

Removing Blank Lines in Word 2007 Mail Merge Addresses

One aspect of Word 2007 Mail Merge that will stump most is, dealing with a list of addresses that utilise Address1, Address2 and even Address3 which can leave you with unwanted blank lines in your merged document. Using the Address Block setting in Word 2007 makes this quite simple as it will automatically suppress any blank lines, leaving you with a professionally formatted address.

1. Select the **Mailings** tab from the **Ribbon**.
2. Click **Start Mail Merge** to select the type of document you desire. Click on the type and then select the proper options from the resulting dialog box and click OK.
3. Click **Select Recipients** and select the location of your recipients. You can create a new list if you need to. Go through the resulting dialog box(es) to select the intended recipients.
4. Instead of inserting the merge fields for the name and address, click **Address Block**. This will bring up a dialog box allowing you to choose what elements you wish to include. These include the recipient's name, company name, and postal address. Select the desired elements by clicking on the corresponding checkboxes.
5. Click the **Match Fields** button to make sure that all fields match up. If not, use the corresponding dropdowns to select the appropriate field for that component.
6. Click OK to close the dialog box.

The address block has now been added to your document. This will suppress any blank lines in any of the chosen fields, resulting in a clean and professional looking document for the recipients.