

Course Name : O Level(B3,B4-1st sem.)
Topic : Mail Merge

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

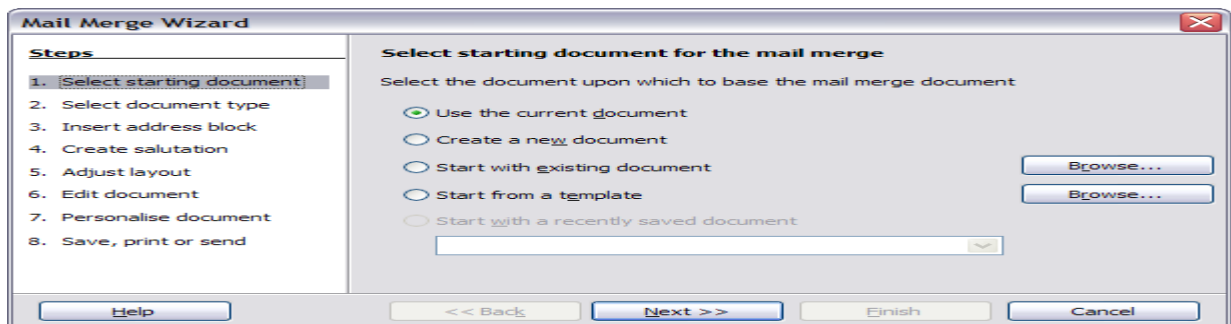
Mail Merge

- **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

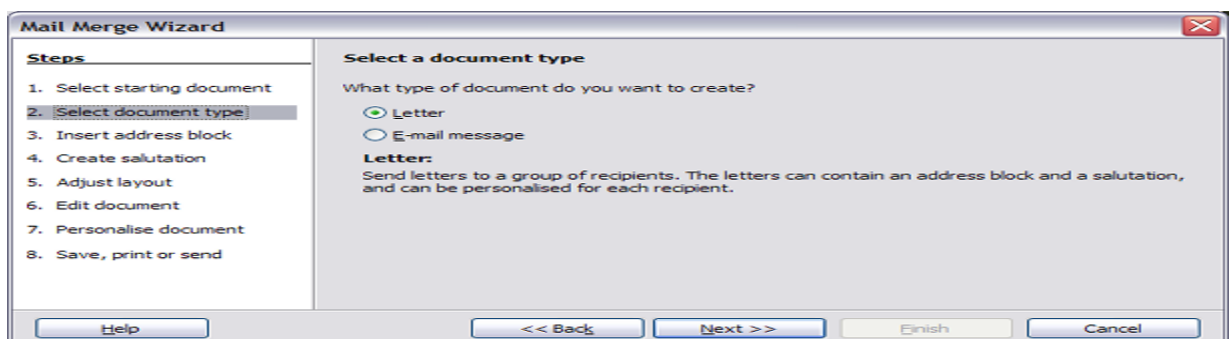
- Use the current document.
- Create a new document.
- Use a template.
- Use an existing document.



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

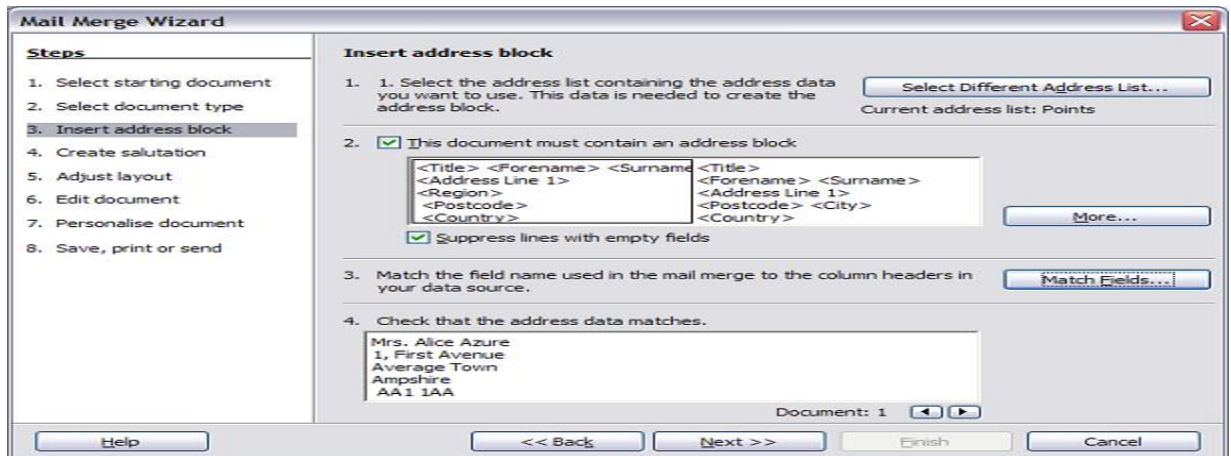
Step 2: Select document type

- Select **Letter** and click **Next**.



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.



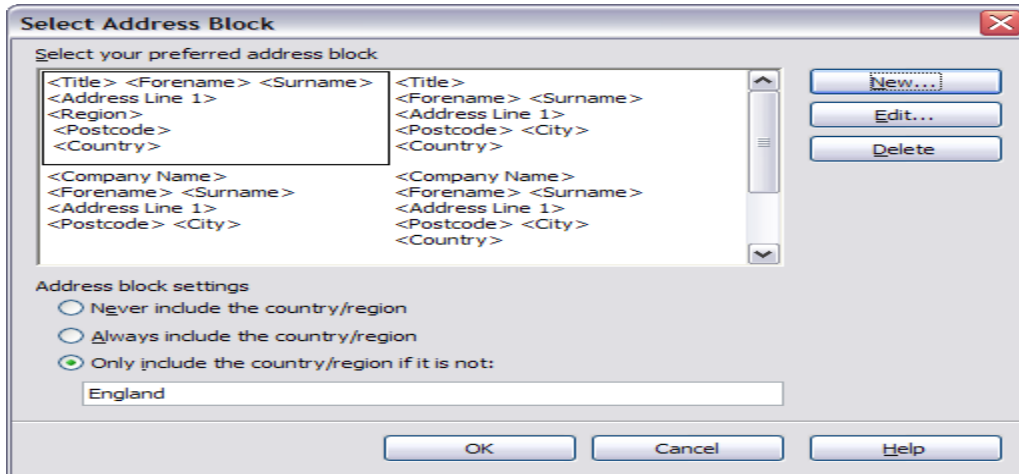
Selecting the data source (address list)

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).



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

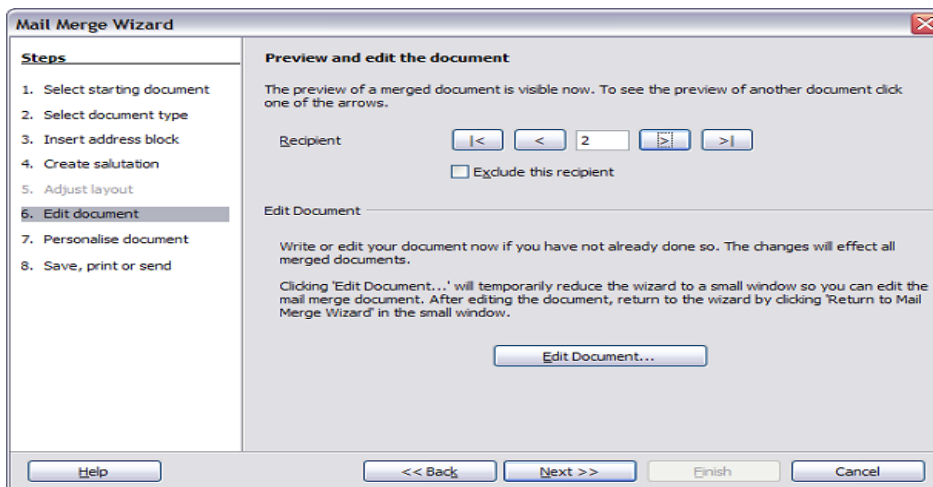
Step 4: Create salutation

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



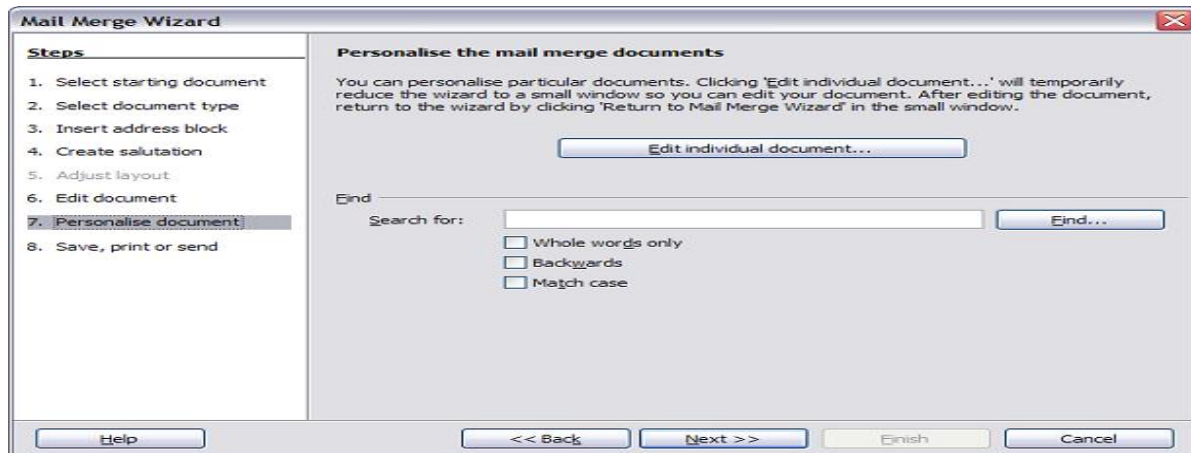
You have another opportunity to exclude particular recipients from the mail merge, as shown above.

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.

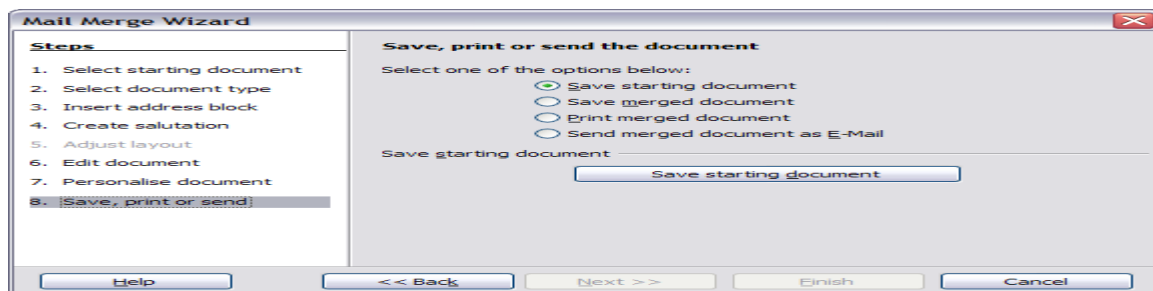
Step 7: Personalize documents

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.



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.



Exercise:

1. Write short notes on Mail Merge.

