Course Name : O Level(B3,B4-Ist sem.) Topic : Mail Merge

Subject : ITT&NB Date : 30-06-20

Mail Merge

- Mail Merge is LibreOffice writer tool that allows us to create multiple documents from a single document.
- Mail Merge is used multiple copies of a document to send to a list of different recipients.
- LibreOffice Writer provides very useful features to create and print: (form letters), Mailing labels, and Envelopes.

Mail Merge is performed using various steps:

Step 1: Select starting document

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

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
 Select document type Insert address block Create salutation Adjust layout Edit document Personalise document 	Use the current gocument Create a new document Start with existing document Start from a template Browse
 Personalise document Save, print or send 	Start with a recently saved document
Help	<< Back Next >> Einish Cancel

Choose one of the above options. e.g. Select **Use the current document** and click **Next**.

Step 2: Select document type

• 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	C 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	
Personalise document	
8. Save, print or send	
Help	<< Back Next >> Einish Cancel

Step 3: Insert address block

- 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.
- 3. Make sure that the fields all match correctly. This is very important.

2. Select document type 3. Insert address block 4. Create salutation 5. Adjust layout 2. ♥ This docume <title> <F
</ddress</th><th>Idress list containing the address data
e. This data is needed to create the
Current address list: Points
ent must contain an address block</th></tr><tr><td>Create salutation Create salutation Critic> <F </pre></td><td></td></tr><tr><td>Create salutation Create salutation Critic> <F </tr> 6. Adjust layout <Title> <F </td></td><td></td></tr><tr><td>7. Personalise document . Save, print or send</td><td colspan=3><Title> <Forename> <Surname <Title>
<Address Line 1> <Forename> <Surname></td></tr><tr><td>4. Check that the
Mrs. Alce Azure
I, First Avenue
Average Town
Ampshire
AA1 IAA</td><td>address data matches.</td></tr></tbody></table></title>

Selecting the data source (address list)

A data source is a database containing the name and address records (and optionally other information) from which a mailing list may be derived.

- 1. If the current address is not the one you wish to use, click the button to open the Select Address List dialog for choosing a data source.
- 2. If you have not already created the address list, you may click **Create** to do so now.
- 3. Select the address list and click OK

Selecting the address block

The Select Address Block dialog box offers six choices for the format of the address block (scroll down to see the last two choices).

Select Address Block			
Select your preferred address block			
<title> <Forename> <Surname>
<Address Line 1>
<Region>
<Postcode>
<Country></th><th><Title>
<Forename> <Surname>
<Address Line 1>
<Postcode> <City>
<Country></th><th></th><th>New Edit Delete</th></tr><tr><td><Company Name>
<Forename> <Surname>
<Address Line 1>
<Postcode> <City></td><td><Company Name>
<Forename> <Surname>
<Address Line 1>
<Postcode> <City>
<Country></td><td>~</td><td></td></tr><tr><td>Address block settings</td><td></td><td></td><td></td></tr><tr><td>O Never include the country/regi</td><td>on</td><td></td><td></td></tr><tr><td colspan=3>Always include the country/region</td></tr><tr><td colspan=3> Only include the country/region if it is not: </td></tr><tr><td>England</td><td></td><td></td><td></td></tr><tr><td></td><td>ок с</td><td>ancel</td><td>Help</td></tr></tbody></table></title>			

In the New Address Block dialog, you can add or delete address elements using the arrow buttons on the left.

Matching the fields

Finally, match the wizard's fields with the spreadsheet fields, so that items match correctly.

When you have matched all the fields, click OK

Step 4: Create salutation

The salutation is the initial greeting, for example, Dear Mr Abc'.

Step 5: Adjust layout

You can adjust the position of the address block and salutation on the page.

Step 6: Edit document and insert extra fields

Mail Merge Wizard		
Steps	Preview and edit the document	
 Select starting document Select document type 	The preview of a merged document is visible now. To see the preview of another document dick one of the arrows.	
3. Insert address block	<u>R</u> edpient I< < 2 >	
 Create salutation Adjust layout 	Exdude this recipient	
6. Edit document	Edit Document	
7. Personalise document	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.	
8. Save, print or send		
	Edit Document	
Help	<< Back Next >> Einish Cancel	

You have another opportunity to exclude particular recipients from the mail merge, as shown above.

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 so you can easily edit the letter.

Step 7: Personalize documents

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 step 7 of the Mail Merge wizard, click Find to open a dialog box that allows searches within the document.

Steps	Personalise the mail merge documents
Select starting document Select document type Insert address block Create salutation Adjust layout	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 clicking 'Return to Mail Merge Wizard' in the small window.
5. Edit document	End
7. Personalise document	Search for: Eind Whole words only Backwards Match case
Help	< Back Next >> Finish Cancel

Step 8: Save, print or send

You have now completed the mail merge process. In this step, you can save the original sample letter, save the merged document, print the letters right away or, if you created email messages, send them.

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 8. Save, print or send	Save, print or send the document Select one of the options below: Save gave starting document Save merged document Send merged document as E-Mail Save gtarting document Save starting document Save starting document
Help	<< Back Next >> Einish Cancel

Exercise:

1. Write short notes on Mail Merge.