Performing a Mail Merge with Google Docs (To Create Documents or Emails)

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Google Docs is wonderful in many ways, however, there are a couple of areas where it has limited functionality that were issues for me recently and this is the second of a two-part series of blog posts (see the first part **here**) on what I did to work around those limitations.

A Google Docs mail merge is not a native capability of Google Docs. Said another way, Google Docs does not natively offer the ability to do a mail merge (that is, it does not offer the ability to use a template document with special data placeholders and create a set of documents from a set of data where the data is used to populate the values for the special data placeholders in the template document). Fortunately, Google Docs does natively offer the ability to use 3rd party extensions and the excellent **DocumentMerge by PandaDoc extension** will allow you to do mail merges.

The instructions for how to use DocumentMerge by PandaDoc to perform a mail merge using a **Google Sheet** as the data source for a template Google Doc can be found at **https://www.pandadoc.com/google-docs-document-merge**. I won't belabor things by repeating the instructions here; the reason I'm writing this post is that for me, the DocumentMerge by PandaDoc extension wasn't easy to find when searching for a way to do a mail merge with Google Docs and I'm hoping that this blog post will bubble up in search results in the future, making it easier for others to find the extension (if this blog post is helpful to you, please take a moment to leave a comment if you're willing). To be more specific, what I was looking for was the ability to do a mail merge that produced printable documents but all I was able to find was info on how to do mail merges to create emails (which the DocumentMerge by PandaDoc extension will do as well so if that's what you're looking for, it's good for that too).

Anyway, it's a great extension for doing a mail merge with Google Docs (though for some reason it's fairly slow). You'll see that it creates a Google Doc as the output of your mail merge and from there, that document is just like any other Google Doc (meaning you can download it, print it, whatever you need to do). In addition, DocumentMerge by PandaDoc has another capability as well: if you want to email out each of the merged documents as a PDF attached to an email, you can do that directly with DocumentMerge by PandDoc which is a great feature (albeit one I haven't used since in my case I just needed to print the merged documents).