MAIL MERGE INSTRUCTIONS FOR JUDICIAL EXTERNSHIP APPLICATIONS

PART ONE: Create your Judge List

1. Open either the "**Federal Judges**" or "**State Judges**" Microsoft Excel spreadsheet provided by the Career Development Office (if you do not have a spreadsheet yet, contact the CDO).

2. After you've decided to which judges you plan to apply, highlight the rows containing judges to whom you DO NOT plan to apply. (Select a row by Shift+clicking or dragging across the row numbers on the left side.)

3. Right-click any selected judge and select "**Delete**" **from the menu** that pops up. This will delete ALL selected rows. (<u>DO NOT just click the "Delete" button on the keyboard</u>, as that will cause blank cover letters to be generated later in the mail merge process.)

4. Save your changes as a **new document** in a location that will be easy to find again (such as your computer desktop) and close the original spreadsheet.

PART TWO: Create your Letter

5. Open the following document in Word: "**Extern_CoverLetter_Template**" (the "Template"). You should see a mail merge template that appears similar to below:
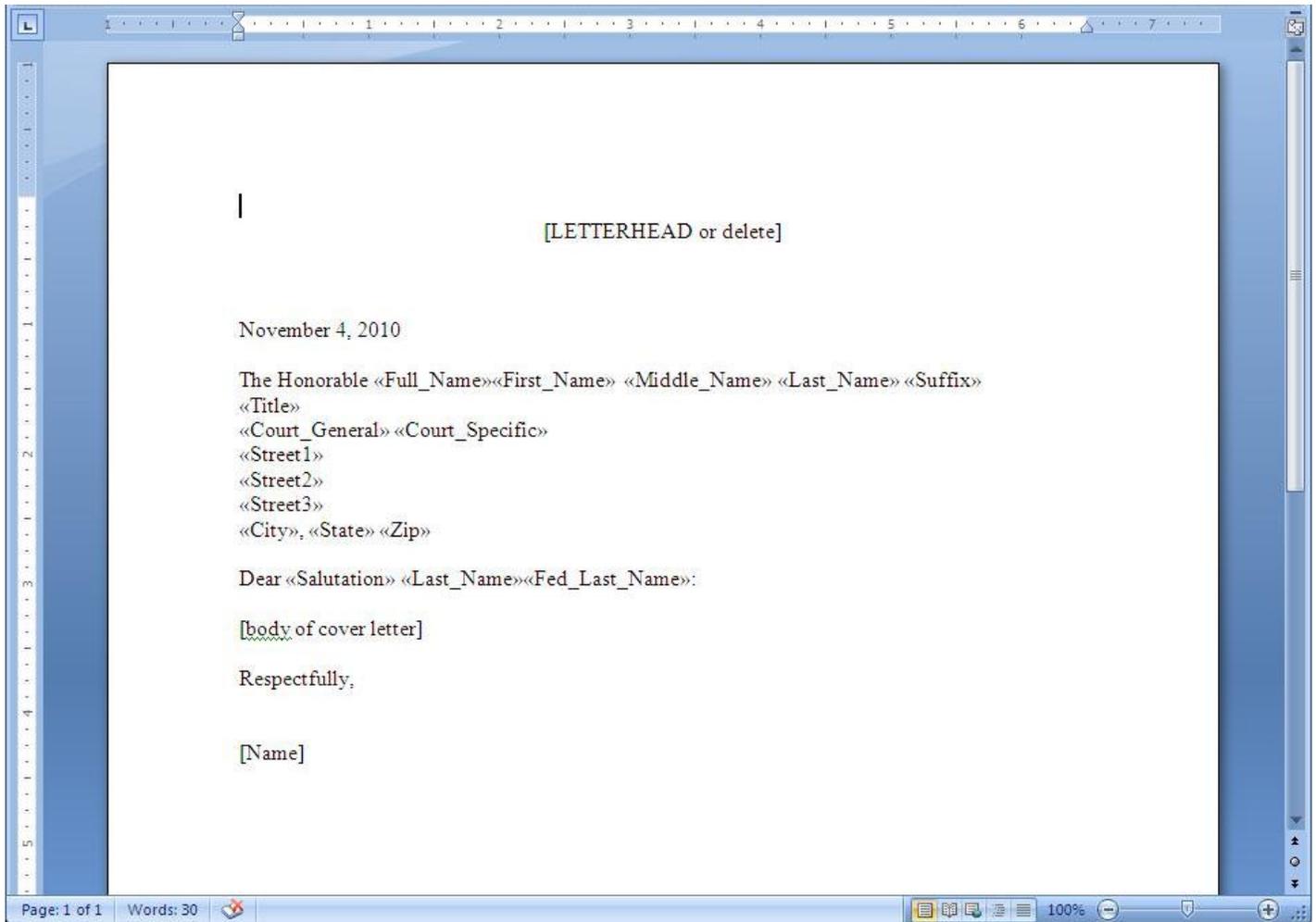
NOTE: Do NOT modify any text in the template that is enclosed in arrows (e.g., <<Last_Name>>).

6. Update this Template with your personal information:

    a. Replace the phrase **"[LETTERHEAD or delete]"** in the Template with the letterhead from your cover letter.

    b. Replace the phrase "**[body of cover letter]**"with the body of your cover letter.

    c. Replace the phrase "**[Name]**" where indicated at the bottom of the Template.

    d. Correct any formatting issues (i.e., font size, margins, etc.)

7. Save the Template as "**[My Name] [State or Federal] Judicial Externship Cover Letter**" (update the text in brackets with the correct information).

PART THREE: Merge your Letters

*NOTE: These instructions assume you are using **Microsoft Word 2007**. If you do not own Word 2007, you may use the Pepperdine computer lab or contact CDO@pepperdine.edu for instructions for other versions of Word (note: portions of alternative instructions may be out of date).*

8. Click on the "**Mailings**" tab, then the "**Select Recipients**" button, then "**Use Existing List…**" on the menu. Browse to your judge list (the one you just created with your selections), select that file, and press "**Open**." When the "Select File" window opens, press "**OK**."
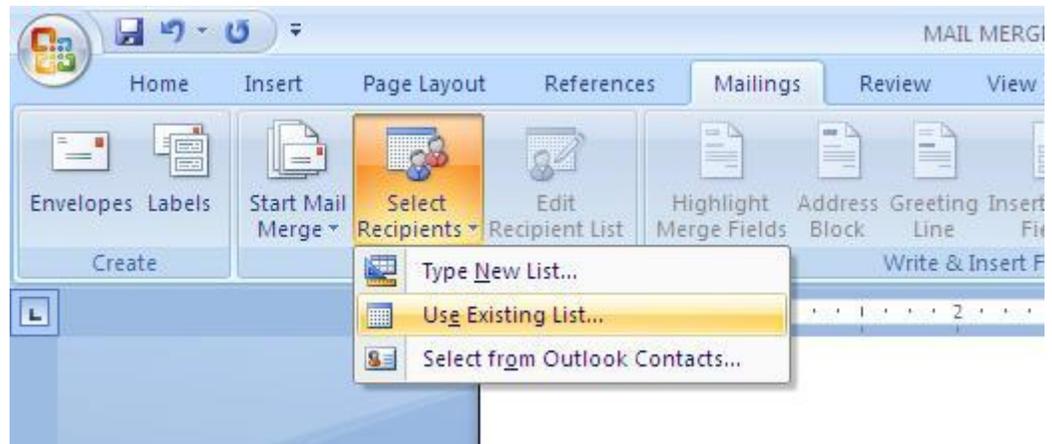
9. Click the "**Finish & Merge**" button, then "**Edit Individual Documents…**" When the "Merge to New Document" window opens, press "**OK**."
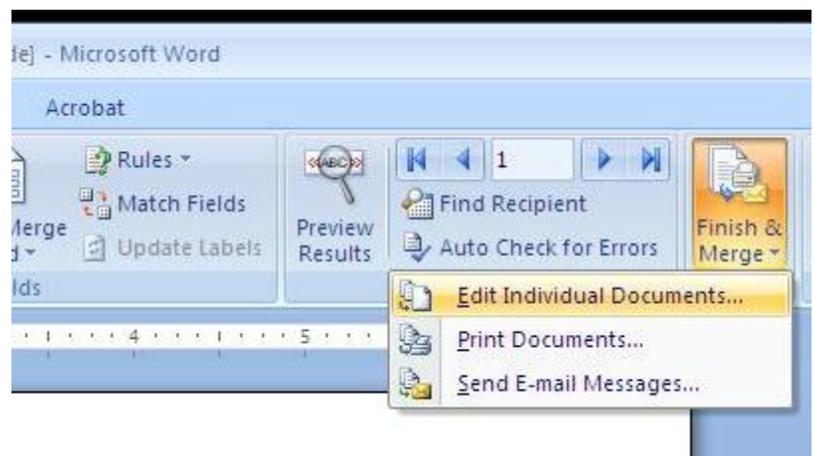
10. Scroll through your letters, making sure that all necessary information appears, and that the letter fits on one page.

    a. If you notice a number of judges – especially at the end – with missing information, then you may have deleted information rather than deleting rows as specified in Step 3 above. You will need to close your merge letter, delete the "ghost rows" from your spreadsheet, then repeat Steps 8-10.

    b. If your letter does not fit into one page, you can try changing your margins slightly; otherwise, you will need to go back to your merge letter, rewrite it to be shorter, then repeat Steps 8-10.

11. Once you are satisfied, print your letters on resume paper. Save this document as "**[My Name] [State or Federal] Merged Judicial Externship Cover Letters**" for your records.

12. If you have both state and federal judge lists, then repeat Part Three for your second judge list.

PART FOUR: Merge your Mailing Labels

NOTE: The Judicial Externship Labels Template is designed for 2"x4" Mailing Labels (Avery # 5163).

13. Open the following document in Microsoft Word 2007: "**Externship_Labels_Template**" (the "Template"). The Template is similar to the picture at right:

NOTE: Do NOT modify any text in the template that is enclosed in arrows (e.g., <<Last_Name>>).
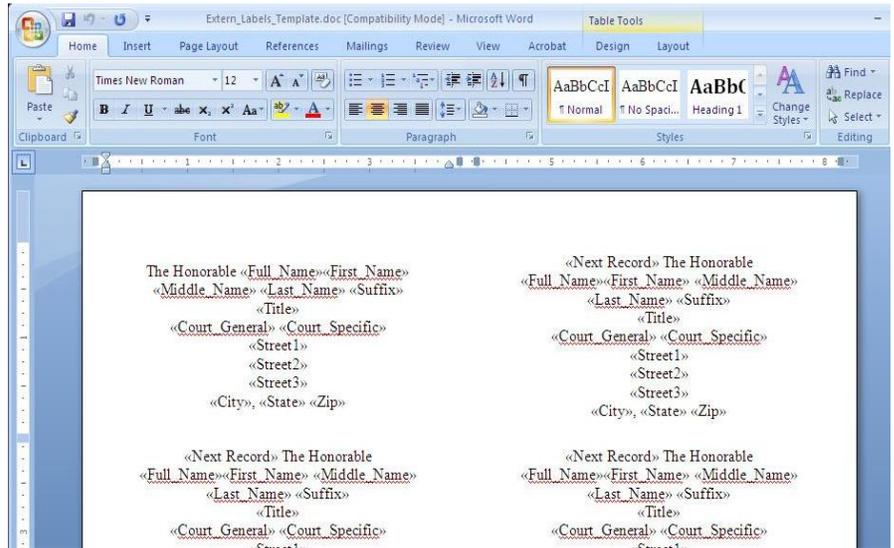

14. Click on the "**Mailings**" tab, then the "**Select Recipients**" button, then "**Use Existing List...**" on the menu. Browse to your judge list (the one you just created with your selections), select that file, and press "**Open**." When the "Select File" window opens, press "**OK**."
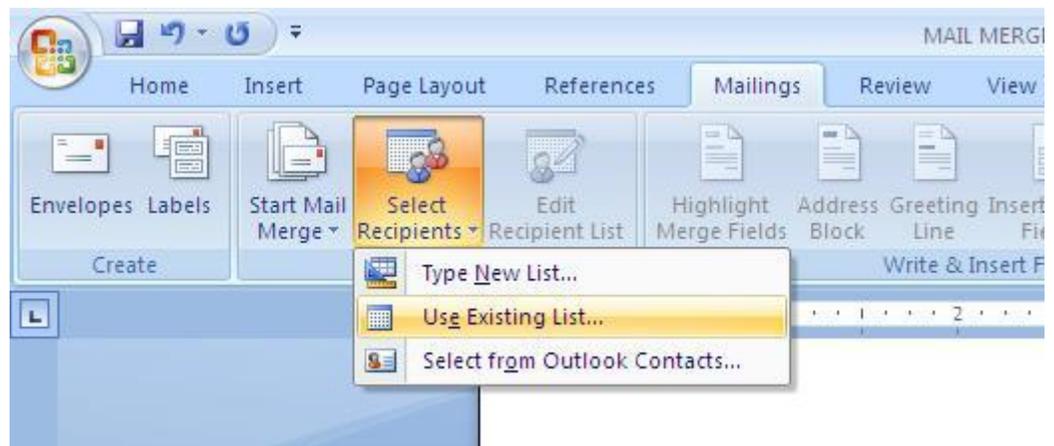
15. Click the "**Finish & Merge**" button, then "**Edit Individual Documents...**" When the "Merge to New Document" window opens, press "**OK**."
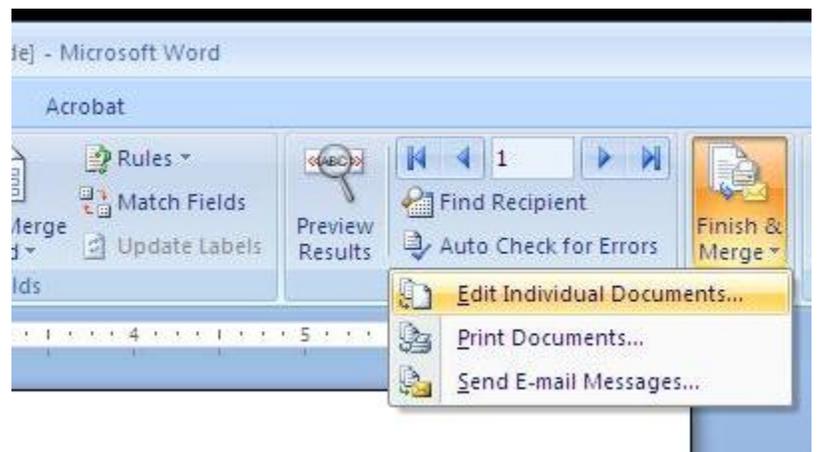
16. In the new document, double-check to make sure that the address formatting is correct for each label and that the information fits properly on each label. For example:

   a. If a label is too long, you may have to shrink the font size for some of the labels.

   b. If you have a long court name with a strange line break, such as:

> **United States District Court for the Southern District of California**

you may want to change the line break to:

> **United States District Court for the Southern District of California**

17. You should also save this document as "**[My Name] [State or Federal] Merged Judicial Externship Labels**" for your records.

18. Print your labels. Remember, the Judicial Externship Labels Template is designed for 2"x4" Mailing Labels (Avery # 5163).

19. If you have both state and federal judge lists, repeat Part Four for your second judge list.

PART FIVE: Create your Return Labels

20. Click on the "**Mailings**" tab, then the "**Labels**" button.

21. On the "**Envelopes and Labels**" window:

    a. Enter your return address in the "**Address:**" box.

    b. Click anywhere in the "**Label**" section to select your label type (Avery 5960 is recommended).

    c. Press the "**New Document**" button to create a sheet of return labels. Review and print that new document using your return label paper.