**Mail Merge Details**

When you create a mail-merge document, Word allows you to create any of the following.

* ***Form Letters.*** Using this format, it is assumed that each iteration of the mail-merge process creates a separate letter. A section break is placed between each created letter, and each data record is used to create a complete letter.
* ***Mailing Labels.*** Using this format, it is assumed that each iteration of the mail-merge process creates a mailing label. The labels are placed in a table, with each data record creating one of the labels.
* ***Envelopes.*** Using this format, it is assumed that each iteration of the mail-merge process creates a separate envelope. A section break is placed between each enveloped, and each data record is used to create an envelope.
* ***Catalog.*** Using this format, it is assumed that each iteration of the mail-merge process creates a separate output record. The layout of the source document is relied upon very heavily, and there is no additional formatting added by the output process.

If you don't want additional formatting added to the output of the mail-merge process, simply choose the Catalog document type. This is the most bare-bones type of merge, and you can still use it to create virtually any type of finished document you want.

The other way to get rid of the section breaks is to create Form Letters (by choosing that option), and then use Find and Replace to remove the section breaks in the final document. You search for a **^b** (which is the code for a section break) and replace it with a **^m** (which is the code for a manual page break) or some other character. If you replace the section break with "nothing" (by leaving the Replace With field blank), then the resulting document is the same as if you had chosen to create a Catalog type document in the first place.