

Writer Guide

# Chapter 11 Using Mail Merge

Form Letters, Mailing Labels, and Envelopes

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#### Feedback

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#### Acknowledgments

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## Note for Mac users

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	Control+click	Opens a context menu
Ctrl (Control)	ж (Command)	Used with other keys
F5	Shift+#+F5	Opens the Navigator
F11	<b>ℋ</b> + <i>T</i>	Opens the Styles and Formatting window

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Selecting the data source (address list)
Selecting the address block
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Step 5: Adjust layout
Step 6: Edit document and insert extra fields
Step 7: Personalize documents
Step 8: Save, print or send

# What is mail merge?

LibreOffice Writer provides very useful features to create and print:

- Multiple copies of a document to send to a list of different recipients (form letters)
- Mailing labels
- Envelopes

All these facilities, though different in application, are based around the concept of a registered data source, from which is derived the variable address information necessary to their function.

This chapter describes the entire process. The steps include:

- 1) How to create and register a data source.
- 2) How to create and print form letters, mailing labels, and envelopes.
- 3) Optionally, how to save the output in an editable file instead of printing it directly.

## Creating and registering the data source

A *data source* is a database containing the name and address records (and optionally other information) from which a mailing list may be derived. Although you can create and print mailing labels and envelopes without using a data source, in most cases using one is the best approach. This chapter assumes that you are using a data source.

LibreOffice can access a wide variety of sources of data, including spreadsheets, text files and databases such as MySQL, Adabas, and ODBC. If the information to be used in the mail merge is currently in a format that LibreOffice cannot access directly, you need to convert it, for example by exporting it to a comma-separated values (CSV) file.

For the following example we start with a spreadsheet with the following column (field) headers: *Title, First name, Last name, Address, State/County, Country, Post Code, Sex,* and *Points*. A sample of data is shown in Figure 1.

File	Edit y	<u>/iew Insert</u>	Format To	ols <u>D</u> ata <u>W</u> indow	Help				
	- 🔁	🖬 🖼	🕑 🔒 🛛	🖺 🕼   🍪 🌉	🔀 🛱 🛱	• 🛷	<b>5</b> • C	-   🥳	
	Aria	ıl	~	10 💌 B	/ <u>U</u> ∣≣	ΞΞ		<b>h</b> %	\$ % <del>0</del> 0
E6		~	∱x∑	= Exeshire					
	A	В	C	D	E	F	G	н	I
1	Title	First Name	Last Name	Address	State/County	Country	Post Code	Sex	Points
2	Mrs.	Alice	Azure	1, First Avenue Average Town	Ampshire		AA1 1AA	F	67
3	Mr.	Brian	Brown	2, Bottom Lane Bilborough	Burkshire		862 288	м	91
					1			I	

Figure 1: Spreadsheet data example

After being created as described below, for a data source to be directly accessible from within a Writer document, it must be registered. You only need to do this once; after that, the data source is available to all components of LibreOffice.

 From within any Writer document, or from the LibreOffice Start Center, choose File > Wizards > Address Data Source. 2) The choices on the first page of the wizard vary with your operating system. Select the appropriate type of external address book. In this example, it is **Other external data source**. Click **Next**.

Address Book Data Source	Vizard 🔀					
Steps 1. Address book type	LibreOffice lets you access address data already present in your system. To do this, a LibreOffice data source will be created in which your address data is available in tabular form.					
2. Connection Settings 3. Table selection 4. Field Assignment 5. Data Source Title	This wizard helps you create the data source. Please select the type of your external address book: © Evolution © Groupwise © Evolution LDAP © Mozilla / Netscape © Thunderbird © KDE address book © LDAP address data © Other external data source					
Help	< Back <u>N</u> ext >> <u>F</u> inish Cancel					

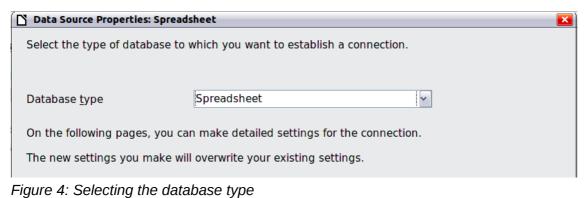
Figure 2: Select type of external address book

3) On the next page of the Wizard, click the **Settings** button.

Address Book Data Source Wizard						
Steps	To set up the new data source, additional information is required.					
1. Address book type	Click the following button to open another dialog in which you then enter the					
2. Connection Settings	necessary information.					
3. Table selection						
4. Field Assignment	Settings					
5. Data Source Title	Vannamini					

Figure 3: Starting the Settings part of the Wizard

4) In the Data Source Properties page, select the Database type. In our example, it is **Spreadsheet**. Click **Next**.



5) In the next dialog box, click **Browse** and navigate to the spreadsheet that contains the address information. Select the spreadsheet and click **Open** to return to this dialog box. At this time you may wish to test that the connection has been correctly established by clicking on the **Test Connection** button (not shown in illustration).

Database properties - Connection settings	×
General	
Path to the spreadsheet document	
/home/jeanweber/Documents/Addresses.ods	Browse

Figure 5: Selecting the spreadsheet document

- 6) Click **Finish**.
- 7) On the following page, click **Next**. Because this is a spreadsheet, *do not* click **Field Assignment**.

Address Book Data Source V	Vizard
Steps	To incorporate the address data in your templates, LibreOffice has to know which fields contain which data.
1. Address book type	For instance, you could have stored the email addresses in a field named
2. Connection Settings	For instance, you could have stored the e-mail addresses in a field named "email", or "E-mail" or "EM" - or something completely different.
3. Table selection	
4. Field Assignment	Click the button below to open another dialog where you can enter the settings for your data source.
5. Data Source Title	
	Field Assignment
	There are no fields assigned at this time. You can either assign fields now or do so later by first choosing: "File - Template - Address Book Source"

Figure 6: Because this is a spreadsheet, do not click Field Assignment

8) A database file will be created. Name the file in the path in the Location field. The default is Addresses.odb; but you may replace Addresses with another name if you wish. You may also change the name in the "Address book name" field. The name in this field is the registered name, which LibreOffice will display in data source listings. In our example, the name "Points" was used for both.

🖸 Address Book Data Source Wiz	zard
Steps	That was all the information necessary to integrate your address data into LibreOffice.
1. Address book type	
2. Connection Settings	Now, just enter the name under which you want to register the data source in LibreOffice.
3. Table selection	Location
4. Field Assignment	\home\jeanweber\Documents\Points.odb
5. Data Source Title	
	Make this address book available to all modules in LibreOffice.
	Address book name
	Points

Figure 7: Name the .odb file and the address book

9) Click Finish. The data source is now registered.

# Deregistering a data source

To remove a registered data source from LibreOffice so it is no longer available for use, as for example an obsolete address list, do the following:

- Open the Data sources window (by selecting View > Data Sources from the Menu bar, or by pressing F4, or by selecting the Data Sources icon on the Standard toolbar).
- 2) In the left pane, the *Data source explorer*, right-click a data source.
- 3) Select **Registered databases** from the context menu.
- 4) In the *Registered databases* dialog which opens, select the data source to be removed.
- 5) Click **Delete**, then click **Yes** in the confirmation box which opens.
- 6) Repeat steps 4) and 5) as required.
- 7) Click **OK** to close the *Registered databases* dialog.

This does not delete the database from your system. It can be registered again using the methods outlined below.

## **Re-registering an existing data source**

To re-register an existing database file of addresses do the following:

- Open the *Data sources* window (by selecting View > Data Sources from the Menu bar, or by pressing *F4*, or by selecting the Data Sources icon on the Standard toolbar).
- 2) In the left pane, the *Data source explorer*, right-click a data source.
- 3) Select Registered databases from the context menu.
- 4) In the Registered databases dialog which opens, click the New button
- 5) In the *Create Database Link* dialog which opens, click the **Browse** button and navigate to the database file location and select it. Click the **Open** button to return to the *Create Database Link* dialog.
- 6) Change the **Registered name** if required.
- 7) Click the **OK** button to exit this dialog.
- 8) Click the **OK** button to exit the *Registered databases* dialog.

## **Creating a form letter**

#### Example: Sending a letter to your customer base

A mail order company organized a campaign to assign credit points to their customers according to the quantity of goods they buy during one year. At the end of the year, they want to send a letter to each customer to show the total of credit points collected.

You can create a form letter manually, which is the simplest and most comprehensive method and is described here, or you can use the Mail Merge wizard as described in "Using the Mail Merge Wizard to create a form letter" starting on page 20. If you elect to use the wizard, pay close attention to its current limitations, as identified within its description.

- 1) Create a new text document: File > New > Text Document, or open a pre-existing form letter with File > Open.
- 2) Display the registered data sources: View > Data sources (or press F4).

3) Find the data source that you wish to use for the form letter, in this case **Points**. Expand the **Points** and **Tables** folders, and select **Sheet1**. The address data file is displayed.

File Edit View Insert Format Table Tools	Wind	low <u>H</u> el	p						
	ABS	<b>BC</b>   🔀	h 💼 •	<b>y</b>   H • (	-   🚳 🛛	🗉 • 🕢 i 🛍	0 🖻 🖲	9 7 9	2
E Default Times New R	oman	~	12 🗸	BIU		≡ ≡   ±= :	= 🚑 🍕	A - 😼	-
	•	A AU	20   🛠 🗹	♥   ₩	ta ta 🛃				
🗉 😹 Bibliography		Title	First Name	Last Name	Address	State/County	Country	Post Code	
E & Points		Mrs	Alice	Azure	1 First Avera	Ampshire		AA1 1AA	F
E Queries		Mr	Brian	Brown	2 Bottom Lar	Burkshire	1	BB2 2BB	Μ
	3	Mr	Charles	Coffee	3 Carter Cre	Cropshire		CC3 3CC	M
		Mrs	Doris	Damson	4 Deepdale [	Deepshire		DD4 4DD	F
Sheet1		Mr	Edward	Eatmore	5 Elizabeth (	Exeshire		EE5 5EE	M
		Mr	Frederick	Fairhead	6 Foresight	Fineshire		FF6 6FF	M
	Rec	ord 1	of	6		<u></u>			

Figure 8: Selecting the data source

4) Now create or modify the form letter by typing in the text, punctuation, line breaks, and so on that will be present in all of the letters.

To add the mail-merge fields where needed (such as names and addresses), click in the field heading and drag it to the appropriate point in the letter.

Note that address lines should be in individual paragraphs, not separated by line breaks as might seem preferable. The reason for this will be made clear in the next step.

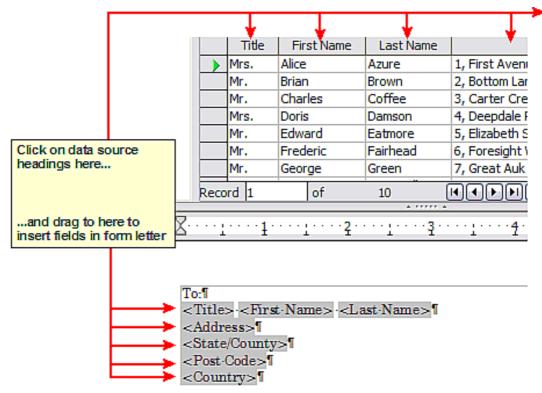


Figure 9: Dragging fields to the body of the form letter

5) Continue until you have composed the entire document. At this time you may wish to consider suppressing any blank lines that may appear in the resulting letters. If not, skip ahead to Step 7.

To:¶ <Title>.<First.Name>.<Last.Name>¶ <Address>¶ <State/County>¶ <Post.Code>¶ <Country>¶

5-November-2007¶

Dear < Title> <Last Name>,¶

Thank-you-very-much-for-your-participation-in-our-"Points"-promotion.-We-are-pleased to-inform-you-that-you-have-earned.-Points>-this-year.¶

Your·loyalty·to·our·company·is·greatly·appreciated·and·we·hope·to·be·of·continuing service·in·the·future.¶

Yours sincerely ¶

General·Supply·plo-Wetherbridge → XX7·1YY¶

Figure 10: The completed form letter

- 6) To suppress blank lines:
  - a) Click at the end of the first paragraph to be suppressed and then choose **Insert > Fields > Other** to display the Fields dialog box.
  - b) Select the *Functions* tab and then click on **Hidden Paragraph** in the *Type* column.

Fields					X
Document Cross-	references Fun	ctions	DocInformation	Variables	Database
<u>Т</u> уре	For	rmat		<u>C</u> ondition	
Conditional text				[Points.9	Sheet1.Last Name]
Input list Input field		Valu			
Execute macro					
Placeholder Combine characte	ers				
Hidden text					
Hidden Paragraph					
					<u>M</u> acro
				Insert	<u>C</u> lose <u>H</u> elp

Figure 11: Hidden paragraph insertion

c) Now click in the **Condition** box and enter the details of the condition that defines a blank address field. It has the general form of:

![Database.Table.Database field]

where the '!' (NOT) character indicates the negative case and the square brackets indicate the condition.

For example, in our Points database the condition to test if the *Last Name* field is empty would be:

![Points.Sheet1.Last Name] as illustrated in Figure 11.

To test for multiple conditions use the operators *AND* and/or *OR* between the conditional statements, for example:

![Points.Sheet1.Title]AND![Points.Sheet1.Last Name]

- d) Click **Insert**, but do not close the dialog box until you have amended all the lines that should be suppressed.
- 7) The document is now ready to be printed.
  - a) Choose File > Print and respond with Yes in the message box.



Figure 12: Mail merge confirmation message

- b) In the Mail Merge dialog box (Figure 13), you can choose to print all records or selected records. To select records to be printed, use *Ctrl+click* to select individual records. To select a block of records, select the first record in the block, scroll to the last record in the block, and *Shift+click* on the last record.
- c) Click **OK** to send the letters directly to the printer. Or, you can save the letters to a file for further editing or formatting; see "Editing merged documents" below.
- d) If you have not saved the original, prototype form letter document (template) previously, then you should do so now. Having a form letter template could greatly simplify the creation of other form letters in the future and is highly recommended.

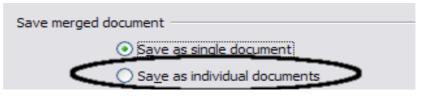
	<b>6</b>   Ø	M 🔊 -	A A Z	🔆 ኛ 🗸   🔻   🖷 🧃	Ŀ
🗄 볼 AddressBoo 🔨	Title	First Name	Last Name	Address	State/Co
🗄 💄 Bibliography 🗐	Mrs.	Alice	Azure	1, First AvenueAverage Town	Ampshire
🗆 🚊 Points 👘 🗐	Mr.	Brian	Brown	2, Bottom LaneBilborough	Burkshire
🗄 🕞 Queries 👝	Mr.	Charles	Coffee	3, Carter CrescentCookstown	Cropshire
	Mrs.	Doris	Damson	4, Deepdale RoadDartford	Deepshire
<	Record 1	of	10 (2)		>
Records		. 0	output		
◯ <u>A</u> ll			• Printer	◯ <u>F</u> ile	
$\odot$ <u>S</u> elected records			Single pr	int jobs	
○ <u>F</u> rom: 1	<u>T</u> o:	1	Save merged d	document	
			Save as	single document	
			0.5	individual document	

Figure 13: The Mail Merge dialog box

#### **Editing merged documents**

You may prefer to save the letters to a file, to allow for proofreading or some later formatting. To do this:

- 1) In the Mail Merge dialog box (Figure 13), select **File** in the output section, instead of using the default **Printer** selection.
- 2) This changes the dialog box to display the *Save merged document* section, where **Save as single document** is preselected. You can choose to save each letter as an individual document instead.



3) Click OK. In the Save as dialog box, enter a file name for the saved letters and choose a folder in which to save them. The letters will be saved consecutively as separate pages in the single document, or numbered consecutively in individual files if saved as single documents.

You can now open the letters and edit them individually as you would edit any other document.

# **Printing mailing labels**

Before beginning this process, note the brand and type of labels you intend to use.

## **Preparing for printing**

To prepare mailing labels for printing:

- 1) Choose File > New > Labels.
- 2) On the **Options** tab, ensure that the Synchronize **contents** option is selected.
- 3) On the **Labels** tab (Figure 15), select the **Database** and **Table**. Select the **Brand** of labels to be used, and then select the **Type** of label.
- 4) If you are unable to identify your label product in the list, then you can define the labels you have. Select the User setting in the *Type* selection box. Click on the Format tab of the Labels dialog box. The default settings are shown in Figure 16. Take a ruler and measure on your labels those dimensions illustrated in Figure 14, and enter them into the respective boxes on the left side.

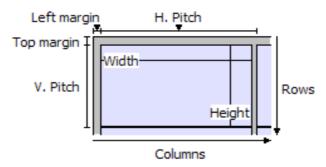


Figure 14: Required information for label set-up

bels Format Options			
Inscription Label text	Address	Database	
	~	Points	~
		Ta <u>b</u> le	
	=	Sheet1	~
Format	×	Database <u>fi</u> eld	×
O Continuous	Brand	Avery A4	~
⊙ <u>S</u> heet	Type	J8160 Address	~
	1.50" (3 x 7)		

Figure 15: Select Database, Table, label Brand, and label Type

Labels Labels Format Optio	ns	
Hori <u>z</u> ontal pitch <u>V</u> ertical pitch <u>W</u> idth <u>H</u> eight <u>L</u> eft margin <u>T</u> op margin <u>C</u> olumns R <u>o</u> ws P <u>age</u> Width Page Height	10.00cm       Image: Constraint of the second	Width Rows Height
	New Document	t Cancel <u>H</u> elp <u>R</u> eset

Figure 16: User label default settings

- 5) You can now save your label template if you are likely to use it again. Click **Save**.
- 6) In the box that opens, enter names for your label **Brand** and **Type**. Click **OK**.

Save Label Fo	rmat		X
Options			ОК
Brand	Generic 1	~	
Туре	7x2sheet		Cancel
			Help

Figure 17: Name and save the label.

7) Click the Labels tab. Click the drop-down arrow under Database field. Select the first field to be used in the label (in this example, Title). Click the left arrow button to move this field to the Label text area, as shown in Figure 18.

Labels			×
Labels Format Options			
Inscription Label text		<u>D</u> atabase	
<points.sheet1.0.title></points.sheet1.0.title>	<b>^</b>	Points	~
		Ta <u>b</u> le	
	≡	Sheet1	~
		Database <u>fi</u> eld	
	<b>~</b>	Title	~
	>		

Figure 18: Move fields from Database field list to Label text area

8) Continue adding fields and inserting desired punctuation, spaces, and line breaks until the label is composed. Figure 19 shows the completed label.

nscription			
Label text	Address	Database	
<points.sheet1.0.title> <points.sheet <points.sheet1.0.address> <points.sheet1.0.state county=""> <points.sheet1.0.post code=""> <points.sheet1.0.country></points.sheet1.0.country></points.sheet1.0.post></points.sheet1.0.state></points.sheet1.0.address></points.sheet </points.sheet1.0.title>		Points	~
		Ta <u>b</u> le	
		Sheet1	~
		Database <u>fi</u> eld	
	~	Country	~
<	>		
ormat			
O Continuous	Brand	Avery A4	~
Sheet	Type	J8160 Address	~

Figure 19: The completed label

9) Click **New Document**. You now have a new, single-page document containing a series of frames, one for each label of the selected type and filled with the data source address fields that you selected. Quite often some of the fields in your address data source will be unused, leading to blank lines in your labels. If this is not important, go to "Printing" on page 15; otherwise, continue with "Removing blank lines from labels".

#### **Removing blank lines from labels**

- First ensure that the label frames are showing the field contents (data source headings), rather than their underlying field names. If this is not the case, then either press *Ctrl+F9* or choose View > Field Names to toggle the view.
- 2) Next, ensure that you can see non-printing characters, such as paragraph marks, line breaks and so on. If these are not already visible, choose **View > Nonprinting Characters**

from the menu bar, or press Ctrl+F10, or click on the **Nonprinting Characters** icon  $\square$  on the Standard toolbar.

You will now see that address field separation is created by line breaks  $\stackrel{\leftarrow}{}$ , rather than paragraphs  $\P$ . As the suppression of blank address fields depends on hiding paragraphs, not lines, you need to replace line breaks with paragraphs as follows.

3) Click in the first label, at the end of the last data source address field in the first line of the label. Press *Delete* to remove the new line character and then press *Return* (or the *Enter* key) to insert a paragraph marker. Repeat this action for each line in the address.

If the line spacing in the first label is not satisfactory, you may wish to correct this before proceeding, by modifying the paragraph style associated with the address. Unless you have changed it, the address uses the Default style.



The objective of step 3) is to replace all line breaks at the end of data source address fields with paragraphs. Sometimes the address data field may be longer than the width of the label and will wrap to the next physical line: make sure that you are not misled by this into deleting and replacing anything other than line break characters.

4) Click again at the end of the first paragraph to be conditionally suppressed and then choose Insert > Fields > Other. Select the Functions tab and then click on Hidden Paragraph in the *Type* column. Now click in the Condition box and enter the details of the condition that defines a blank address field. It has the general form of:

![Database.Table.Database field]

where the '!' (NOT) character indicates the negative case and the square brackets indicate the condition.

For example, in our Points database the condition to test if the *Last Name* field is empty would be

![Points.Sheet1.Last Name] as illustrated in Figure 11.

To test for multiple conditions, use the operators *AND* and/or *OR* between the conditional statements, for example:

![Points.Sheet1.Title]AND![Points.Sheet1.Last Name]

Click **Insert**, but do not close the dialog box until all lines have been amended.

5) Repeat for each paragraph to be conditionally suppressed, remembering to advance the cursor to the end of the line in question before changing the last element of the condition and **Insert**ing the result.



The last paragraph of the label address block ends with a special field, Next record:Database.Table (Next record:Points.Sheet1 in our example), and the Hidden paragraph field **must** be inserted before this field. This can generally be accomplished by clicking at the end of the paragraph and then using the *Left Arrow* key once to skip back over it.

A clue that you omitted this action is the observation that some records have been skipped and are missing from the final output.

6) Remembering that we selected Synchronize **contents** earlier, you should now be able to see a small window containing a Synchronize **Labels** button. Click on this button and the hidden paragraph fields are propagated to all the labels in your document.



You now have a template suitable for future use with the same data source and type of label. If you wish to save it, use File > Templates > Save as to save it as an Open Document Text Template (.ott) into the private template directory (folder) that you have previously defined in Tools >Options > LibreOffice > Paths > Templates.

#### Printing

- Choose File > Print. The message shown in Figure 12 appears. Click Yes to print a form letter.
- 2) In the Mail Merge dialog box (Figure 13), you can choose to print all records or selected records. To select records to be printed, use *Ctrl+click* to select individual records. To select a block of records, select the first record in the block, scroll to the last record in the block, and *Shift+click* on the last record.
- 3) Click **OK** to send the labels directly to the printer.

If you prefer to save the labels to a file, perhaps to allow some later editing such as changing the typeface or paragraph format, then you should select **File** in the output section of the Mail Merge dialog box, rather than using the default **Printer** selection. This changes the dialog box to highlight the *Save merged document* section, where **Save as single document** is preselected.

In this case, clicking  $\mathbf{OK}$  brings up the Save as dialog box, where a file name can be entered for the saved labels.

If you did not save the prototype label fields document (template) in Step 6 of the *Removing blank lines from documents* paragraph, then you are prompted to do so now by another Save as dialog box.

In either case, whether printing or saving to file, despite there apparently being only one page of labels, the printed or saved output will be expanded to include all of the selected records from the data source.

#### Editing a saved file of mailing labels

To edit a saved file of mailing labels, open the saved label file in the normal way. You will be prompted to update all links. Choose **No** for the following reason: The first label on the page is termed the "Master Label" and all other labels are linked to it. If you update the links, then all labels will end up containing the same data, which may not be what you want.

You can edit individual records in the normal way, by highlighting and changing the font name, for example.

However, you cannot edit all labels globally (for example, to change the font name for all records) by the technique of selecting the entire document. To achieve this result you have to edit the paragraph style associated with the label records as follows:

- 1) Right-click any correctly spelled word in a label record. Select **Edit Paragraph Style** from the context menu. (Note: If you click on a misspelled word, a different menu appears.)
- 2) Then from the Paragraph Style dialog box, you can make changes to the font name, the font size, the indents, and other attributes.

## **Printing envelopes**

Instead of printing mailing labels, you may wish to print directly onto envelopes. There are two basic ways to create envelopes, one where the envelope is embedded within a letter, generally as the first page (**Insert** in the Envelope dialog box), and another where the envelope is an independent document (**New Doc.** in the dialog box). In each case the addressing data may be manually entered, for example by copying and pasting from the letter with which it is associated, or it may originate within an address data source.

This section assumes the use of an address data source and, for convenience, a free-standing envelope. The production of envelopes involves two steps, setup and printing.

#### Setting up envelopes for printing

- 1) Choose **Insert > Envelope** from the menu bar.
- 2) In the Envelope dialog box, select the Format tab (Figure 20), where you can select the envelope format to use. You can then arrange the layout of the envelope to suit your requirements, together with the character and paragraph attributes to be used in the *Sender* and *Addressee* areas. These attributes are accessed using the Edit buttons to the right of the dialog box, next to the word *Format*.

Note	If the list of envelope formats in the <i>Size</i> section of this dialog box does not include the size you need, choose <b>User Defined</b> (at the bottom of the list) and specify the envelope size using the <b>Width</b> and <b>Height</b> boxes.
Тір	At this stage it is only possible to vary the position of the origin points (upper left corners) of the frames that will hold the Sender and Addressee information, but once the envelope has been created full adjustment of size and position will become possible and you may wish to make some cosmetic adjustments.

Envelope Format	Printer		
Addressee Position			
from left	5.00cm 🚔	Format	Edit 🗸
from top	5.00cm 🔿		
Sender			
Position			
from <u>l</u> eft	1.40cm 🚔	Format	Edit 🗸
from top	1.00cm 🚔		
Size			
F <u>o</u> rmat	DL Envelope		
<u>W</u> idth	22.00cm 🚖		
<u>H</u> eight	11.00cm 📚		

Figure 20: Envelope formatting dialog box

3) The next step is to select the **Printer** tab (Figure 21), from where you may choose the printer you intend to use, its setup—for example, specification of the tray holding envelopes —and other printer-related options such as envelope orientation and shifting. You may need to experiment with these settings to achieve the best results with your printer.

Envelope	
Envelope Format Printer	
Envelope orientation	
Envelope Format Printer Envelope orientation    Envelope orientation	
Shift right 0.00cm	
Shift down 0.00cm 😨	
Shift <u>d</u> own 0.00cm 🛞 Current printer EPSON Stylus D92 Series	Setup

Figure 21: Choosing printer options for an envelope

4) Select the **Envelope** tab (Figure 22).

Addr <u>e</u> ssee		Database	
<points.sheet1.0.title> <points.sheet1.0.la< th=""><th>ā 🔥</th><th>Points</th><th>~</th></points.sheet1.0.la<></points.sheet1.0.title>	ā 🔥	Points	~
<points.sheet1.0.address> <points.sheet1.0.state county=""></points.sheet1.0.state></points.sheet1.0.address>		Table	
<points.sheet1.0.post code=""></points.sheet1.0.post>	=	Sheet1	~
	~	Database field	
< · · · · · · · · · · · · · · · · · · ·		Post Code	~
		State/County	~
		Country Post Code	
✓ Sender		Sex	
Claire Wood		Points	~
	=		

Figure 22: Choosing addressee and sender information for envelopes

- 5) Choose whether or not to add *Sender* information to the envelope by selecting or deselecting the **Sender** option. If wanted, edit the information in the *Sender* box (Sender is the "from" on the envelope).
- 6) You now have the choice of creating the Addressee fields by dragging and dropping from the data source headings (as described in "Creating a form letter" on page 7, and in particular in Figure 9) or using the facilities of the **Envelope** tab.

If you prefer dragging and dropping, then click **New Doc.**, drag your data source headings into the *Addressee* area on your new envelope and skip to step 10), otherwise continue with the next step.

- Verify, add, or edit the information in the *Addressee* box. You can use the right-hand dropdown lists to select the database and table from which you can access the Addressee information, in a similar fashion to that described for "Printing mailing labels", paragraphs 3, 4 and 5. The similarity of the method with Figure 18 and Figure 19 will be clear.
- 8) When you have finished formatting, click either the New Doc. or Insert button to finish. As might be expected, New Doc creates only the envelope template in a new document, whereas Insert inserts the envelope into your current document as page 1.

If you don't want to proceed with this envelope, click **Cancel** or press the *Esc* key. You can also click **Reset** to remove your changes and return to the original settings extant when the dialog box opened.

You can now modify the placement of the frames containing the sender and addressee information, or make further changes to the character and paragraph attributes (for example, the font) or add a logo or other graphic to the envelope.

**Tip** If you frequently print envelopes from the same database onto the same size envelopes, at this point you may wish to create a template from this setup. See "Creating an envelope template" on page 20.

9) Quite often some of the fields in your address data source will be unused, leading to blank lines in your envelope Addressee area. If this is not important, you can skip the next few paragraphs and go straight to "Merging and printing the envelopes" on page 19, otherwise continue as described here.

Тір	The following procedure is very similar to that used for a similar purpose in the section on printing mailing labels. It is reproduced here for ease of reference.
a)	First ensure that the envelope is showing the field contents (data source headings), rather than their underlying field names. If this is not the case, then either press <i>Ctrl+F9</i> or choose <b>View &gt; Field Names</b> to toggle the view.
b)	Next, ensure that you can see non-printing characters, such as paragraph marks, line breaks and so on. If these are not already visible, choose <b>View &gt; Nonprinting Characters</b> from the menu bar, or press <i>Ctrl+F10</i> , or click on the <b>Nonprinting</b>
	Characters icon 🔳 on the Standard toolbar.
C)	You will now see that address field separation is created by line breaks ←, rather than paragraphs ¶. As the suppression of blank address fields depends on hiding paragraphs, not lines, you need to replace line breaks with paragraphs as follows. Click at the end of the last data source address field in the first line of the envelope. Press <i>Delete</i> to remove the new line character and then press <i>Return</i> (or the <i>Enter</i> key) to insert a paragraph. Repeat this action for each line of the envelope.
ď	If the line spacing in the Addressee area is not satisfactory, you may wish to correct this before proceeding, by modifying the paragraph style associated with the address. Unless you have changed it, the address uses the Default style.
d)	Click again at the end of the first paragraph to be conditionally suppressed and then choose <b>Insert &gt; Fields &gt; Other</b> . Select the <b>Functions</b> tab and then click on <b>Hidden</b> <b>Paragraph</b> in the <i>Type</i> column. Now click in the <b>Condition</b> box and enter the details of the condition that defines a blank address field. It has the general form of: ![Database.Table.Database field]
	where the '!' (NOT) character indicates the negative case and the square brackets indicate the condition.
	For example, in our Points database the condition to test if the <i>Last Name</i> field is empty would be:
	<pre>![Points.Sheet1.Last Name] as illustrated in Figure 11.</pre>
	To test for multiple conditions, use the operators AND and/or OR between the conditional statements, for example:
	<pre>![Points.Sheet1.Title]AND![Points.Sheet1.Last Name]</pre>
	Click <b>Insert,</b> but do not close the dialog box until all lines have been amended.
e)	Repeat for each paragraph to be conditionally suppressed, remembering to advance the cursor to the end of the line in question before changing the last element of the condition and Inserting the result.
Merging	and printing the envelopes
To merge ad	ddresses and print the envelopes:

- 1) Choose **File > Print**. A message box (Figure 12) appears. Click **Yes** to print a form letter.
- 2) The Mail Merge dialog box (Figure 13) appears. As with form letters and mailing labels, you can choose to print envelopes for one, several or all address records in the database.
- 3) Make your selections and then click **OK** to print direct to the printer. To check the envelopes before printing them, see "Editing merged documents" on page 11 for instructions.

#### Creating an envelope template

When your envelope layout and fields are complete to your satisfaction, you can save the result as a template.

- 1) Choose File > Templates > Save.
- 2) On the Templates dialog box, type a name for the new template and choose a category in which to store your template.
- 3) Click **OK** to save the template.

## Using the Mail Merge Wizard to create a form letter

The manual method of creating a form letter described in "Creating a form letter" on page 7 provides the most control over the result and is therefore recommended. If you prefer to use the Mail Merge wizard, the technique is described below.

Before starting you should note the following limitations:

- In Step 4, creating the salutation only allows the sex-related Mr. and Mrs. It makes no allowance for Miss or Ms, nor does it permit sexless addressing such as Dr.
- Again in Step 4, the General salutation is not editable and the default values are somewhat limited.
- In Step 5 the layout is idiosyncratic, with paragraph marks all over the place so as to space the address block frame and salutation. Creating a professional looking document requires significant editing.

If the above limitations are not a hindrance to you, then open a new document with **File > New > Text Document** and start the Mail Merge wizard using **Tools > Mail Merge Wizard**. The wizard opens, as shown in Figure 23.

#### **Step 1: Select starting document**

The wizard gives various options to select your starting document:

- Use the current document.
- Create a new document.
- Start with an existing document.
- Start from a template.

For the purposes of this description, we assume that you opened a new text document. This will ensure that all the steps in the wizard are fully explored, although with experience you may find it more practical to use a draft you prepared earlier, which will allow skipping some steps.

#### Select Use the current document and click Next.

Mail Merge Wizard	
Steps	Select starting document for the mail merge
1. Select starting document	Select the document upon which to base the mail merge document
2. Select document type	• Use the current document
3. Insert address block	O Create a new document
4. Create salutation	
5. Adjust layout	O Start with existing document
6. Edit document	O Start from a template
7. Personalise document	○ Start with a recently saved document
8. Save, print or send	
Help	<< Back Next >> Einish Cancel

Figure 23: Select starting document

#### Step 2: Select document type

The wizard can produce letters or, if a Java Mail connection exists, email messages. In this example, we are producing a letter. Select **Letter** and click **Next**.

Mail Merge Wizard	
Steps	Select a document type
1. Select starting document	What type of document do you want to create?
2. Select document type	⊙ Letter
3. Insert address block	○ E-mail message
4. Create salutation	Letter:
5. Adjust layout	Send letters to a group of recipients. The letters can contain an address block and a salutation, and can be personalised for each recipient.
6. Edit document	

Figure 24: Choose document type

## **Step 3: Insert address block**

This is the most complex step in the wizard. In this step (Figure 25) you will do three things:

- 1) Tell the wizard which data source to use. The data source must be an existing file; in this example it is the "Points" spreadsheet created earlier.
- 2) Select the address block to use in the document. This means choosing which fields appear (for example, whether the country is included) and how they look.
- 3) Make sure that the fields all match correctly. This is very important. For example, the UK English version of the wizard has a field called <Surname>. If your spreadsheet has a column called "Last Name", you need to tell the wizard that <Surname> and "Last Name" are equivalent. This is described in "Matching the fields" on page 24.

Mail Merge Wizard	
Steps	Insert address block
<ol> <li>Select starting document</li> <li>Select document type</li> </ol>	1. 1. Select the address list containing the address data you want to use. This data is needed to create the address block.       Select Different Address List         Current address list: Points
<ol> <li>Insert address block</li> <li>Create salutation</li> <li>Adjust layout</li> <li>Edit document</li> <li>Personalise document</li> <li>Save, print or send</li> </ol>	2. ♥ This document must contain an address block
	<ul> <li>4. Check that the address data matches.</li> <li>Mrs. Alice Azure         <ol> <li>First Avenue             Average Town             Ampshire             AA1 1AA         </li> </ol> </li> <li>Document: 1          <ul> <li>Document: 1</li> </ul> </li> </ul>
Help	<< Back Next >> Enish Cancel

Figure 25: Insert address block

#### Selecting the data source (address list)

1) If the current address list, identified beneath the **Select Different Address List** button in section 1, is not the one you wish to use, click the button to open the Select Address List dialog box (Figure 26) for choosing a data source.

Select Address List	I	$\mathbf{X}$
	eate one by clicking 'Create'.	a different list. If you do not have an
Name	Table	Add
AddressBook	I	<u></u>
Points	Sheet1	<u>C</u> reate
		<u>F</u> ilter
		<u>E</u> dit
		Change <u>T</u> able
	ОК	Cancel <u>H</u> elp

Figure 26: Select address list dialog box

 If you have not already created the address list, you may click Create to do so now. This step will allow you to create a CSV (Comma Separated Values) file with a new list of address records.

If you have an address list that is not registered in LibreOffice, but which you wish to use, click **Add** and select the file from the location in which it is saved.

In each of the above cases a new data source will be created and registered.

3) Select the address list and click **OK** to return to step 3 of the wizard. We retain "Points" as our address book for this example. The wizard can also exclude certain records; click **Filter** to choose them.

#### Selecting the address block

 In section 2 (shown in Figure 25), select the address block to appear on the letter, define its appearance, and choose the fields it contains. The main page gives two choices. Click More to open the Select Address Block dialog box for more choices.

Select Address Block			
Select your preferred address block			
<title> &lt;Forename&gt; &lt;Surname&gt;&lt;br&gt;&lt;Address Line 1&gt;&lt;br&gt;&lt;Region&gt;&lt;br&gt;&lt;Postcode&gt;&lt;br&gt;&lt;Country&gt;&lt;/td&gt;&lt;td&gt;&lt;Title&gt;&lt;br&gt;&lt;Forename&gt; &lt;Surname&gt;&lt;br&gt;&lt;Address Line 1&gt;&lt;br&gt;&lt;Postcode&gt; &lt;City&gt;&lt;br&gt;&lt;Country&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;New)           Edit           Delete&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;Company Name&gt;&lt;br&gt;&lt;Forename&gt; &lt;Surname&gt;&lt;br&gt;&lt;Address Line 1&gt;&lt;br&gt;&lt;Postcode&gt; &lt;City&gt;&lt;/td&gt;&lt;td&gt;&lt;Company Name&gt;&lt;br&gt;&lt;Forename&gt; &lt;Surname&gt;&lt;br&gt;&lt;Address Line 1&gt;&lt;br&gt;&lt;Postcode&gt; &lt;City&gt;&lt;br&gt;&lt;Country&gt;&lt;/td&gt;&lt;td&gt;~&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td colspan=4&gt;Address block settings&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td colspan=4&gt;○ N&lt;u&gt;e&lt;/u&gt;ver include the country/region&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td colspan=4&gt;○ &lt;u&gt;A&lt;/u&gt;lways include the country/region&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Only include the country/region&lt;/td&gt;&lt;td colspan=3&gt;&lt;ul&gt;     &lt;li&gt;Only include the country/region if it is not:&lt;/li&gt; &lt;/ul&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;England&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;</title>			

Figure 27: Select address block

- 2) The Select Address Block dialog box displays the original two blocks plus other choices for the format of the address block (you may need to scroll down to see all of the choices). You can also optionally include or exclude the country (for example, only include the country if it is not England) in the *Address block settings*. The formats provided are relatively common, but they might not exactly match your preference. If this is the case, select the address block that is closest to what you want and click **Edit**, which opens the New Address Block dialog box.
- 3) In the New Address Block dialog box, you can add or delete address elements using the arrow buttons on the left. To move elements around, use the arrow buttons on the right. For example, to add an extra space between forename and surname in Figure 28, click <Surname> and then click the right arrow button.

New Address Block		X
Address <u>e</u> lements	1. Drag address elements here	
Title Forename Surname Company Name Address Line 1 Address Line 2 City Region Postcode Country Telephone private Telephone business	Preview Mrs. Alice Azure 1, First Avenue	
E-mail Address Gender	Average Town	

Figure 28: New address block

#### Matching the fields

Finally, it is time to match the wizard's fields with the spreadsheet fields, so that items like <Surname> and "Last Name" match correctly.

- Look at section 3 of the wizard (shown in Figure 25 on page 22). The box at the bottom displays one record at a time, using the address block format you selected. Use the right and left arrow buttons below that address box to step through the addresses, checking that they display correctly. Do not assume that all the records display correctly, just because one or two do. Check them all if you can, or at least a good proportion.
- 2) If the addresses do not display correctly (and they probably will not right away), click **Match Fields**.
- 3) The Match Fields dialog box (Figure 29) has three columns:
  - Address Elements are the terms the wizard uses for each field, such as <Forename> and <Surname>.
  - Use the *Matches to Field* column to select, for each address element, the field from your data source that matches it.
  - The *Preview* column shows what will be shown for this field from the selected address block, so you can double-check that the match is correct.
- 4) When you have matched all the fields, click OK to return to step 3 of the wizard. Now, when you use the arrow buttons to look at all the addresses, they should all look correct. If not, go back and change anything you're not happy with, before clicking Next to move to step 4. Note that you will not be able to continue until you have correctly matched all the fields in your chosen address block. If you see <not yet matched> in a field position it indicates that the field in question is not correctly matched.
- 5) Notice the option for **Suppress lines with empty fields** in section 2 of Figure 25. Using the Wizard, you do not have to create your own conditional suppression fields.

ddress elements	Matches to field:		Preview
<title>&lt;/td&gt;&lt;td&gt;Title&lt;/td&gt;&lt;td&gt;~&lt;/td&gt;&lt;td&gt;Mrs.&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;Forename&gt;&lt;/td&gt;&lt;td&gt;First Name&lt;/td&gt;&lt;td&gt;~&lt;/td&gt;&lt;td&gt;Alice&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;Surname&gt;&lt;/td&gt;&lt;td&gt;Last Name&lt;/td&gt;&lt;td&gt;. ►&lt;/td&gt;&lt;td&gt;Azure&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;Company Name&gt;&lt;/th&gt;&lt;th&gt;Last Name&lt;br&gt;Address&lt;/th&gt;&lt;th&gt;^&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;Address Line 1&gt;&lt;/td&gt;&lt;td&gt;State/County&lt;br&gt;Country&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;1, First Avenue Average&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;Address Line 2&gt;&lt;/td&gt;&lt;td&gt;Post Code&lt;br&gt;&lt; none &gt;&lt;/td&gt;&lt;td&gt;~&lt;/td&gt;&lt;td&gt;ſ&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;dress block preview&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;rs. Alice Azure&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;, First Avenue&lt;br&gt;verage Town&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;</title>			

Figure 29: Match fields dialog box

#### **Step 4: Create salutation**

The salutation is the initial greeting, for example, *Dear Mr Jones*. In step 4, select the salutation that will appear in the letter.

You can use a different greeting for men and women. To do this, Writer must have some way of knowing whether a person is male or female. In our spreadsheet we had a column called *Sex*. In the section **Address list field indicating a female recipient**, set the field name to *Sex* and the field value to *F*. The male salutation is then printed for all men and the female salutation for all women.

Note	You do not need to tell LibreOffice who is a male, because it assumes that all non- female records are males.
------	--

If you do not select **Insert Personalized Salutation**, you can use a more general salutation without referring to the recipient directly, such as *To whom it may concern*.

As in step 3, step 4 of the wizard has a preview pane at the bottom. You should check more than one record to ensure that other records look the way you expect.

Mail Merge Wizard				×
Steps	Create a salutation			
<ol> <li>Select starting document</li> <li>Select document type</li> </ol>	✓ This document sho ✓ Insert personal	ould contain a salutation ised salutation		
3. Insert address block	<u>E</u> emale	Dear Mrs. <surname>,</surname>	<ul> <li>Image: A start of the start of</li></ul>	<u>N</u> ew
4. Create salutation	Male	Dear Mr. <surname>,</surname>	· ·	N <u>e</u> w
5. Adjust layout	Address list field	indicating a female recipient		
6. Edit document	Fiel <u>d</u> name	Sex	~	
7. Personalise document	Field <u>v</u> alue	F	~	
8. Save, print or send	General salutation			
	To whom it may co	ncern,	~	
	Preview			
	Dear Mrs. Azure, Dear Mr. Azure,			Match fields
		Docume	nt: 1 🚺 🕨	

Figure 30: Create a salutation

## Step 5: Adjust layout

In step 5, you can adjust the position of the address block and salutation on the page. You can place the address block anywhere on the page. The salutation is always on the left, but you can move it up and down the page. Use the buttons shown in Figure 31 to move the elements.

Steps	Adjust layout of add	dress block and salutation		
<ol> <li>Select starting document</li> <li>Select document type</li> <li>Insert address block</li> <li>Create salutation</li> <li>Adjust layout</li> <li>Edit document</li> <li>Personalise document</li> <li>Save, print or send</li> </ol>	Address block position Adjress block position From left From top Salutation position Move Move	2.54cm 🛞 5.08cm 🐑	I the strange of transform	
			Zoom Enti	re page [

Figure 31: Adjust layout

#### Step 6: Edit document and insert extra fields

In step 6 you have another opportunity to exclude particular recipients from the mail merge, as shown in Figure 32.

Mail Merge Wizard	
Steps	Preview and edit the document
<ol> <li>Select starting document</li> <li>Select document type</li> </ol>	The preview of a merged document is visible now. To see the preview of another document click one of the arrows.
3. Insert address block	<u>R</u> edpient  < < 2 > >
<ol> <li>Create salutation</li> <li>Adjust layout</li> </ol>	□ E <u>x</u> dude this recipient
6. Edit document	Edit Document
<ol> <li>Personalise document</li> <li>Save, print or send</li> </ol>	Write or edit your document now if you have not already done so. The changes will effect all merged documents. Clicking 'Edit Document' will temporarily reduce the wizard to a small window so you can edit the mail merge document. After editing the document, return to the wizard by clicking 'Return to Mail
	Merge Wizard' in the small window.

Figure 32: Edit document

You can also edit the body of the document. If you started with a blank document, you can write the whole letter in this step. Click **Edit Document** to shrink the wizard to a small window (Figure 33) so you can easily edit the letter.



Figure 33: Minimized mail merge wizard

You need to perform another important task in this step. The wizard only inserts information from the name and address fields, but you may wish to add additional data. In our example, we want to tell each person how many points they had accumulated during the year; that information is in the spreadsheet. To do this:

- 1) Click Edit Document in step 6 of the wizard.
- 2) Choose Insert > Fields > Other. The Fields dialog box opens.
- 3) Click the Database tab.
- 4) On the left hand side, select Mail merge fields.
- 5) Under *Database selection* find your data source (in this example, it is a spreadsheet). Expand it to see the fields.
- Click the field you want to insert, then click **Insert** to insert the field.
   You can insert any number of fields any number of times into your mail merge document.
- 7) Click **Close** when you are done.

	Functions DocInformation Variables Data	base
<u>Type</u> Any record	Database selection	
Database Name Mail merge fields Next record Record number	Sheet1 Title First Name Last Name Address State/County Country Post Code Sex	
<u>C</u> ondition	Add database file	Browse
	Format	
Record <u>n</u> umber	Erom database	
	O User-defined	General 🗸

Figure 34: Insert mail merge fields dialog box

Note

The **Database selection** lists the data source you selected in step 3. All the information you need for the letter must be contained in that data source.

#### **Step 7: Personalize documents**

This step creates all your letters, one per recipient.

Clicking the **Edit individual Document** button here is similar to step 6. The difference is that you now edit a long file containing all of the letters, so you can make changes to a particular letter to one person. In this step of the Mail Merge wizard, click **Find** to open a dialog box that allows searches within the document, perhaps for an individual addressee.

Steps	Personalise the mail merge documents
<ol> <li>Select starting document</li> <li>Select document type</li> <li>Insert address block</li> </ol>	You can personalise particular documents. Clicking 'Edit individual document' will temporarily reduce the wizard to a small window so you can edit your document. After editing the document, return to the wizard by dicking 'Return to Mail Merge Wizard' in the small window.
4. Create salutation	Edit individual document
5. Adjust layout	
6. Edit document	Eind
7. Personalise document	Search for: Eind
8. Save, print or send	Whole wor <u>d</u> s only Back <u>w</u> ards Match case

Figure 35: Personalize document

As with step 6, when editing the document, the wizard shrinks to a small window (Figure 33). Click on this window to expand the wizard to its full size.

#### Step 8: Save, print or send

You have now completed the mail merge process. The last step is to do something with it. In step 8, you can save the original sample letter, save the merged document, print the letters right away or, if you created email messages, send them.

You probably want to save the starting (prototype) document and the merged document. To do this, select **Save starting document** to reveal the **Save starting document** section containing the **Save starting document** button. This button will be active only if the document has not already been saved. Clicking on this button brings up the standard Save as dialog box. Once you have named and saved the document you return to the Step 8 dialog box as shown in Figure 37.

Steps	Save, print or send the document
1. Select starting document	Select one of the options below:
2. Select document type	Save starting document
3. Insert address block	Save merged document
4. Create salutation	<u>Print merged document</u>
5. Adjust layout	Send merged document as <u>E</u> -Mail
6. Edit document	Save starting document
7. Personalise document	Save starting <u>d</u> ocument
8. Save, print or send	

Figure 36: Step 8: Save, print or send

The merged document can now be saved by selecting **Save merged document**. This will reveal the **Save merged document settings** section, from which you can select to save either as one large file containing all the individual, generated letters or as a separate file for each letter.

<u>Steps</u>	Save, print or send the document
1. Select starting document	Select one of the options below:
2. Select document type	○ <u>S</u> ave starting document
3. Insert address block	Save merged document
4. Create salutation	O Print merged document
5. Adjust layout	Send merged document as <u>E</u> -Mail
6. Edit document	Save merged document settings
7. Personalise document	Save as individual documents
8. Save, print or send	O Erom 1 To 10
	Save Do <u>c</u> uments

Figure 37: Saving a merged document

When you have saved the merged document, you can print the final letters now or later; and you can still manually check and edit the letters if necessary. If you elect to print at this stage, the dialog box shown in Figure 38 appears; it should be self-explanatory.

Mail Merge Wizard		
Steps         1. Select starting document         2. Select document type         3. Insert address block         4. Create salutation         5. Adjust layout         6. Edit document         7. Personalise document	Save, print or send the document         Select one of the options below:         Save starting document         Save merged document         Print merged document         Print merged document         Send merged document as E-Mail         Print settings         Printer         Canon MP780 Series Printer         Print all documents	✓ Properties
8. Save, print or send	O Erom 1 Io 30 Print Documents	

Figure 38: Printing the merged document