# NIELIT Gorakhpur

## Mail Merge:-

Mail Merge is LibreOffice tool that allows users to produce multiple documents from a single document using a data source. To better understand what is mail merge let's examine the following scenario.
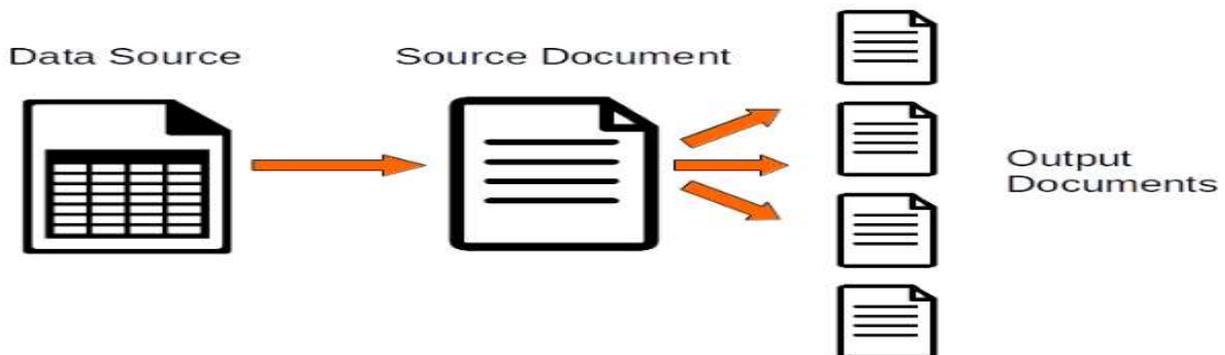


## The data source :-

The data source can be any spreadsheet containing data in table format. The first row of the spreadsheet must contain the field or column names. For our example the spreadsheet is shown below.

## The source document :-

The source document can be any Writer Document. A good practice is to mark the dynamic parts of the document using generic titles or custom text fields. In our example the dynamic parts where the Title, First and Last name of the customer.

## Using Mail Merge:-

The Mail Merge process involves three main steps

- ➢ Connecting the data source with the source document
- ➢ Inserting the table fields to the document
- ➢ Produce the output (or merge) the documents.

## Connecting the data source:-

Open the source document and choose **Edit > Exchange Database** menu item. This command opens the Exchange Database window.
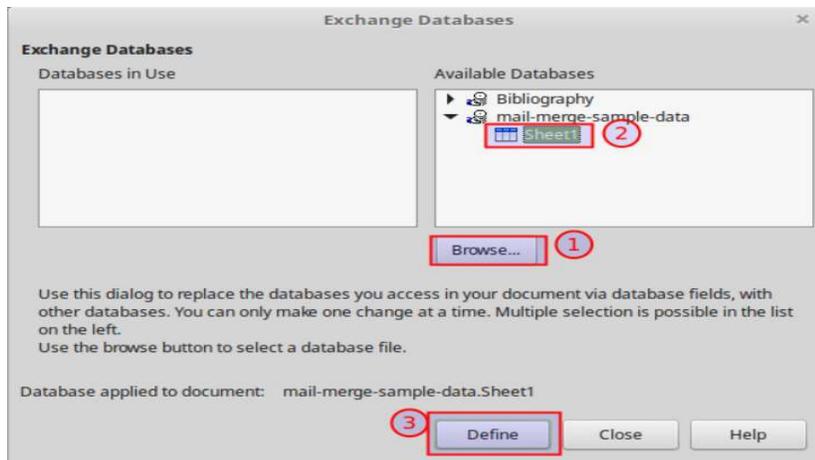
➤ Click the Browse button and find the mail-merge-sample-data.ods file (or any file you use as a data source).

➤ Then select the Sheet1 and

➤ click Define.

Now the data source is connected with user document and user have access to the table fields.

## Insert the data fields to your document.

With user source document still open select the *View > Data Sources* menu command (or press F4). Now the top of the Writer Windows displays the Data Sources window. On the left you can browse the connected data sources and on the right the data are displayed. Make sure the correct data source is selected. On the right pane you can sort and filter the data if required.
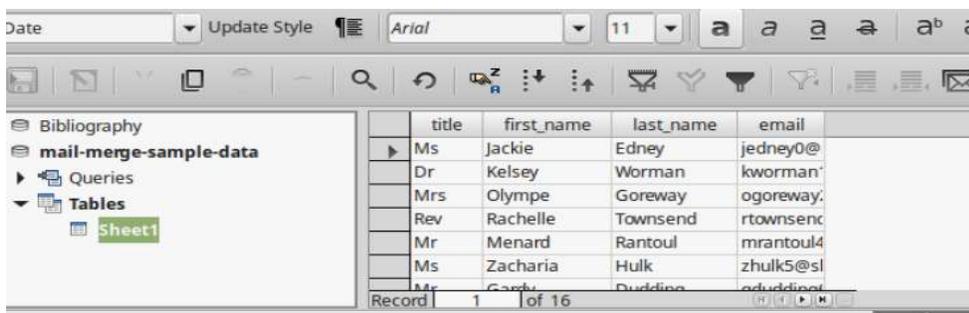


Now select the Title field from the table and drag it to the [Title] placeholder inside the document. This automatically creates a field in the document that

is connected with the title field in the data source. Delete the [Title] placeholder because is no longer required.
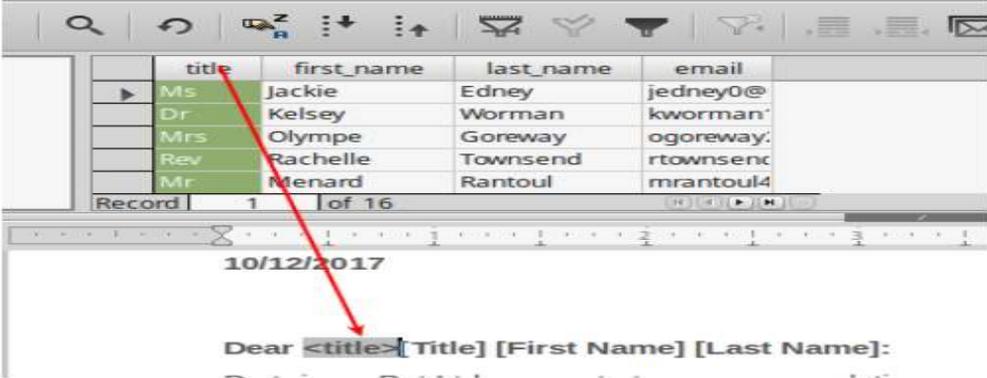


Repeat the above process and drag the the First Name and Last Name fields.

## Producing the output

The quickest way to produce the output is using the Print button. Press the Print button and a dialog window will appear asking to print a form letter. Select Yes.
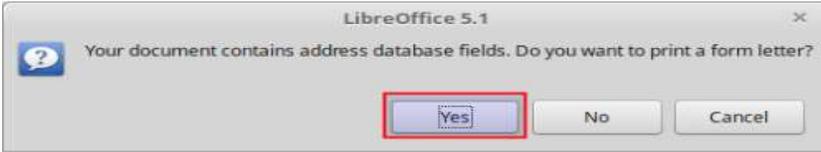


In the Mail Merge window you can set up the various options.
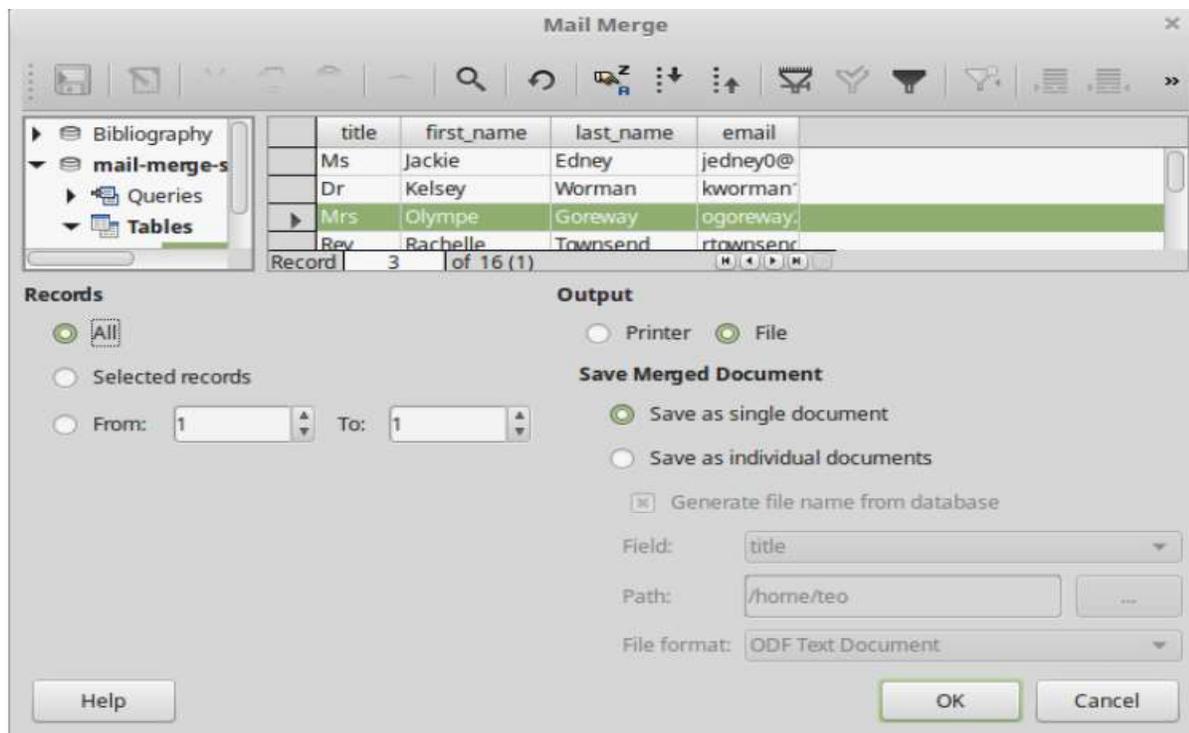
## Output type

**Printer.** Will send the output to a printer

**File.** Will send the output to a file, thus it will save as odt or pdf file.

## Save merged document

This setting applies only when the File option is selected.

**Save as a single document**. The merge output produces a single document. If for example the data source has 10 records and the master document is one page long the output document will contain 10 pages in total.

**Save as individual documents**. Creates a separate document for each record of the data source, for 10 records in data source for examole 10 documents will be created.