### **Instructions for Mail Merge (Word and Excel)**

**Step 1: Open the Excel File**

1. Locate the MailMergeFlyer.xlsx file on your computer.
2. Double-click the file to open it in Excel.
3. Ensure the Excel file contains the information you want to include in the flyer, such as names, addresses, or other details. Each row in the file represents a separate flyer, and each column is a different piece of information (like name, phone number, etc.).

**Step 2: Open the Word Document**

1. Locate the TearOffFlyer.docx file on your computer.
2. Double-click the file to open it in Microsoft Word.

**Step 3: Start the Mail Merge in Word**

1. In Word, click the **Mailings** tab at the top of the screen.
2. Select **Start Mail Merge** and then choose **Letters** from the dropdown.

**Step 4: Select Recipients**

1. Click **Select Recipients** in the Mailings tab.
2. From the dropdown, choose **Use an Existing List**.
3. Browse for the MailMergeFlyer.xlsx file you opened earlier and click **Open**.
4. A pop-up window will appear asking you to select a sheet. Select the sheet where your data is stored (usually called "Sheet1") and click **OK**.

**Step 5: Insert Merge Fields**

1. In the Word document, place your cursor where you want to add a piece of information (e.g., the recipient's name).
2. Click **Insert Merge Field** from the Mailings tab, and a list of column names from the Excel file will appear.
3. Click the name of the column that corresponds to the information you want to insert (e.g., "Name," "Phone Number").
4. Repeat this process to insert other fields from the Excel file into the flyer.

**Step 6: Preview the Flyers**

1. Click **Preview Results** in the Mailings tab to see how your flyers will look with actual data from the Excel file.
2. Use the left and right arrows to scroll through different entries.

**Step 7: Complete the Mail Merge**

1. When you're satisfied with the preview, click **Finish & Merge** in the Mailings tab.
2. Select **Edit Individual Documents** if you want to review each flyer separately before printing, or choose **Print Documents** to print them directly.

**Step 8: Print the Flyers**

1. If you selected **Edit Individual Documents**, a new document will open with all the merged flyers.
2. Click **File** > **Print**, then choose your printer and the number of copies you want to print.