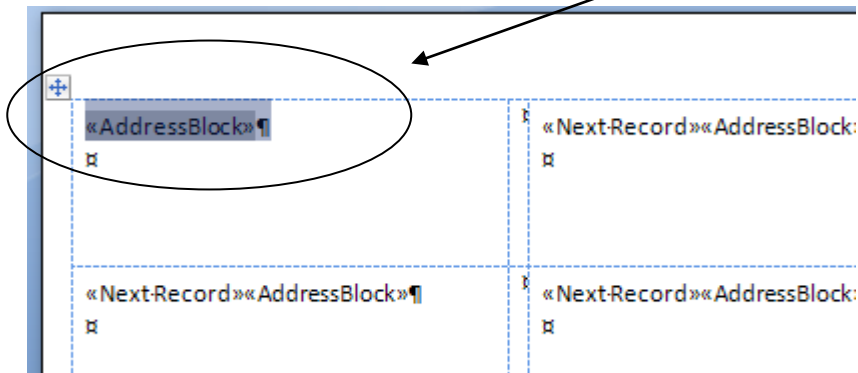


This will occur if you are using the Address Block to insert the address onto labels or a letter, even if you changed Word 2007 defaults back to Word 2003 defaults. This will also occur if you manually enter the merge fields and you have not modified the line and paragraph spacing defaults. You can correct this several ways.

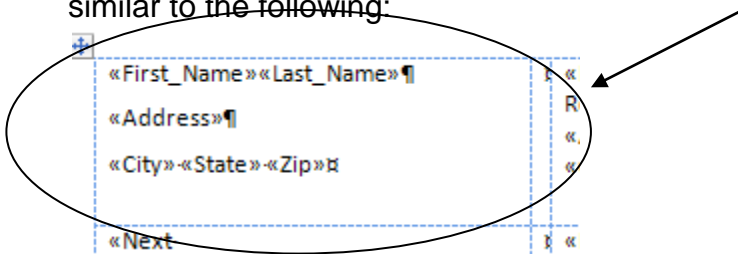
Option 1: This process can be used while you are performing the mail merge.

1. Select the text prior to Previewing, which means you would go to Step 4 in the Mail Merge Wizard.

For example, if you are trying to format the Address Block, select the **<<Address Block>>** field in the main document.




Another example, if you are manually inserting the merge fields, it would look similar to the following:



In this example, select all lines of the address.

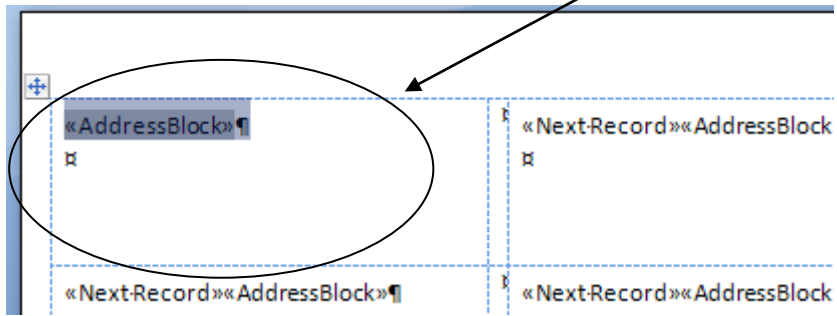
Note: If you are working with a letter, do the same as instructed above, select the Address Block or the manually inserted merge fields at the top of the letter.

2. To change the line spacing, go to the Home tab and use the **Line Spacing**  button and change to 1.0. You should also adjust the paragraph spacing by selecting the option for **Remove Space After Paragraphs** and/or **Remove Space Before Paragraphs**.
3. If working with labels, click on the **Update Labels** button to add the new spacing the all labels.
4. Continue with merge.

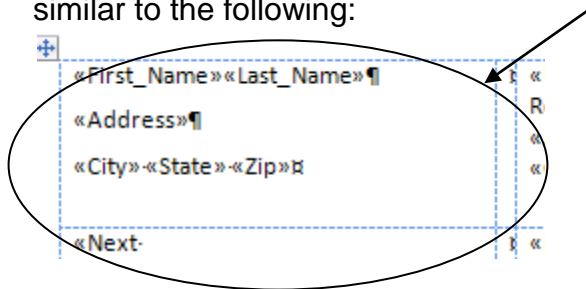
Option 2: This process can be used while you are performing the mail merge.

1. Select the text prior to Previewing, which means you would go to Step 4 in the Mail Merge Wizard.

For example, if you are trying to format the Address Block, select the **<<Address Block>>** field in the main document.



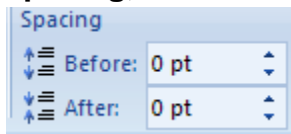
Another example, if you are manually inserting the merge fields, it would look similar to the following:



In this example, select all lines of the address.

Note: If you are working with a letter, do the same as instructed above, select the Address Block or the manually inserted merge fields at the top of the letter.

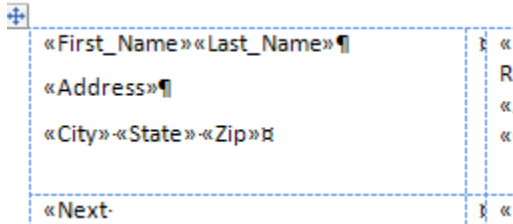
2. To change the paragraph spacing, go to the Page Layout tab and use the **Spacing, Before** and/or **After** fields and change both to 0 pt.



3. If working with labels, click on the **Update Labels** button to add the new spacing the all labels.
4. Continue with merge.

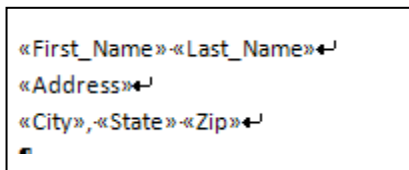
Option 3: Manually Inserted Merge Fields


1. Do this for future merges when you are setting up the labels or letter.
2. If you manually insert the merge fields for the Address using the **Insert Merge Field** option (NOT the Address Block) your entry will look similar to the following:



3. You can remove the extra spacing by entering a **Soft Return** at the end of each line. For example, insert the merge fields for First Name and Last Name and then use the key combination of **Shift + Enter**. Enter the Address line and then use the key combination of **Shift + Enter**. Enter the City, Sate and Zip Code and then use the key combination of **Shift + Enter**.


The entry will now look similar to the following:



Note: To see non printing characters in the document, go to the Home tab and click on the **Show/Hide**  button in the Paragraph group.

4. Continue with the merge.

Option 4: This process can be used after you have completed the merge (on Labels)

1. Complete the merge for labels. You can either be in Preview in the Mail Merge document or you can be looking at the new document of labels (used the Edit Individual Documents option).
2. Select the entire document.
3. On the Home tab, use the **Line Spacing**  button. Adjust the paragraph spacing by selecting the option for **Remove Space After Paragraphs** and/or **Remove Space Before Paragraphs**.