Mailings Tab

The mailing tab of the office 2013 is for letters and post-office related uses. For creating custom envelopes or Labels, the Mailing Tab is the area where you have all such action

a) **Create**
b) **Start Mail Merge**
c) **Write & Insert Fields**
d) **Preview Results and Finish**

Create Group consists of

Envelops: Creates an envelope along with senders address

Labels: Creates labels to sticks on covers

Start Mail Merge group consists of

Start Mail Merge: Start Mail Merge either by wizard or manual

Select Recipients: Select address from Data source

Edit Recipient list: You can change the address details of data source

Write& Insert Fields Group Consists of

Highlight Merge Fields: Merge fields are highlighted to distinguish

Address Block: Adds an address to the document.

Greeting line: Insert a salutation line

Insert Merge Field: Inserts merge field a place holder for data value from data source

Rules: Selects recipients according to the condition.

Match Fields: Generalizing fields like Home and Home Phone are similar

Update labels: labels are updated to print