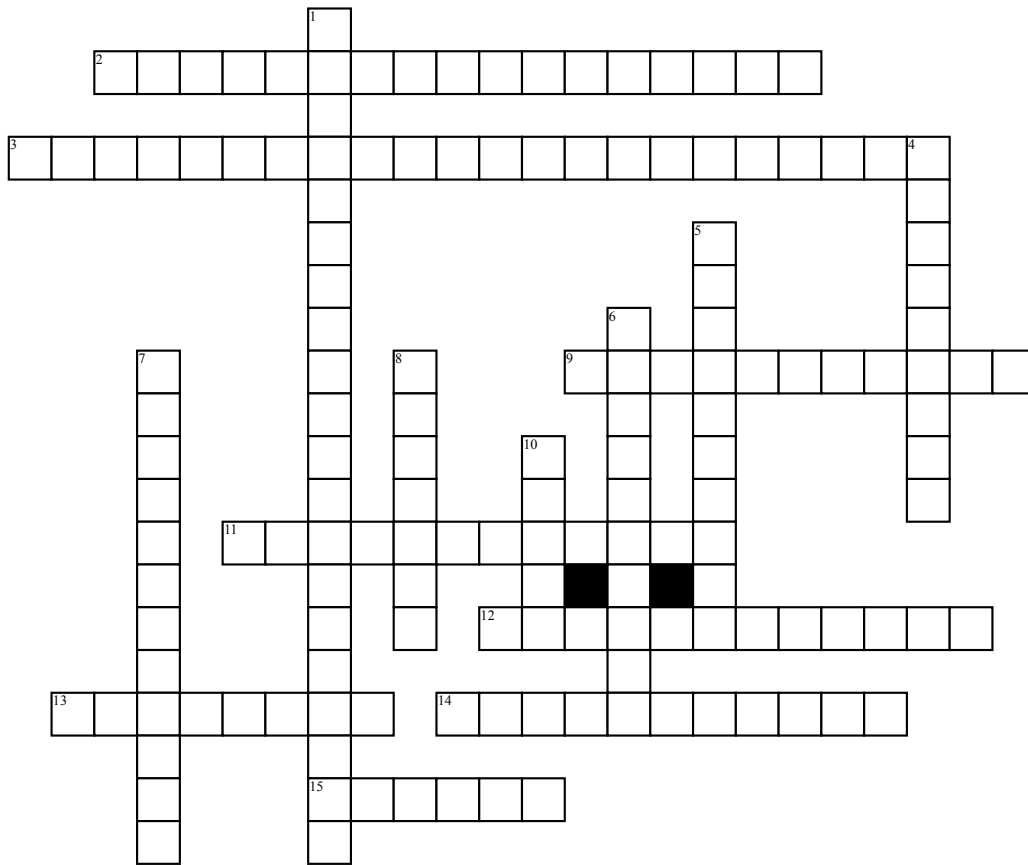


# Module 6 Vocab



**Across**

- 2. what is a tool that helps set up letters?
- 3. text and fields related to a salutation
- 9. where is the mail merging wizard?
- 11. the first row of a data source

- 12. several fields related to and address' together
- 13. a document that was pre-made and you can just put your info into it
- 14. field names linked to a data source
- 15. row in a data source

- 4. a document that tells you everyones information
- 5. instructions of an IF field
- 6. a document that holds all the information
- 7. contains the constant or unchanging text
- 8. example of world field
- 10. column in a data source

**Down**

- 1. chevrons << >>

**Word Bank**

- |               |                        |                          |               |
|---------------|------------------------|--------------------------|---------------|
| main document | mail merging wizard    | template                 | IF field      |
| data source   | merge field characters | field codes              | address block |
| header record | record                 | Greetingline merge field | merge fields  |
| field         | mailings tab           | directory                |               |