

HOW TO CREATE A NALP MAIL MERGE

Boston University School of Law Office of Career Development & Public Service

I. CREATING YOUR SEARCH

Go to www.nalpdirectory.com – in the search screen, configure the “list options” to your preference. Once done, hit “Search.” In the blue bar menu in the middle of the page, make sure you click “Customize Display” and select “All” under “# Results Per Page” to show and include all of the search results. **Note:** The more specific you make your options, the fewer search results you will receive. Please search accordingly.

II. CREATING YOUR CUSTOM LIST

From the Search Results screen, you may check individually the firms you would like to include in your mail merge (or check the first box to include all firms in the list).

- a. Click “Mail Merge” icon
- b. The following screen should resemble the one below:

Mail Merge List

This Mail Merge List can be saved for future use. Simply enter your email address below to download your saved lists.

*Your Email Address:

*New List Name:

SAVE **CANCEL**

[For Employers](#)
[For Law Schools](#)

Click on the My Favorites tab to download saved Mail Merge Lists at any time.

NALP will not send you email, add your name to any mailing list or sell your email address to any third party. Your address is used simply as an identifier.

CLOSE X

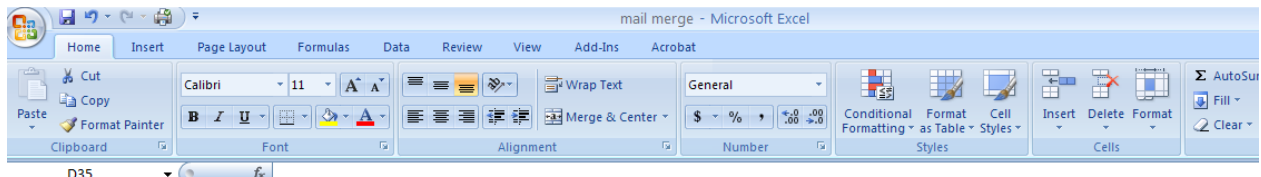
Use your bu.edu email address to access this email for free. (If you have trouble and do not get free access, contact Lisa Terrasi at lterrasi@bu.edu to be added to our list of users.) Create a List Name and click “Save”.

- c. You can then click “Download Now” to download the mail merge file.
Alternatively, you can click close and download the mail merge file later. If you select this, it will be saved at “My Mail Merge Lists” under the “My Favorites” link on the upper right hand corner of the webpage. Check the mail merge list(s) that you want to download and click “Download Contact Information.” You may need to provide your bu.edu email address again to get into “My Favorites.”
- d. “Save” the mail merge file to your preferred location. (DESKTOP recommended).

III. PREPARING YOUR FILE FOR MAIL MERGES USING EXCEL

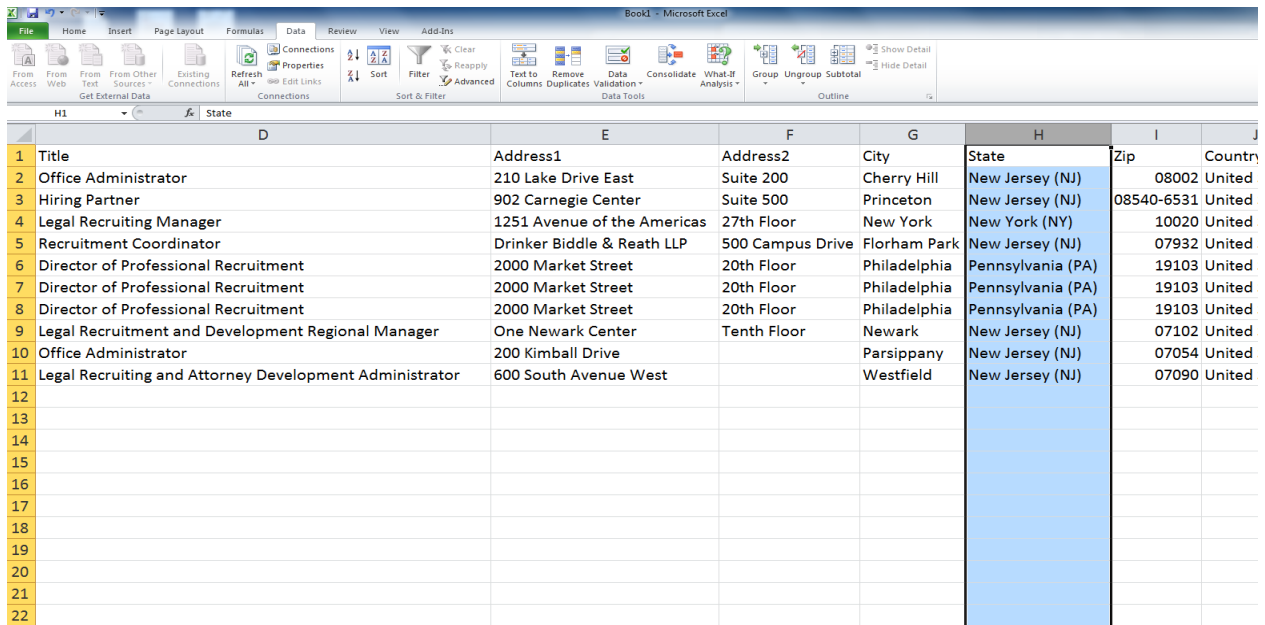
Once you have saved the mail merge file onto your computer, double click it to open the file in Microsoft Excel. First, go to “File” and “Save As” to save your Excel spreadsheet. Make sure that under “type of file” you save your file as an Excel Spreadsheet. The way your text looks in Excel is the way it will appear in a mail merge. Here are some common clean-up issues and fixes:

- a. **Resize Column Width for Easier Viewing:** To size the data columns quickly, move the cursor to any column breaker. The cursor will change to the following shape: (↔). When the cursor changes, double-click and the column will automatically resize to the longest data entry in the column. Your spreadsheet should resemble the one below:



	A	B	C	D	E	F
1	Prefix	First Name	Last Name	Title	Organization	Office Address1
2	Ms.	Trisha	Turk	Human Resources Coordinator	Greenberg Traurig, LLP	One International Place
3	Ms.	Joyce	Wong	Regional Legal Recruiting Coordinator	FOLEY & LARDNER LLP - BOSTON	111 Huntington Ave.
4		Jennifer	Fox	Attorney Recruiting Manager	Morgan, Lewis & Bockius LLP	225 Franklin Street, 16th Floor
5				Recruiting Coordinator	Banner & Witcoff, Ltd.	28 State Street
6	Ms.	Katherine	Kelly	Director of Legal Recruiting	Edwards Angell Palmer & Dodge - Boston	111 Huntington Avenue
7	Ms.	Jeniene A.	Matthews	Manager of Legal Recruiting & Professional Development	McDermott Will & Emery LLP - Boston	28 State Street
8	Ms.	Donna	Manion	Legal Recruiting Manager	DLA Piper LLP (US)	33 Arch Street, 26th Floor
9	Ms.	Lindsey M.	Baumgardner	Associate Director of Recruiting	BROWN RUDNICK LLP	ONE FINANCIAL CENTER
10	Ms.	Lauren	Fishman, Esq.	Attorney Recruiting Manager	Cooley Godward Kronish LLP-Boston	500 Boylston Street
11	Ms.	Heather A.	Conrad	Manager of Law School Recruiting	DECHERT LLP	200 CLARENDON STREET
12	Mr.	Ari A.	Katz	National Director of Legal Recruiting	Bingham McCutchen LLP (All Offices)	One Federal Street
13	Ms.	Amanda	Quinlan	Senior Manager, Legal Recruiting	BINGHAM MCCUTCHEN LLP	ONE FEDERAL STREET
14	Ms.	Dina M.	Wreede	Director of Legal Recruiting	FOLEY HOAG LLP	Seaport West
15	Ms.	Catherine L.	Murphy	Regional Recruiting Manager	K&L Gates LLP - Boston, MA	One Lincoln Street
16	Ms.	Ashley B.	Nelson	Legal Recruitment Manager	GOODWIN PROCTER LLP	EXCHANGE PLACE
17		Margaret	Hadley	HR and Recruitment Manager	NIXON PEABODY LLP - Boston, MA	100 Summer Street

- b. **Fix State Field to Only Show State Abbreviation:** The state field may be too long (e.g. New Jersey (NJ)) and require trimming for an abbreviation. (See below.)



	D	E	F	G	H	I	J
	Title	Address1	Address2	City	State	Zip	Country
1	Office Administrator	210 Lake Drive East	Suite 200	Cherry Hill	New Jersey (NJ)	08002	United
2	Hiring Partner	902 Carnegie Center	Suite 500	Princeton	New Jersey (NJ)	08540-6531	United
3	Legal Recruiting Manager	1251 Avenue of the Americas	27th Floor	New York	New York (NY)	10020	United
4	Recruitment Coordinator	Drinker Biddle & Reath LLP	500 Campus Drive	Florham Park	New Jersey (NJ)	07932	United
5	Director of Professional Recruitment	2000 Market Street	20th Floor	Philadelphia	Pennsylvania (PA)	19103	United
6	Director of Professional Recruitment	2000 Market Street	20th Floor	Philadelphia	Pennsylvania (PA)	19103	United
7	Director of Professional Recruitment	2000 Market Street	20th Floor	Philadelphia	Pennsylvania (PA)	19103	United
8	Legal Recruitment and Development Regional Manager	One Newark Center	Tenth Floor	Newark	New Jersey (NJ)	07102	United
9	Office Administrator	200 Kimball Drive		Parsippany	New Jersey (NJ)	07054	United
10	Legal Recruiting and Attorney Development Administrator	600 South Avenue West		Westfield	New Jersey (NJ)	07090	United
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To avoid manually changing each one, follow these directions:

- Insert a column to right of the column (e.g. Column H) where you can edit. ("Alt+I", "C")
 - Select the top of the column (e.g. Column H) to select the entire column and select "Data" > "Text to Columns" from the top.
 - This will open the "Convert Text to Columns Wizard" dialog box. Choose "Delimited" as your file type and click "Next."
 - On the next screen, check the box for "Other" and type in the end parentheses symbol,), as the delimiter and click "Finish."
 - Repeat steps (ii) and (iii) above in the new column you've created. On the next screen, check the box for "Other" and type in the start parentheses symbol, (, as the delimiter and click "Finish."
 - This will provide a new column (e.g., Column I) that only shows the state abbreviations. Rename this column (e.g. Column I) as "State" at the top, delete the previous column (e.g. Column H).
 - Go to "File" and "Save" to protect the changes to your document.
- c. **Zip Codes Cut Off:** For cities that start with a "0," some of the full zip codes may be cut off. To avoid manually changing each one, follow these directions:
- Select the entire "Zip" column by right clicking the top of the column and selecting "Format Cells."
 - Under "Number," select "Special" and then "Zip Code" and click OK.
 - Go to "File" and "Save" to protect the changes to your document.

- d. **Fields in ALL CAPS:** If fields appear in ALL CAPS (see “DECHERT LLP” above), then it will appear in ALL CAPS in your mail merge. To avoid manually changing each one, follow these directions:
- Insert a column to right of the column (e.g. Column B) where you can edit. (“Alt+I”, “C”)
 - At the top of the column, type in the following formula. **=Proper(cell to change)**. e.g. =Proper(B1). This formula will return all items in the selected column in proper form. (e.g. FOLEY HOAG LLP becomes Foley Hoag Llp).
 - Now, expand the formula to the remaining columns.
 - Click on the cell containing the formula. Move the cursor to the lower right corner until the cursor changes to +. Click, hold, and drag the formula down to the end of the column. (See below).

E	F
Organization	Organization
Greenberg Traurig, LLP	Greenberg Traurig, Llp
FOLEY & LARDNER LLP - BOSTON	Foley & Lardner Llp - Boston
Morgan, Lewis & Bockius LLP	Morgan, Lewis & Bockius Llp
Banner & Witcoff, Ltd.	Banner & Witcoff, Ltd.
Edwards Angell Palmer & Dodge - Boston	Edwards Angell Palmer & Dodge - Boston
McDermott Will & Emery LLP - Boston	Mcdermott Will & Emery Llp - Boston
DLA Piper LLP (US)	Dla Piper Llp (Us)
BROWN RUDNICK LLP	Brown Rudnick Llp
Cooley Godward Kronish LLP-Boston	Cooley Godward Kronish Llp-Boston
DECHERT LLP	Dechert Llp
Bingham McCutchen LLP (All Offices)	Bingham Mccutchen Llp (All Offices)
BINGHAM MCCUTCHEN LLP	Bingham Mccutchen Llp
FOLEY HOAG LLP	Foley Hoag Llp
K&L Gates LLP - Boston, MA	K&L Gates Llp - Boston, Ma
GOODWIN PROCTER LLP	Goodwin Procter Llp
NIXON PEABODY LLP - Boston, MA	Nixon Peabody Llp - Boston, Ma

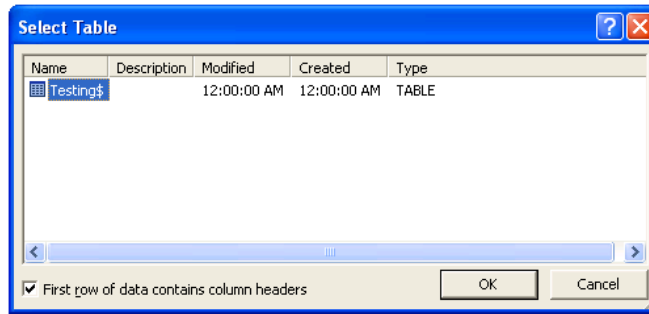
- To change the “Llp” back to LLP,
 - Select the new column by clicking on the Column Head. (e.g. Column C). Copy (Ctrl+C)
 - Paste Special - Value. (Alt+E), then (s), then (v), then (OK).
 - This converts the formulas to actual text in the document.
 - Use the “Find and Replace” function. (Ctrl+H) to start the function. Click on the “Options” button, which will reveal additional options. Make sure to click the “Match case” box. Now fill in the text portion accordingly:
 - Find what: “Llp”
 - Replace with: “LLP”
 - Click “Replace All”
 - You may need to replace Step 3 for other words (e.g. Llc → LLC)
- Go to “File” and “Save” to protect the changes to your document.
- NOTE: some firms may have large caps in the middle of their name – e.g. Nutter McClennen & Fish, or WilmerHale. Be sure to check for proper capitalization in the new column you create.

IV. USING THE MAIL MERGE WIZARD TO CREATE LETTERS, ENVELOPES AND LABELS IN MS WORD

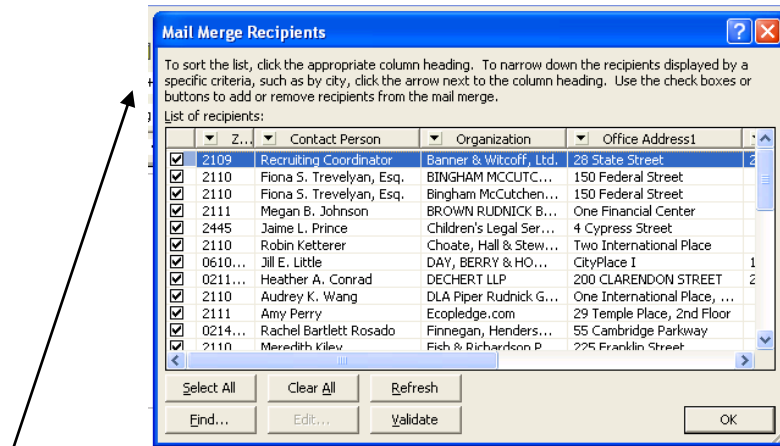
- a. Depending on your version of Word, choose **Tools** from the menu bar and select **Letters & Mailings > Mail Merge Wizard** or **Mailings > Start Mail Merge > Step by Step Mail Merge Wizard**. This opens the wizard box that will take you through the process.
- b. **Step 1 of 6: Select document type** – In the wizard box, select your document type (letters, envelopes, labels, etc.). Then click **Next** to continue in the wizard.



- c. **Step 2 of 6: Select start document** – Select your starting document (usually, you can “Use the current document,” which is pre-selected, and go to the next step).
 - i. If applicable, change your document layout to match your product. (i.e. if using labels, choose the product name and the matching product number. Word will automatically lay out your document to be print-ready.)
 - ii. Click **Next** to continue in the wizard.
- d. **Step 3 of 6: Select recipients** – If you followed the steps above, you will “Use an existing list.”
 - i. “Browse” for the document’s location. You can find the document quickly on “Desktop,” if you saved it there.
 - ii. Double-click on your file. The following screen should appear:



iii. Select the worksheet and click “OK.” The following screen should appear:



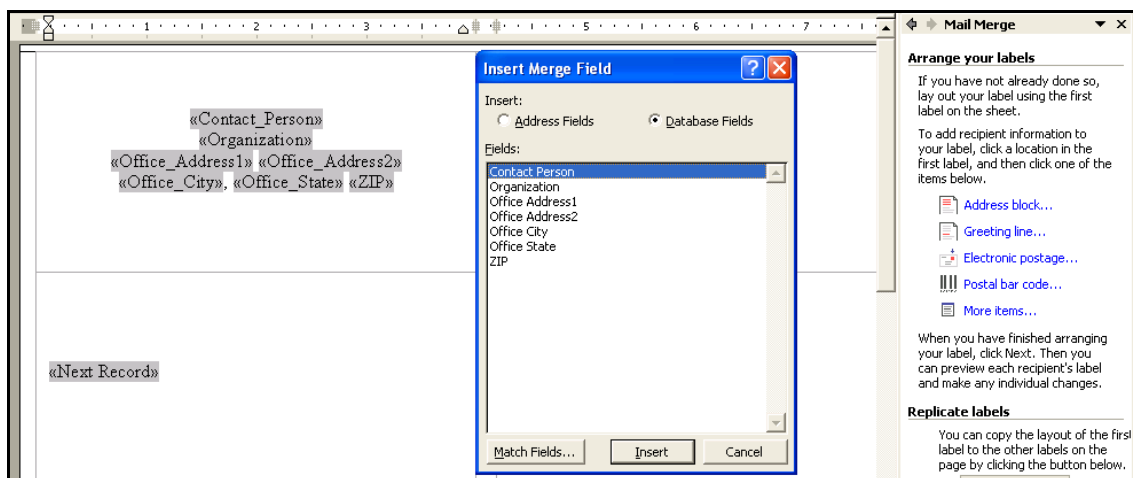
iv. Follow the directions in the “Mail Merge Recipients” box. Once done, select “OK.”

v. Click **Next** in the Wizard box to continue to the next step.

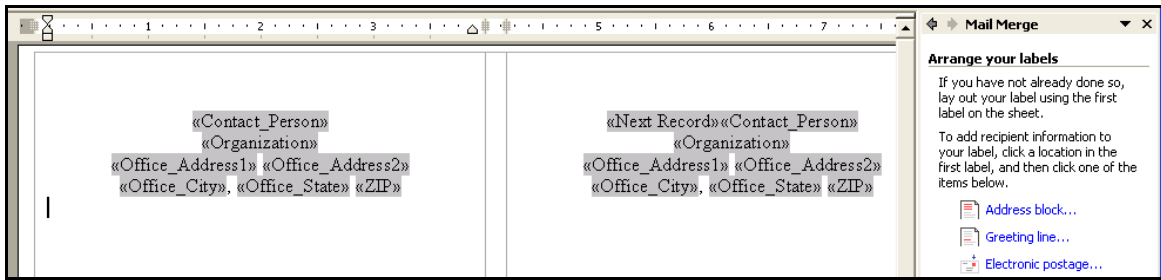
e. **Step 4 of 6: Mail Merge – Arrange the document.**

i. **If preparing a label:**

1. Use “**More items**” to arrange your label. You will be prompted to “Insert Merge Field.” The Field Titles are based off your NALP mail merge. Select the appropriate Field, insert, and arrange accordingly in document. (See example below)



2. Replicate labels by updating. (See example below)



3. Click **Next** in the Wizard box to continue to the next step.

ii. **If preparing a letter:**

1. Insert merge information by using one of the preset forms (e.g. “Address Block”). The **More Items** option will give you the most flexibility, allowing you to insert merge fields piecemeal and insert commas and spaces between the fields as necessary. (See the directions about for creating labels for a more detailed explanation).
 2. Click **Next** in the Wizard box to continue to the next step.
- f. **Step 5 of 6: Mail Merge** – Preview your document. You can use the arrow keys to preview the merged documents. When satisfied with the merge, click **Next** to continue to the final step.
- g. **Step 6 of 6: Mail Merge** – Complete the merge. The final step allows you to batch print or edit individual letters. We recommend that you review each letter individually for quality control, and print as you go along. Otherwise, if you are confident with your merge, feel free to print.