

Writer Guide 7.5

Chapter 14, Mail Merge

Form Letters, Mailing Labels, and Envelopes

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Feedback

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Using LibreOffice on macOS

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

Windows or Linux	macOS equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	<i>Control</i> +click or right-click depending on computer setup	Open a context menu
Ctrl (Control)	ж (Command)	Used with other keys
Alt	\mathcal{T} (Option) or <i>Alt</i> , depending on keyboard	Used with other keys
F11	೫+ <i>T</i>	Open Styles deck in Sidebar

Contents

Copyright	2
Contributors	2
Feedback	2
Publication date and software version	2
Using LibreOffice on macOS	2
What is mail merge?	4
Creating and registering an address data source	4
Creating a form letter	6
Suppressing blank lines (optional)	
Saving merged documents	
Printing mailing labels	
Preparing for printing	
Printing	
Editing a saved file of mailing labels	
Printing envelopes	
Setting up envelopes for printing	
Merging and printing the envelopes	
Using the Mail Merge Wizard to create a form letter	14
Step 1: Select starting document	14
Step 2: Select document type	15
Step 3: Insert address block	
Selecting the data source (address list)	
Selecting and optionally editing the address block	
Matching the fields	
Step 4: Create salutation	
Step 5: Adjust layout	

What is mail merge?

Writer's mail merge provides features to create and print multiple copies of one item (such as return address labels, promotional stickers, or t-shirt transfers) or to produce copies that include variable information (for example names, addresses, and amounts due):

- Form letters (a document to send to a list of recipients)
- Mailing labels, labels for physical file folders, and similar purposes
- Envelopes

Variable data is typically derived from a data source, as discussed below. If all output is to be the same (for example, return address labels), the merge can use manually entered text or images.

This chapter describes the mail merge process. The steps include:

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

Creating and registering an address data source

An address data source is a database containing the name and address records from which mailing labels and envelopes can be derived. LibreOffice can create the database from spreadsheets, text files including Writer documents, and databases such as MySQL. 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 to a comma-separated values (CSV) file.

For a data source to be directly accessible from within a Writer document, it must be registered. You need to do this only once.

- From within a Writer document, or from the LibreOffice Start Center, choose File > Wizards > Address Data Source.
- 2) The choices on the first page of the wizard (Figure 1) vary with your operating system. Select the appropriate type of external address book. For a spreadsheet, it is Other external data source. Depending on your choice, the list of steps on the left may change. Click Next.

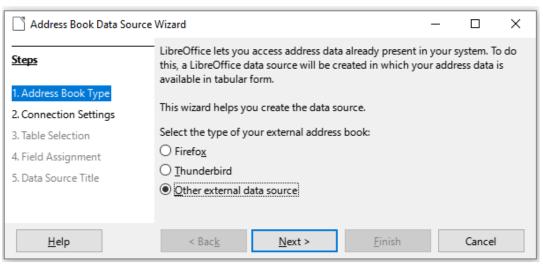


Figure 1: Select type of external address book

3) On the next page of the Wizard (Figure 2), click on the **Settings** button.

Address Book Data Source	Wizard —		×
Steps	To set up the new data source, additional information is required.		
	Click the following button to open another dialog in which you th	nen ente	r the
1. Address Book Type	necessary information.		
2. Connection Settings	Settings		
3. Table Selection	<u>s</u> curigs		
4. Field Assignment			
5 Data Course Title			

Figure 2: Starting the Settings part of the Wizard

4) On the *Create Address Data Source* page (Figure 3), select the Database type. In our example, it is **Spreadsheet**. Click **Next**.

Create Address Data Source		×
<u>Steps</u>	Select the type of database to which you want to establish a con Database type: Spreadsheet	
1. Advanced Properties	On the following pages, you can make detailed settings for the c	
	The new settings you make will overwrite your existing settings.	

Figure 3: Selecting the database type

5) On the next page (Figure 4), click **Browse** and navigate to the spreadsheet that contains the address information. Select the spreadsheet and click **Open** to return to this dialog.

Database properties			×
<u>Steps</u> 1. Advanced Properties 2. Connection settings	General Path to the spreadsheet document C:\Users\Jean\Dropbox\Jean\Drop	<u>B</u> rowse	

Figure 4: Selecting the spreadsheet document

- 6) To test that the connection has been correctly established, click the **Test Connection** button in the lower right of the dialog (not shown in Figure 4). You should get the message *The connection was established successfully*; otherwise, you will get an error message.
- 7) Click Finish.
- On the next page (Figure 5), click Next. You do not need to click the Field Assignment button. (When you are using the Mail Merge Wizard, you may need to do the Field Assignment step; see page 18.)

Address Book Data Source	_		×			
<u>Steps</u>	To incorporate the address data in your templates, Libre which fields contain which data.	Office ha	as to know	1		
1. Address Book Type		For instance, you could have stored the email addresses in a field named				
2. Connection Settings	"email", or "E-mail" or "EM" - or something completely	different.				
3. Table Selection	Click the button below to open another dialog where you can enter the settings					
4. Field Assignment	for your data source.					
5. Data Source Title	Field <u>Assignment</u>					
	There are no fields assigned at this time. You can either assign fields now or do so later by first cl "File - Template - Address Book Source"	hoosing:				
Help	< Back <u>N</u> ext > <u>F</u> inish		Cancel			

Figure 5: For a spreadsheet, do not click the Field Assignment button

9) On the Data Source Title page (Figure 6), the name and location of the new database (.odb) is shown in the *Location* field. You can change this name or store the database file in a different location; deselect *Embed this address book definition into the current document*, then click **Browse** to choose the location and name the file.

You can also change the name in the *Address book name* field. This is the registered name, which LibreOffice displays in data source listings. In our example, the name *Addresses* was used for both.

Address Book Data Source Wizard					_		×
<u>Steps</u>	That was all the information necessary to integrate your address data into LibreOffice.						
1. Address Book Type			e under which	you want to regis	ter the d	ata source	e in
2. Connection Settings	LibreOffice						
3. Table Selection	$\[\underline{E} \]$ Embed this address book definition into the current document.						
4. Field Assignment	Location C:\Users\Jean\Documents\Addresses.odb \v Browse				se		
5. Data Source Title	Make this address book available to all modules in LibreOffice.						
	<u>A</u> ddress	book name	Addresses				
Help	< Ba	- <u>k</u>	<u>N</u> ext >	<u>F</u> inish		Cancel	

Figure 6: Name the file and the address book

10) Click **Finish**. The data source is now registered.

Creating a form letter

You can create a form letter manually—the simplest and most comprehensive method, which is described here—or you can use the Mail Merge wizard starting on page 14.

 Create a new Writer document (File > New > Text Document) or open an existing form letter with File > Open.

- 2) Display the registered data sources: **View > Data Sources** (or press *Shift+Ctrl+F4*).
- Find the data source that you wish to use for the form letter, in this case Addresses. Expand this folder and the Tables folder, and select Sheet1. The address data file is displayed.

Untitled 1 - LibreOffice	Writer							
<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>I</u> nsert	: F <u>o</u> rmat St <u>y</u> le	s T <u>a</u> ble I	Fo <u>r</u> m <u>T</u> ools	<u>W</u> indov	w <u>H</u> elp			
📔 • 🧀 • 🔜 •	🗋 🖨 🗋	X	(¥ ←	• ~	- Ja	abç ¶	🖩 🖌 🎦
Default Paragraph Style 🗸	🥍 🎾 Lib	eration Serif	~ 1	2 pt 🗸	B	I <u>U</u>	-S	x² x₂ <u>A</u>
	$ \leq $	SIQ	- A	↓ <mark>Z</mark> ↓	$\nabla $	$\nabla \nabla$		
□ 🖯 Addresses	SURNAME	FNAME	ADDRESS	AD2	CITY	STATE	PCODE	COUNTRY
— 🗉 💼 Queries	Car	Tom	4/.		Wellingt			New Zealand
— 🗉 🧮 Tables	Carna	Jane	1f3	13 Alber	Edinburg	Scotland	EH7 5LW	UK
🗕 🎹 Sheet1	Carol	A	14	East Har	London		E6 1AB	UK
🗄 🖯 Bibliography	Car	David	29/		Strathfie	NSW	2135	Australia
	Cart	Don	76:		Cincinna	ОН	45233	USA
F	Record 1 of	105 *	5 F H 👳					
⊾ <u></u> ⊻.		•••	2 · · · 1 ·	1.1		4	·	15 1 .

Figure 7: 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. Be sure to add spaces or other punctuation as needed. Press *Enter* at the end of each line in the address block.

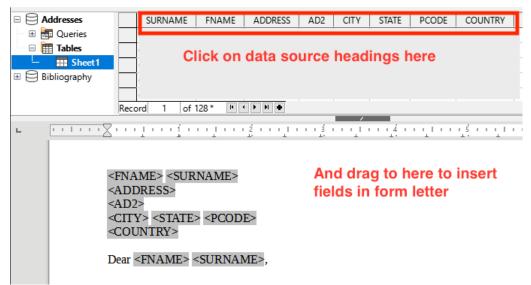
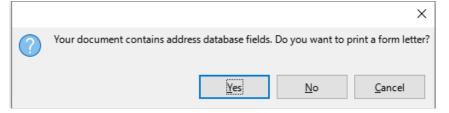
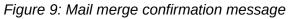


Figure 8: Dragging fields to the body of the form letter

5) Our example database (Figure 7) contains a field for a second address line (*AD2*) that is blank for some addresses. If you wish to remove any blank lines that may appear in the address block when the letters are printed, you can use the procedure described in "Suppressing blank lines (optional)" on page 8. Otherwise, continue to the next step.

- 6) The document is now ready to be printed.
 - a) Choose **File > Print** and click **Yes** in the message box.





- b) In the Mail Merge dialog (Figure 10), in the *Records* section, you can choose to print all records or selected records. To select individual records to be printed, *Ctrl+click* on each one. 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. You can also specify a range of record numbers to print.
- c) To send the letters directly to the printer, select **Printer** in the Output section and click **OK**. Or, you can save the letters to a file for further editing or formatting; see "Saving merged documents" on page 9.
- 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 and is highly recommended.

Mail Merge		×
	🗈 💼 🥎 🔎 🕐 - 🚉 🎍 🗸 🏹 🐬 💎 💎	»
Addresses	SURNAME FNAME ADDRESS AD2 CITY STATE PCODE	
🕀 🗄 🔠 Queries	Car	^
🗆 🖻 🧮 Tables	Car	
📙 🎹 Sheet 1	Car	
🗄 🖯 Bibliography	Carroll Image: Carrol	. *
Records	Output	
All	● Printer ○ File	
○ <u>S</u> elected records	Save Merged Document	
O <u>F</u> rom: 1	To: 1 Save as single document	
	○ Sa <u>v</u> e as individual documents	
	Generate file name from <u>d</u> atabase	

Figure 10: The Mail Merge dialog

Suppressing blank lines (optional)

If you wish to suppress blank lines, follow this procedure:

- Click at the end of a paragraph to be suppressed if empty, and then choose Insert > Field > More Fields to display the Fields dialog.
- 2) Select the *Functions* tab and then choose **Hidden Paragraph** in the *Type* column.



When using the Mail Merge Wizard (page 14), you can select automatic suppression of blank lines and avoid the work described in this step.

ields		>
Document Cross-references	unctions DocInformation Variables Databa	se
<u>Т</u> уре	Format	Condition
Conditional text		![Addresses.Sheet1.AD2]
Input list		
Input field		Value
Execute macro		
Placeholder		
Combine characters		
Hidden text		Macro
Hidden Paragraph		

Figure 11: Defining a conditional hidden paragraph

3) 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]

For example, in our database the condition to test if the AD2 field is empty would be:

! [Addresses.Sheet1.AD2] as illustrated in Figure 11.

Alternative ways to express this condition include NOT Addresses.Sheet1.AD2 and Addresses.Sheet1.AD2 EQ "".

4) Click Insert.

Saving merged documents

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

- 1) In the Mail Merge dialog (Figure 10), select the records to be included, then select **File** in the *Output* section to activate some other choices on the page (Figure 12).
- You can choose whether to save the output as a single document (containing all of the letters) or save the letters as individual documents; and you can specify the name, location, and format of the files.

Output O <u>P</u> rinter Fil	e	
Save Merged Do	cument	
○ S <u>a</u> ve as sing	le document	
Save as indi	vidual documents	
🗹 Generate	file name from <u>d</u> atabase	
Field:	SURNAME	\sim
<u>P</u> ath:	C:\Users\Jean\Documents	
File format:	ODF Text Document	\sim

Figure 12: Saving output to a file

3) Click **OK**. In the Save as dialog, 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.

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

Printing mailing labels

Labels are commonly used for printing address lists (where each label shows a different address), but they can also be used for making multiple copies of one label only, for example return-address stickers, or labels for CDs/DVDs or other items.

Before beginning this process, note the brand and type of labels you intend to use. You can also define your own label size; see Step 6).



If you are printing the same information on each label, you may find the Business Cards dialog useful. Access it through **File > New > Business Cards**. The Labels and Business Cards dialogs are very similar.

Preparing for printing

To prepare mailing labels for printing:

- 1) Choose File > New > Labels. The Labels dialog opens.
- 2) On the Labels page (Figure 13), select the Database and Table.
- 3) From the Database field drop-down list, select the first field to be used in the label (in this example, FNAME), then click the left arrow button to move it to the Label text area.
- 4) Continue adding fields and inserting desired punctuation, spaces, and line (paragraph) ends until the label is composed. Figure 13 shows the completed label.

abels Format Options		
nscription Label text:	Address	Database:
<pre></pre>		Addresses
<addresses.sheet1.0.surname></addresses.sheet1.0.surname>		Houreses
<addresses.sheet1.0.address> <addresses.sheet1.0.ad2></addresses.sheet1.0.ad2></addresses.sheet1.0.address>		Table:
<addresses.sheet1.0.city></addresses.sheet1.0.city>		←
<addresses.sheet1.0.state></addresses.sheet1.0.state>		Sheer
<addresses.sheet1.0.pcode> <addresses.sheet1.0.country></addresses.sheet1.0.country></addresses.sheet1.0.pcode>		Database <u>f</u> ield:
Format		
○ <u>C</u> ontinuous	Bra <u>n</u> d:	Avery A4 🗸 🗸
● Sheet	Type:	J8160 Address
	Type:	
J8160 Address: 2.50" x 1.50" (3 x 7)		

Figure 13: The completed label

On some operating systems, a scroll bar will appear below the *Label text* box and you can see where the paragraph ends are located. On others (as in the example), the fields may appear in a list and you cannot see where the paragraph ends are located. You can check them later in the procedure (Step 8)).

- 5) Select the label stock in the *Brand* drop-down list. The types for that brand then appear in the *Type* drop-down list. Select the size and type of labels required, and then go to Step 7). If your label sheets are not listed, go to Step 6).
- 6) To define labels that are not on the list:
 - a) Select **[User]** in the **Type** box on the *Labels* page. Then, click the *Format* page of the Labels dialog (Figure 14). Measure on your labels those dimensions illustrated and enter them into the respective boxes on the left side.
 - Horizontal pitch is the distance between the left edges of adjacent labels.
 - *Vertical pitch* is the distance between the upper edge of a label and the upper edge of the label directly below.

Labels			×
Labels Format Opt	tions		
Hori <u>z</u> ontal pitch:	2.60"	Aver <u>y</u> A4	[<u>U</u> ser]
<u>V</u> ertical pitch:	1.50"		
<u>W</u> idth:	2.50"	Left ma	rain H. Pitch
<u>H</u> eight:	1.50"		
<u>L</u> eft margin:	0.28"	Top margin	
<u>T</u> op margin:	0.60"		Width
<u>C</u> olumns:	3	V. Pitch	Rows
R <u>o</u> ws:	7		Height
P <u>a</u> ge width:	8.27"		Columns
Page height:	11.69"		columns
	<u>S</u> ave		
<u>H</u> elp			<u>R</u> eset <u>N</u> ew Document <u>C</u> ancel

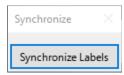
Figure 14: Specify settings, if necessary

- b) You can now save the label template if you are likely to use it again. Click **Save**.
- c) In the Save Label Format dialog that pops up, type names for your label Brand and Type. Click **OK**.
- 7) On the *Options* tab of the Labels dialog (Figure 15), select **Synchronize contents**.

Labels				×
Labels Format Options				
Distribute				
<u>Entire page</u>				
○ <u>S</u> ingle label	Colu <u>m</u> n	1	Ro <u>w</u>	1
Synchronize contents				

Figure 15: Options tab of the Labels dialog

- 8) Click **New Document**. You now have a one-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. Although this document appears to have only one page of labels, the printed or saved output will be expanded to include enough pages for all of the selected records from the data source.
- 9) In this document you can see the paragraph ends if you use the **Toggle Formatting Marks** toolbar button or **View > Formatting Marks** on the Menu bar.
- 10) You should also see a small window containing a **Synchronize Labels** button, usually in the upper left corner of the screen.



11) If any paragraph ends or other punctuation are missing, or if you wish to change the font or other characteristics of one or more fields or lines (paragraphs) of all the labels, you can do so now. In the upper left label, select the field(s) that you wish to change, then change them manually or by selecting a paragraph style or character style. Add any missing punctuation. Then click the **Synchronize Labels** button to automatically add these changes to all of the labels.

Printing

- 1) Choose File > Print. The message shown in Figure 9 appears. Click Yes to print.
- 2) In the Mail Merge dialog (Figure 10), 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, then select File in the Output section, where Save as single document is preselected. In this case, clicking OK opens the Save As dialog, where you can enter a file name and location, as described in Step 6) on page 8.

Note

Blank lines in addresses on labels are suppressed automatically, as they are when using the Mail Merge Wizard (page 14).

Editing a saved file of mailing labels

To edit a saved file of mailing labels, open the file in the same way as any other Writer document.

You can edit individual records manually (for example, to correct a spelling error without needing to change the source spreadsheet and regenerate the labels), but you cannot edit all labels at once (for example, to change the font used) by a manual technique. However, you can edit the paragraph and/or character styles associated with the label records:

- 1) Right-click in a label record. Choose **Paragraph > Edit Style** in the context menu.
- 2) Then in the Paragraph Style dialog, 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.

The production of envelopes involves two steps, setup and printing. For general instructions on setting up envelopes for printing using the Format and Printer pages of the Envelope dialog, see Chapter 7, Printing, Exporting, Emailing, and Signing.

To produce a single envelope, you can type or paste the name and address into the Addressee box, or you can get information from an address data source as described in this section.

Setting up envelopes for printing

- 1) Choose **Insert > Envelope** on the Menu bar.
- 2) On the *Envelope* tab of the Envelope dialog (Figure 21), choose whether to add Sender information (the "from" address) to the envelope. If so, type the information in the *Sender* box. If you're using envelopes preprinted with sender information, either leave this box empty or deselect the **Sender** checkbox.

Envelope	×
Envelope Format Printer	
Addr <u>e</u> ssee	<u>D</u> atabase
<addresses.sheet1.0.fname></addresses.sheet1.0.fname>	Addresses 🗸
<addresses.sheet1.0.surname> <addresses.sheet1.0.address> <addresses.sheet1.0.ad2> <addresses.sheet1.0.city> <addresses.sheet1.0.state> <addresses.sheet1.0.pcode> <addresses.sheet1.0.country></addresses.sheet1.0.country></addresses.sheet1.0.pcode></addresses.sheet1.0.state></addresses.sheet1.0.city></addresses.sheet1.0.ad2></addresses.sheet1.0.address></addresses.sheet1.0.surname>	Table Sheet1 Database field COUNTRY V
∑ <u>S</u> ender Jean Hollis Weber 123 Any Street Some Town ZZ 0000 Australia	
Help Insert Reset	New Document <u>C</u> ancel

Figure 16: Choosing addressee and sender information for envelopes

3) Create the *Addressee* fields by dragging and dropping from the data source headings, as described in "Printing mailing labels" on page 10, then click the New Document button to create the envelope template.

Alternatively, click **New Document**, open the Data Sources window above the envelope template, then drag the data source headings into the Addressee box on the envelope.

4) At this point you may wish to save this document as a template.

Merging and printing the envelopes

To merge addresses and print the envelopes:

- 1) Choose File > Print. The message shown in Figure 9 appears. Click Yes to print.
- 2) The Mail Merge dialog (Figure 10) 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 "Saving merged documents" on page 9 for instructions. Blank lines are automatically suppressed.

Using the Mail Merge Wizard to create a form letter

The manual method of creating a form letter is described in "Creating a form letter" on page 6. If you prefer to use the Mail Merge wizard, the technique is described in this section.

Open a new document with File > New > Text Document and choose Tools > Mail Merge Wizard on the Menu bar.

Step 1: Select starting document

The Mail Merge Wizard (Figure 17) gives several options for the starting document:

- Use the current document
- Create a new document
- Start from existing document
- Start from a template
- Start from a recently saved starting document

For the purposes of this example, we opened a new text document.

Select Use the current document and click Next.

Mail Merge Wizard
Select Starting Document for the Mail Merge Use the current document
Exchange Database
Create a new document
 Start from existing document
Browse
Start from a template
Browse
 Start from a recently saved starting document
0

Figure 17: Select starting document

If the current document does not have a registered data source associated, a warning message is displayed. Click the **Exchange Database** button to open the Exchange Databases dialog (Figure 18) and select the required database from the *Available Databases* list, If necessary, click the **Browse** button to open a file browser and find the required database to register. Click **Define** to close the dialog and associate the selected database with the document.

Exchange Databases Available Databases Databases in Use Available Databases AddressListExample AddressListExample AddressListExample AddressListExample Bibliography Bibliography Set this dialog to replace the databases you access in your document via database fields, with other databases. You can only make one change at a time.	Exchange Databases				
Image: Construction of the second	•	Available Databases			
> Solution > Solution > Solution > Solution > Solution > Solution > Solution > Solution Browse Browse Use this dialog to replace the databases you access in your document via database fields, with other databases. You can only make one change at a time.					
> See Bibliography > See Bibliography > See Points Browse Use this dialog to replace the databases you access in your document via database fields, with other databases. You can only make one change at a time.					
> S Points Browse Browse Use this dialog to replace the databases you access in your document via database fields, with other databases. You can only make one change at a time.					
Browse Use this dialog to replace the databases you access in your document via database fields, with other databases. You can only make one change at a time.					
Multiple selection is possible in the list on the left. Use the browse button to select a database file. Database applied to document:	database fields, with other Multiple selection is possit Use the browse button to	the databases you access in your document via r databases. You can only make one change at a time. ole in the list on the left. select a database file.			
Help Close Define	Help	Close Define			

Figure 18: Exchange Databases dialog

Step 2: Select document type

The wizard can produce letters or email messages. In this example, we are producing a letter. Select Letter and click Next.



Figure 19: Choose document type

Step 3: Insert address block

This is the most complex step in the wizard. In this step (Figure 20) you will do three things:

- 1) Tell the wizard which data source to use. The data source must be an existing file.
- 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 18.

			Mail Merge Wiz	ard		×
Steps	Inse	rt Addres	s Block			
Steps	1.	Select the address list containing the address data you want to use. This data is Select Different Address List				erent Address List
1. Select starting document		address	Current address list: N			
2. Select document type	2.	This document shall contain an address block				
3. Insert address block 4. Create salutation 5. Adjust layout		<addr< td=""><td>> Name> <last name=""> 'ess Line 1> <city></city></last></td><td><title>
<First Name>
<Address Line
<ZIP> <City>
<Country></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>More</td></tr><tr><td></td><td></td><td colspan=6>Suppress lines with just empty fields</td></tr><tr><td></td><td>3.</td><td colspan=5>Match the field name used in the mail merge to the column headers in your data source.</td></tr><tr><td></td><td>4.</td><td rowspan=2 colspan=5> Check if the address data matches correctly. < not yet matched > < not yet matched > < < not yet matched > < not yet matched > < not yet matched > < < </td></tr><tr><th></th><th></th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Document: 1 💽 🕨</td></tr><tr><td>Help</td><td></td><td></td><td>< Back</td><td>Next ></td><td>Finish</td><td>Cancel</td></tr></tbody></table></title></td></addr<>	> Name> <last name=""> 'ess Line 1> <city></city></last>	<title>
<First Name>
<Address Line
<ZIP> <City>
<Country></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>More</td></tr><tr><td></td><td></td><td colspan=6>Suppress lines with just empty fields</td></tr><tr><td></td><td>3.</td><td colspan=5>Match the field name used in the mail merge to the column headers in your data source.</td></tr><tr><td></td><td>4.</td><td rowspan=2 colspan=5> Check if the address data matches correctly. < not yet matched > < not yet matched > < < not yet matched > < not yet matched > < not yet matched > < < </td></tr><tr><th></th><th></th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Document: 1 💽 🕨</td></tr><tr><td>Help</td><td></td><td></td><td>< Back</td><td>Next ></td><td>Finish</td><td>Cancel</td></tr></tbody></table></title>		

Figure 20: 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* (Figure 20), is not the one you wish to use, click the button to open the Select Address List dialog (Figure 21) for choosing a data source.

• • •	Select Address List	
	dd' to select recipients from a an create one by clicking 'Create elected from:	
Name	Table	Add
AddressListExample	AddressListExample	
Automobile		Remove
Addresses		
Points	Time records	Create
		Filter
		Edit
		Change Table
Help		Cancel OK

Figure 21: Select address list dialog

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 these cases a new data source (.odb file) will be created and registered.

2) Select the address list and click **OK** to return to the Insert Address Block dialog. We retain Addresses as our address book for this example. The wizard can also exclude certain records; click **Filter** to choose them.

Selecting and optionally editing the address block

- 1) In section *2* (Figure 20), 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 for more choices.
- 2) The Select Address Block dialog (Figure 22) 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* section. 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 Edit Address Block dialog.
- 3) In the Edit Address Block dialog (Figure 23), you can add or delete address elements using the arrow buttons between the boxes. To move elements around, use the arrow buttons on the right. For example, to add an extra space between the first and the last names in Figure 23, click <Last Name> and then click the Move right arrow button on the right-hand side.

	Select Address Block	
Select your preferred addre	ess block	
<title>
<First Name> <Last Name
<Address Line 1></td><td><Title>
<First Name> <Last Name
<Address Line 1></td><td>New</td></tr><tr><td><ZIP> <City></td><td><ZIP> <City>
<Country></td><td>Edit</td></tr><tr><td><Company Name>
<First Name> <Last Name
<Address Line 1>
<ZIP> <City></td><td><Company Name>
<First Name> <Last Name
<Address Line 1>
<ZIP> <City>
<Country></td><td>Delete</td></tr><tr><td>Address Block Settings</td><td></td><td>_</td></tr><tr><td>Never include the co</td><td>untry/region</td><td></td></tr><tr><td> Always include the c </td><td>ountry/region</td><td></td></tr><tr><td> Only include the cou </td><td>ntry/region if it is not:</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Help</td><td>Cancel</td><td>ОК</td></tr></tbody></table></title>		

Figure 22: Select address block

	Mail Merge Wizard	\odot
Steps	Insert address block Select Address Block	
1. Select starti	Edit Address Block	
3. Address <u>e</u> lements	<u>1</u> . Drag address elements here	
 4. C Title First Name 5. A Last Name Company Name Address Line 1 Address Line 2 City State ZIP Country Telephone private Telephone business E-mail Address 	First Name> <last name=""> <address 1="" line=""> <address 2="" line=""> <zip> <city> Add to address Preview < not yet matched > < not yet matched ></city></zip></address></address></last>	
	<u>O</u> K <u>C</u> ancel <u>H</u> elp	
	OK <u>C</u> ancel <u>H</u> elp	
Help	<< Back <u>N</u> ext >> <u>E</u> inish <u>C</u> an	icel

Figure 23: Edit address block

4) Click **OK** to close the Edit Address Block dialog, then click **OK** on the Select Address Block dialog to save your changes and return to the Mail Merge Wizard.

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 20 on page 16). The box at the bottom displays one record at a time, using the address block format you specified. 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.
- 2) If the addresses do not display correctly, click **Match Fields**. The Match Fields dialog (Figure 24) has three columns:
 - Address elements are the terms the wizard uses for each field, such as <First Name> and <Last Name>.
 - 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.
- 3) When you have matched all the fields, click OK to return to the Insert Address Block dialog. 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 the next step.

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

\odot	Match Fields		\odot
sign the fields from your	data source to match the ad	dress elements.	
ddress elements	Matches to field:	Preview	
<title></td><td>< none ></td><td>\$</td><td></td></tr><tr><td><First Name></td><td>FirstName</td><td>Bert</td><td>=</td></tr><tr><td><Last Name></td><td>LastName</td><td>Lederstrumpf</td><td></td></tr><tr><td><Company Name></td><td>< none ></td><td>\$</td><td></td></tr><tr><td><Address Line 1></td><td>Street</td><td>Neuenkirchener St</td><td>r.</td></tr><tr><td><Address Line 2></td><td>No</td><td>○ 72</td><td></td></tr><tr><td></td><td></td><td></td><td><u> </u></td></tr><tr><td>ldress block preview</td><td></td><td></td><td></td></tr><tr><td>lr.
ert Lederstrumpf
leuenkirchener Str. 72
5793 Pusemuckel</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Οκ</td><td>Cancel</td><td>Help</td></tr></tbody></table></title>			

that the field in question is not correctly matched.

Figure 24: Match fields dialog

4) Notice the option for Suppress lines with empty fields in section 2 of Figure 20. Using the Wizard, you do not have to create your own conditional suppression fields, as you do when using the manual form letter method described earlier in this chapter.

Step 4: Create salutation

It is possible to create just about any salutation you want in this step (see Figure 25).

Select **This document should contain a salutation** to enable the *General salutation* list box. Some general texts are available in the list box, or you can enter your own text. A preview pane displays your choice.

Select Insert personalized salutation to enable further salutation constructs.

You can, for example, 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 a spreadsheet, you might have a column called Gender. In the section *Address list field indicating a female recipient*, set the **Field name** to Gender and the **Field value** to F. The Male salutation is then printed for all men and the Female salutation for all women. Unfortunately, LibreOffice does not provide for other genders; however, you can use a non-gendered salutation.

If you do not have such a column in your spreadsheet, or if you do not need to distinguish between genders in the salutation, then you can leave the **Field name** and **Field value** boxes empty and use the customized content of the *Male* list box for the salutation to all recipients.

· · · ·		Mail Merge Wiza	rd		×
Steps	Create a Salutatio	n			
	🔽 This docume	nt should contain a	a salutation		
1. Select starting document	Insert pers	onalized salutatio	n		
2. Select document type	Female	Dear Ms <last n<="" td=""><td>lame></td><td>•</td><td>New</td></last>	lame>	•	New
3. Insert address block					
4. Create salutation	Male	Dear Mr. <last n<="" td=""><td>lame>,</td><td>•</td><td>New</td></last>	lame>,	•	New
5. Adjust layout	Address list f	field indicating a fe	emale recipier	nt	
	Field name				
	Field value	f		•	
	General salutat	tion			
	Hello,	•]		
	Preview				
	Dear Mr. Lederst	crumpf,			Match fields
			Doc	cument: 1 🔳 🕨	
Help		< Back	Next >	Finish	Cancel

Figure 25: Create a salutation

As an example:

- 1) Click the **New** button alongside the *Male* list box. The Custom Salutation (Male Recipients) dialog opens (see Figure 26).
- 2) Select **Salutation** in the *Salutation elements* list on the right and drag it into box 1 on the right.
- 3) In the *Customize salutation* box, select an appropriate greeting or type your own text into the box. Edit it as needed.
- 4) Select and move **First Name** from the *Salutation elements* list into box 1, using either the Add to salutation arrow button or by dragging it. Then click the **Move right** arrow button on the right-hand side to add space between the salutation and the first name.
- 5) Select and move **Last Name** from the *Salutation elements* list into box 1, then click the **Move right** arrow button to add space between the first and the last names.
- 6) Finally, move Punctuation Mark across and select the comma from the choices in the *Customize salutation* box.
- 7) The construct is shown in the **Preview** box.
- 8) Carry out any final editing. Click **OK**.

This method allows you to use gender neutral titles such as Doctor (Dr) and Reverend (Rev), or titles such as Ms, or omit titles.

	Custom Salutation (Male Recipients)	
Salutation elements Salutation Punctuation Mark Text Title First Name Last Name Company Name Address Line 1 Address Line 2 City State ZIP Country Telephone private Telephone business E-mail Address Gender	 A Drag salutation elements into the box below <salutation><first name=""> <last name=""> <punctuation Mark></punctuation </last></first></salutation> Customize salutation Preview Dear Michael Abbott, 	
	OK Cancel	Help

Figure 26: Customizing the salutation

Step 5: Adjust layout

In Step 5: Adjust layout, 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 27 to move the elements.

Mail Merge Wizard			
Steps Adjust Layout of Address Block and Salutation			
<u></u>	Address Block Position		
1. Select starting document	From top 5.49 cm - +		
2. Select document type	Align to text body		
3. Insert address block		«Fint Name» «Last Name»	
4. Create salutation	From left 2.50 cm - +		
5. Adjust layout	Salutation Position		
	Move Up		
	Move Down	Duar Me «Last Name»	
		Zoom Entire page 🔻	
		Litere page	
Help	< Back	Next > Finish Cancel	

Figure 27: Adjust layout

You now have a Writer document into which you can type the contents of the letter. To merge the fields and print the letters, choose **File > Print** on the Menu bar. A message pops up, asking if you want to print a form letter. Click **Yes**.

The Mail Merge dialog (Figure 10) is now displayed, where you can optionally select records to include or exclude (in the top section) and, in the *Output* section, choose to print the letters immediately (**Printer**) or save them (**File**) for further editing or printing at a later time.

If you choose **File**, you can then choose whether to save the output as a single document (containing all of the letters) or save the letters as individual documents, and you can specify the name, location, and format of the files. Click **OK** to save the letters. You can now open the letters and edit them individually as you would edit any other document.