



## MAIL MERGE INSTRUCTIONS FOR NALPDIRECTORY

The annual NALP Directory of Legal Employers, [www.nalpdirectory.com](http://www.nalpdirectory.com), is the most widely used directory in legal recruiting. The 2009-2010 edition includes information on more than 1,700 employers nationwide and is an invaluable tool for job searchers, career counselors, and legal recruiters alike.

**To access the NalpDirectory and download contact information FOR FREE, log into the GWU LAW Portal. Under Department Info, go to “Career Development Office” and where it says Off-Site Links, click on: “NALP Directory of Legal Employers.”**

### Creating the Data File

1. Conduct a Search and identify firms to which you would like to send a cover letter and resume.

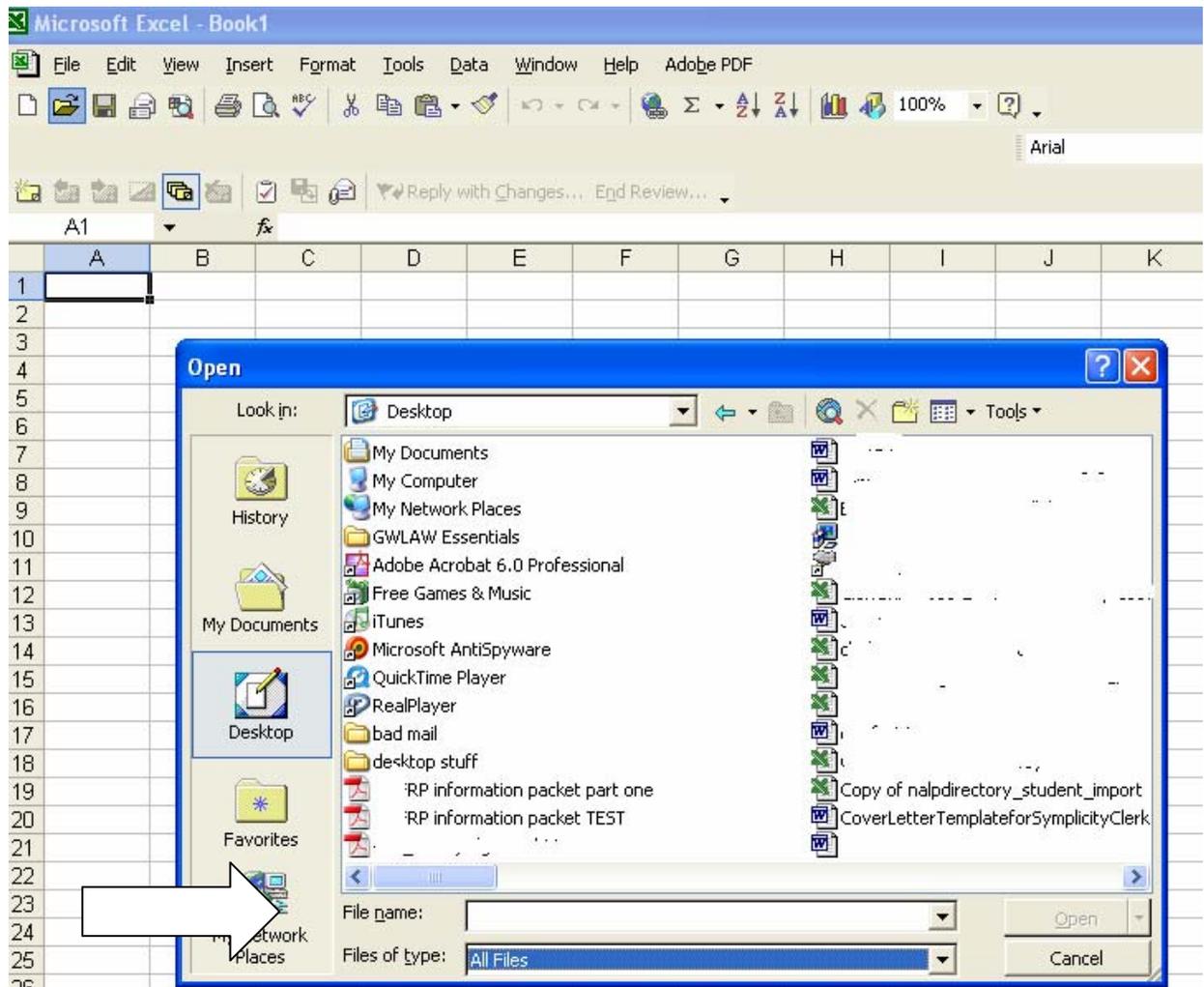
The image shows a screenshot of the 'ADVANCED SEARCH' interface on the NALP website. The title 'ADVANCED SEARCH' is in a large, bold, blue font at the top left. Below it, there are several search criteria fields: 'Employer Type' with a dropdown menu showing options 'C - Corporate', 'G - Government', 'F - Law Firm', and 'P - Public Interest'; 'Employer Name', 'City', 'State/Province', and 'Country' each with a text input field and a dropdown menu set to '[ALL]'; 'Office Range Size' and 'Firm Range Size' each with a dropdown menu set to '[ALL]'; and 'Practice Areas' with a list of categories including 'Administrative', 'Admiralty', 'Agriculture', 'Antitrust', and 'Appellate'. A note '(Hold <CTRL> or <Shift> to select multiple)' is present next to both the Employer Type and Practice Areas fields.

2. Click on the envelope icon to “Mail Merge” and then download and save the mail merge file on your computer (**there is a maximum of 50 employers PER download, but you can download as many times as you want**).
3. The file is in ASCII delimited text and looks like:

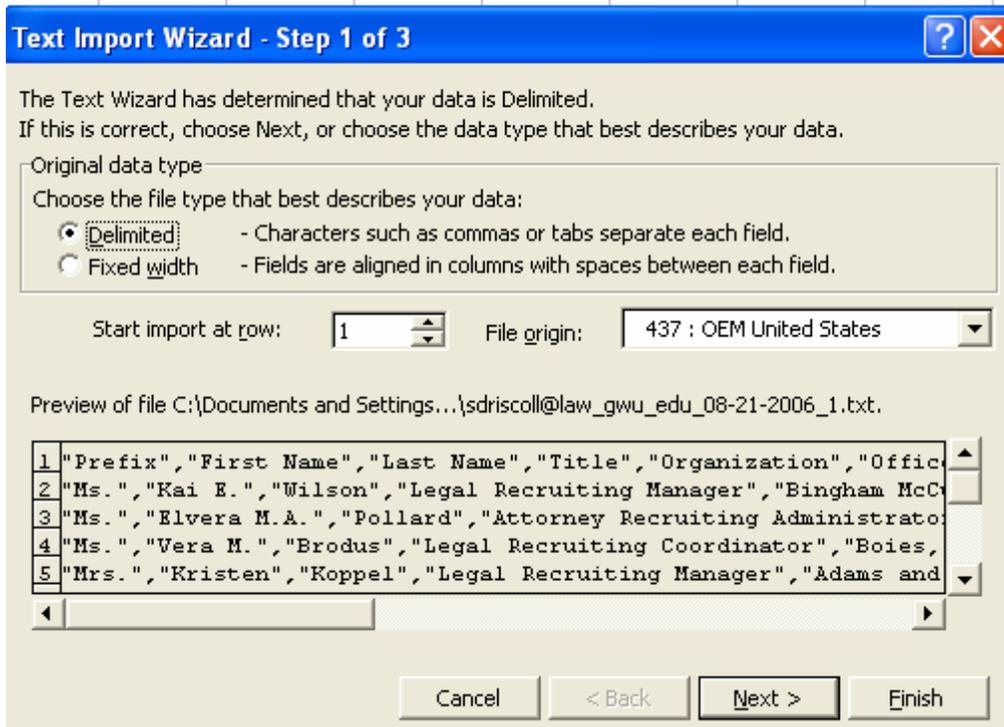
"Prefix","First Name","Last Name","Title","Organization","Office Address1","Office Address2","Office City","Office State","Zip"

"Ms.,"Kai E.,"Wilson","Legal Recruiting Manager","Bingham McCutchen LLP","2020 K Street, NW",",", "Washington", "DC", "20006"

4. Open up Excel, and select “File” then “Open”, make sure to select “All Files” in the File Type dialog box.



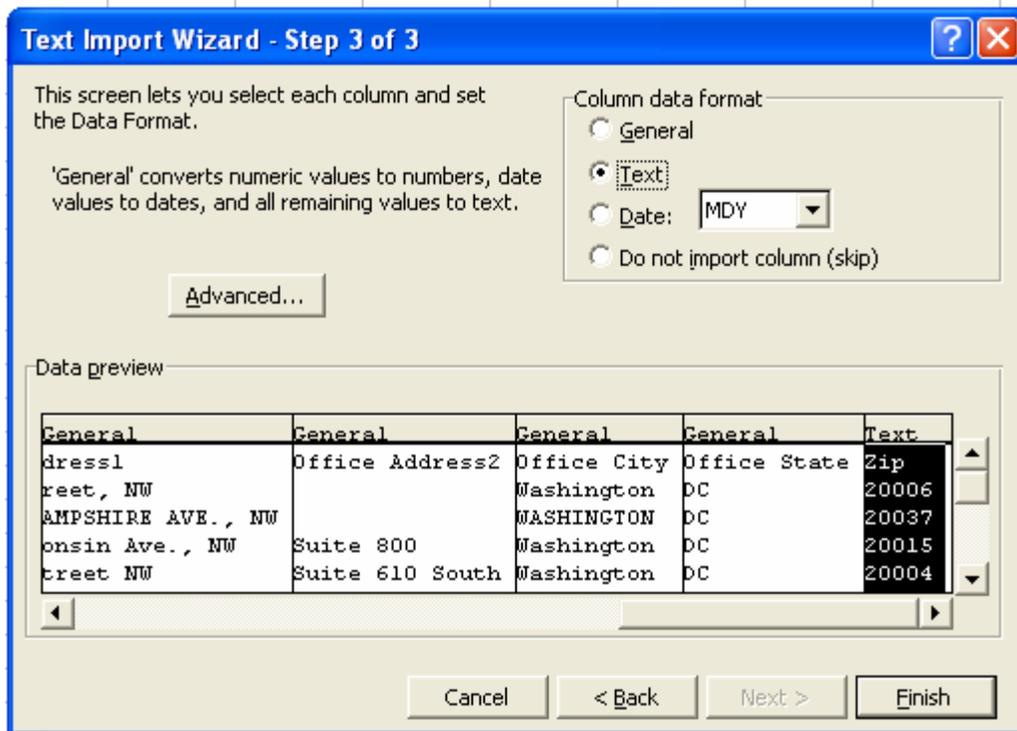
5. Select to open your saved mail merge file, and a wizard will pop up.



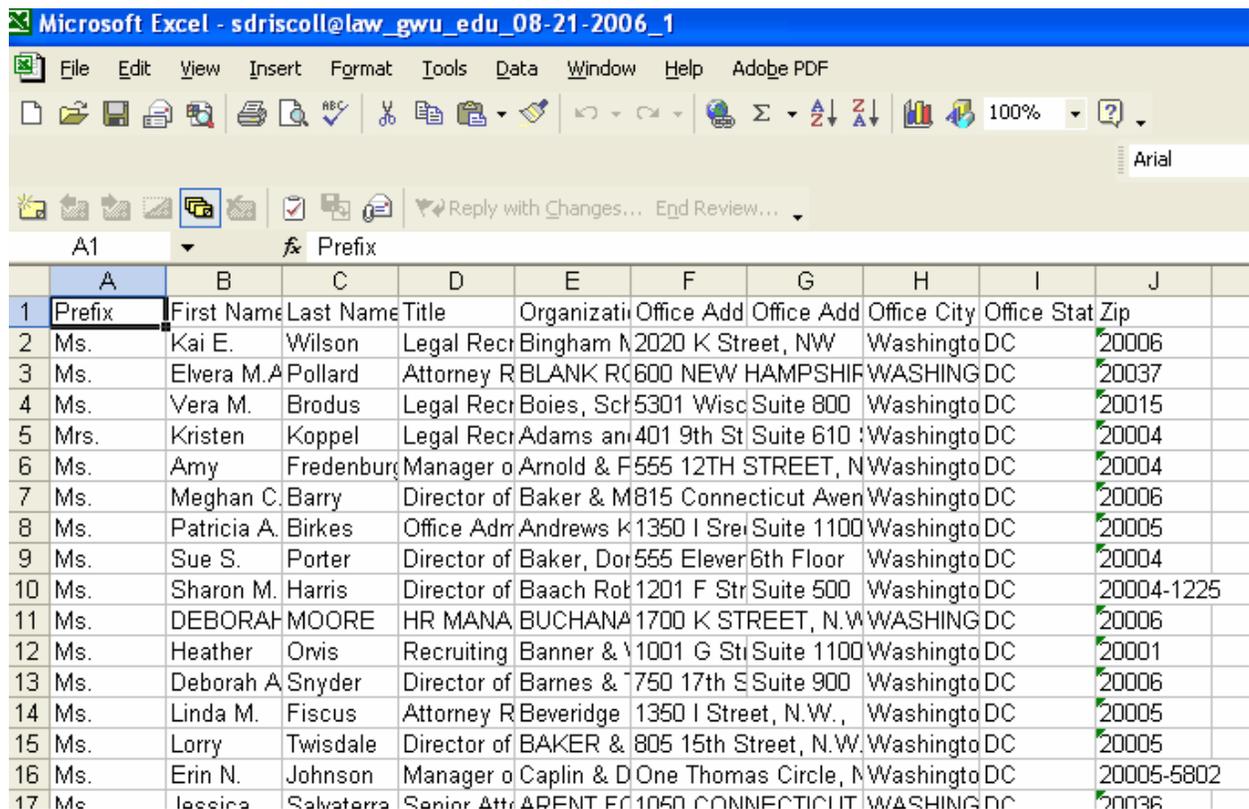
- Data is “delimited” then click “Next. Deselect “Tab” and put a check mark before “Comma” then click “Next”



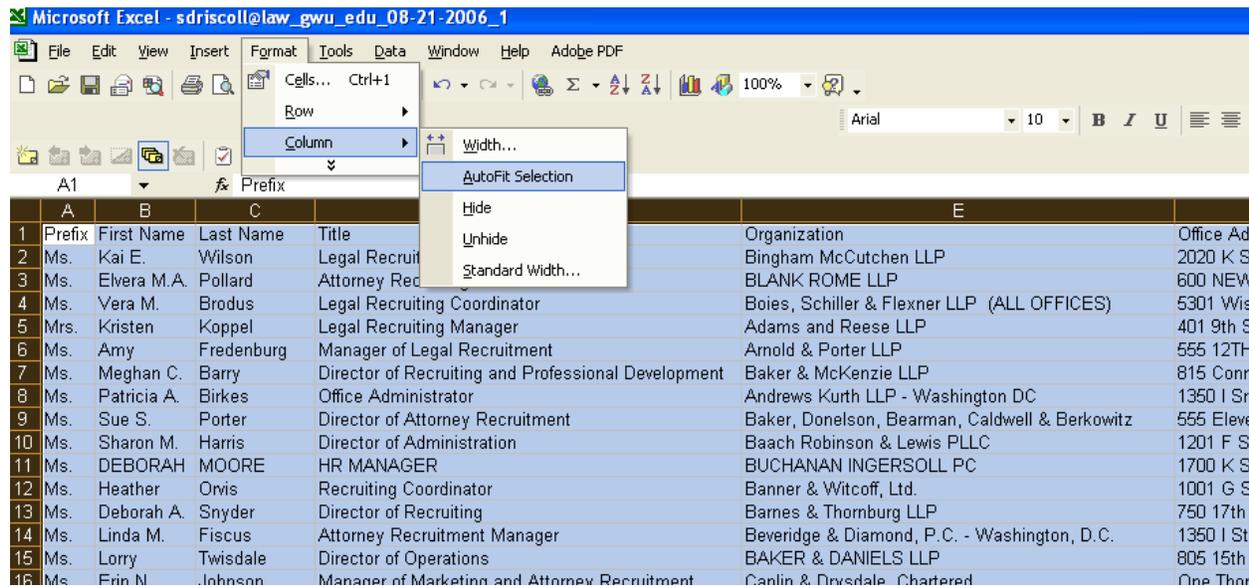
- On this step, scroll to the right until you see the zip code column. Make sure that the “column data format” is denoted as “text” and NOT “general.” Otherwise for states with zips that start with zero, the first zero is dropped. Then click “Finish.”



8. Your Excel spreadsheet will look like this.



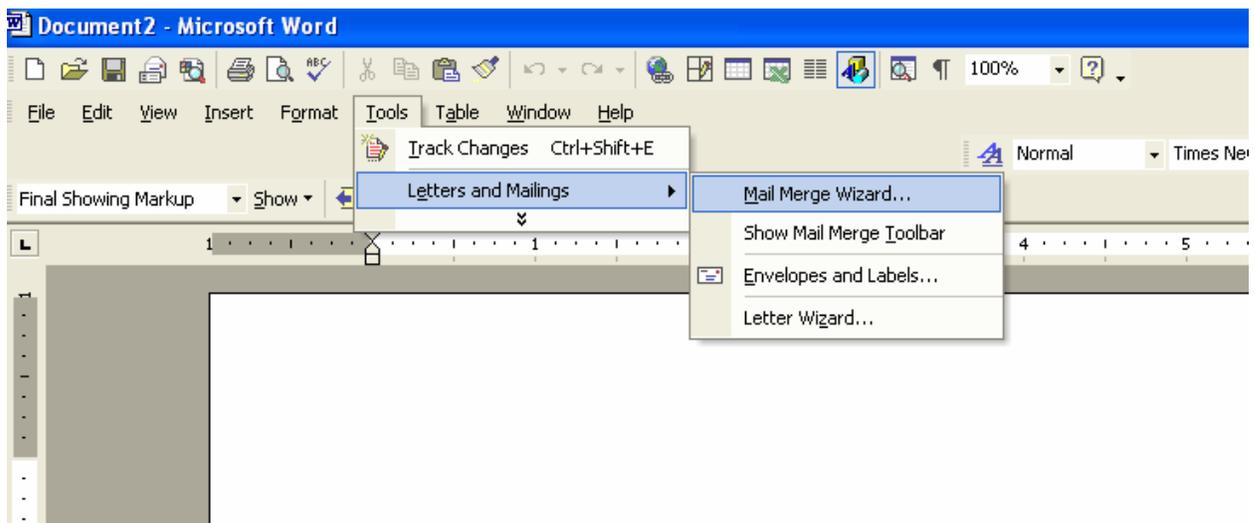
9. To make it more readable, go to “edit”, click on “select all”, then select “Format” then “Column” then “AutoFit Selection.”



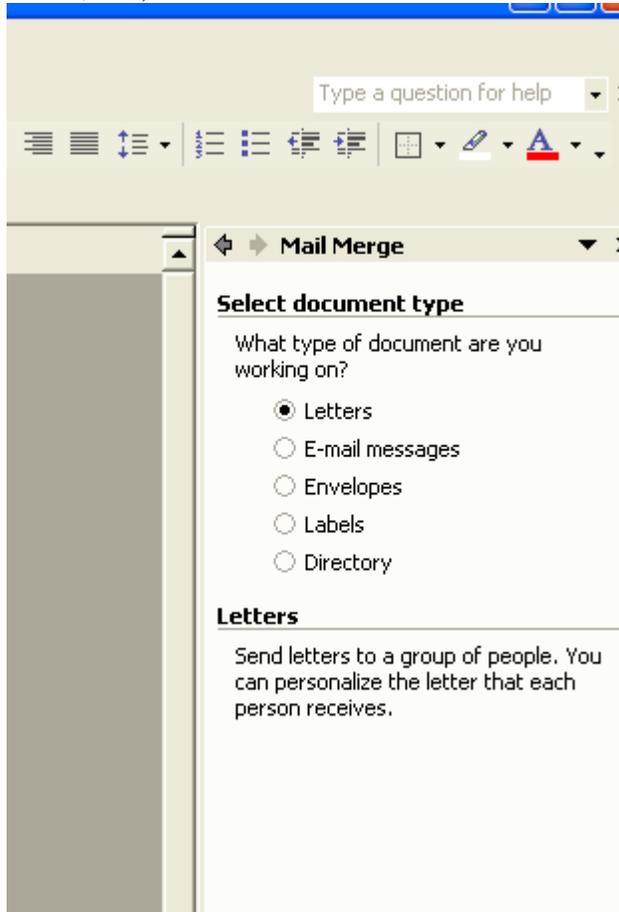
10. Clean up the data. For example, make sure BUCHANAN INGERSOLL is not ALL CAPS, or any of the contact names are not ALL CAPS.

11. Excel can also be used for organizational purposes, and you can add columns to keep track of your application status, when you mailed it, when you called and followed up, etc.

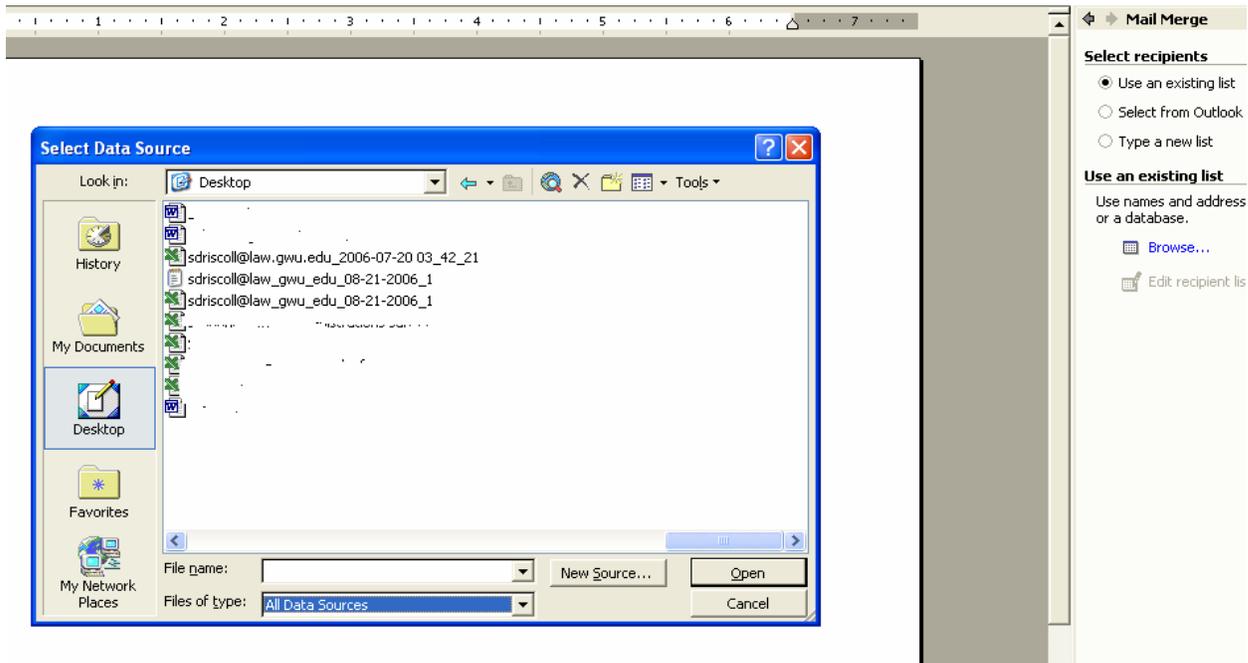
12. Go to the Menu bar, choose “Tools”, then select Letters & Mailings > Mail Merge Wizard. This opens the wizard box that will take you through the process.



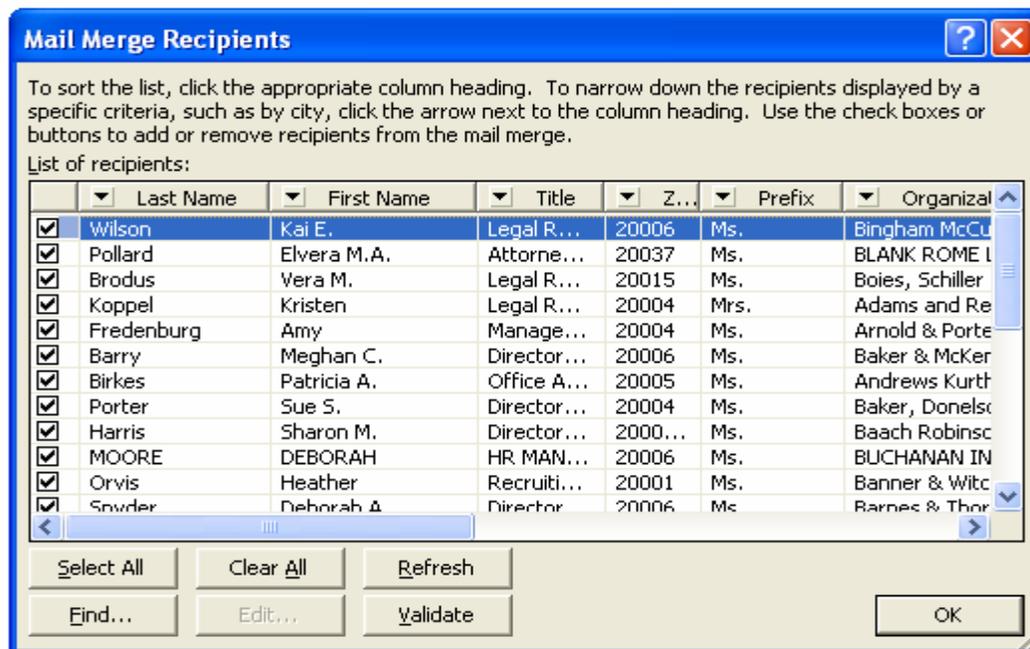
13. In the wizard box on the right hand side, select your document type (letters, envelopes, labels, etc.). Then click Next to continue in the wizard.



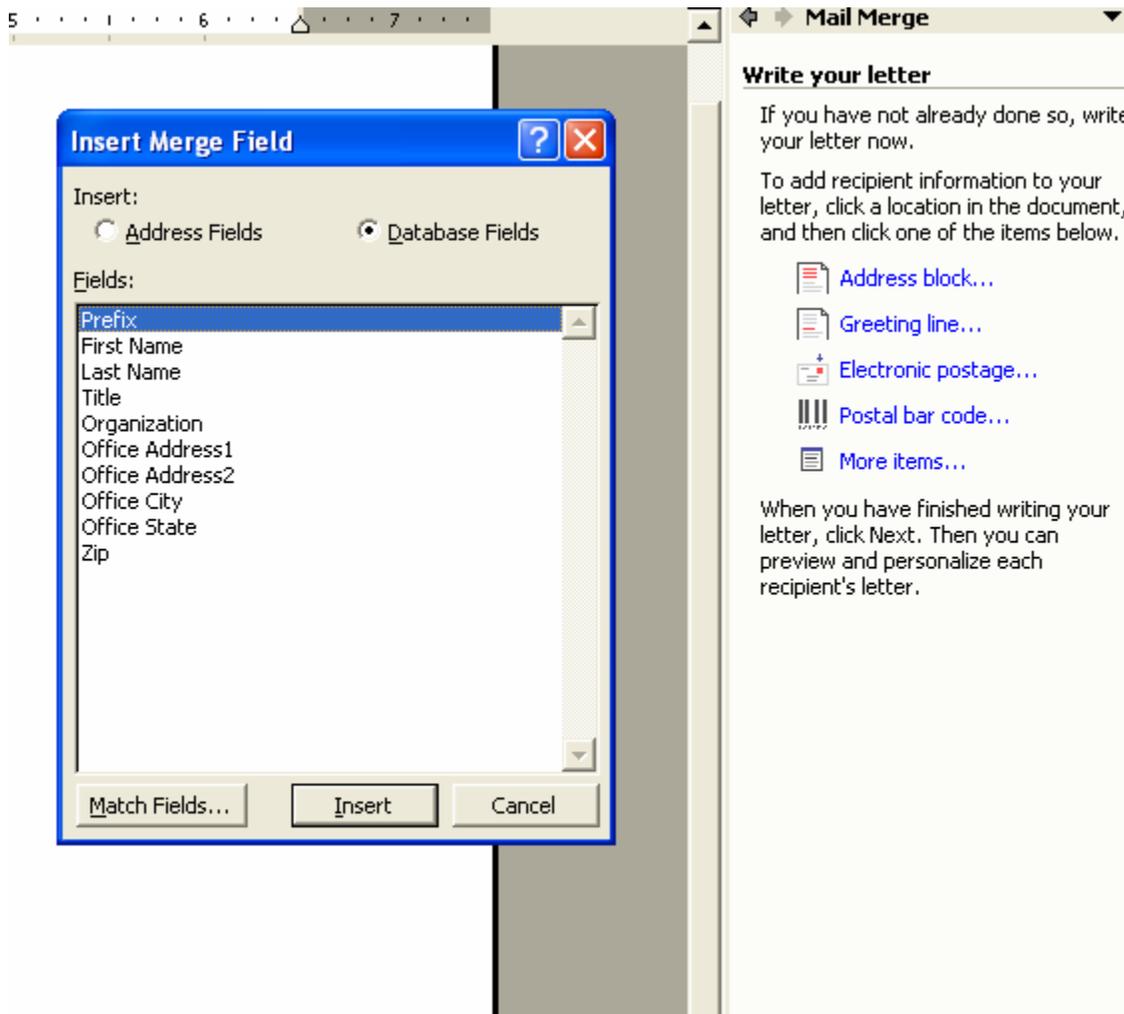
14. Select your starting document (i.e., whether you want to use the current document that you have open, work from a template, or open an existing file that you created earlier). Click Next to continue in the wizard.
15. Select recipients > select “Use an existing list” and then click on Browse to find the list you downloaded. This takes you to the Select Data Source dialog box. Browse to the folder where you saved your file. Click Files of Type: All Data Sources, select your file, and click Open.



16. This opens the Mail Merge Recipients dialog box. You can adjust the records if you wish or accept the defaults. Click OK when you are ready to continue.



17. Click Next in the Wizard box to continue to the next step. From here you will enter the appropriate text fields in the appropriate type of document, by selecting “More Items” in the list. When you are creating a letter, you will choose the name and address fields for the inside address, the name for the salutation, etc.



18. If you are creating envelopes, you will choose the name and address fields for the envelope.
19. If you are creating Labels, after you have inserted the address fields, click on “Update all labels” so that addresses are filled in all of the labels.