

The background features a light blue gradient with several large, flowing swirls in purple, teal, and dark blue. Interspersed among these swirls are numerous small, light purple starburst or triangular shapes, some pointing towards the center and others outwards, creating a festive, celebratory atmosphere.

Mail Merge



WhatsApp
Broadcasting

Mail Merge



in

Send

Cancel



OpenOffice

Writer



@



WHAT IS MAIL MERGE ?



What is Mail Merge?

It is a tool available in different Word Processing software.

Used for creating multiple copies of a document or a letter.

That can be sent to a list of different people at the same time.

It's essential for any person or organization that has a lot of employees, clients, partners.

Also used in schools or colleges to communicate with parents and children.



COMPONENTS OF MAIL MERGE

- 1. Main Document** : It contains the content / main body of the letter or invitation that remains same for different people.
- 2. Data Source / Address block** : It is an organized collection of names, addresses and information of different people (recipients) who will receive the document.
- 3. Merged Document** : When the Main Document is merged with the Data Source, creates a Merged document.



Document

Delivery

A person with short dark hair, wearing a grey and black striped sweater, is seen from behind, looking at a wall covered in various design sketches, photos, and documents. The wall is cluttered with these items, some pinned and some hanging. The person's head is in the center of the frame, and the wall fills the background. The text "CREATING A MAIL MERGE" is overlaid on the person's head.

CREATING A MAIL MERGE

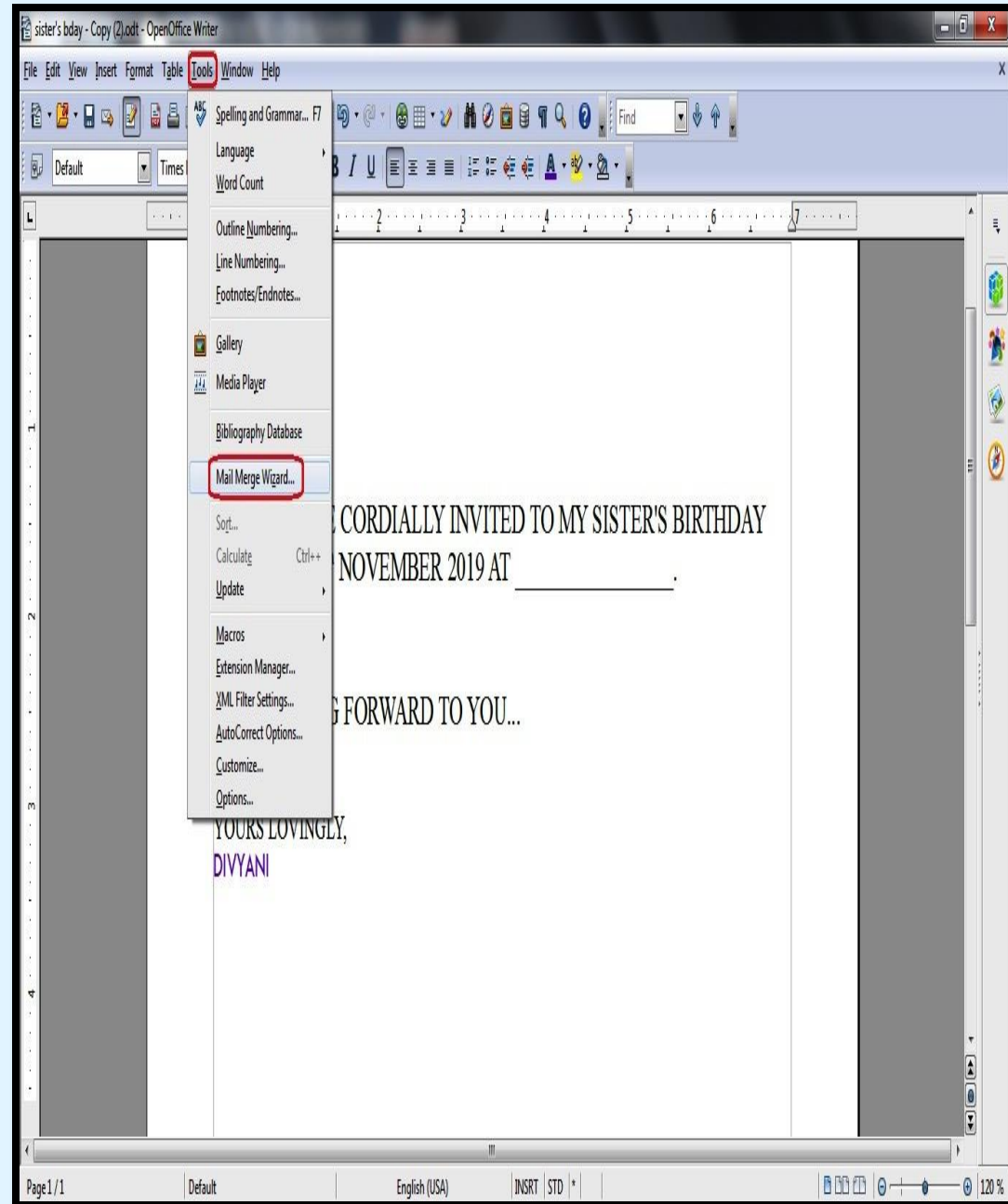
STEPS TO USE MAIL MERGE WIZARD

Open a new **Text document (Writer)**

OR

Go to **File** □ **New** □ **Text Document**.
(Type an invitation / letter)

Start the Mail Merge wizard using
Tools □ **Mail Merge Wizard** .



A vertical column of four balloons in purple, teal, green, and dark purple, with small triangular streamers trailing from them.

STEPS TO USE MAIL MERGE WIZARD

Step - 1: Select starting document

Step - 2: Select document type

Step - 3: Insert Address block

Step - 4: Create Salutation

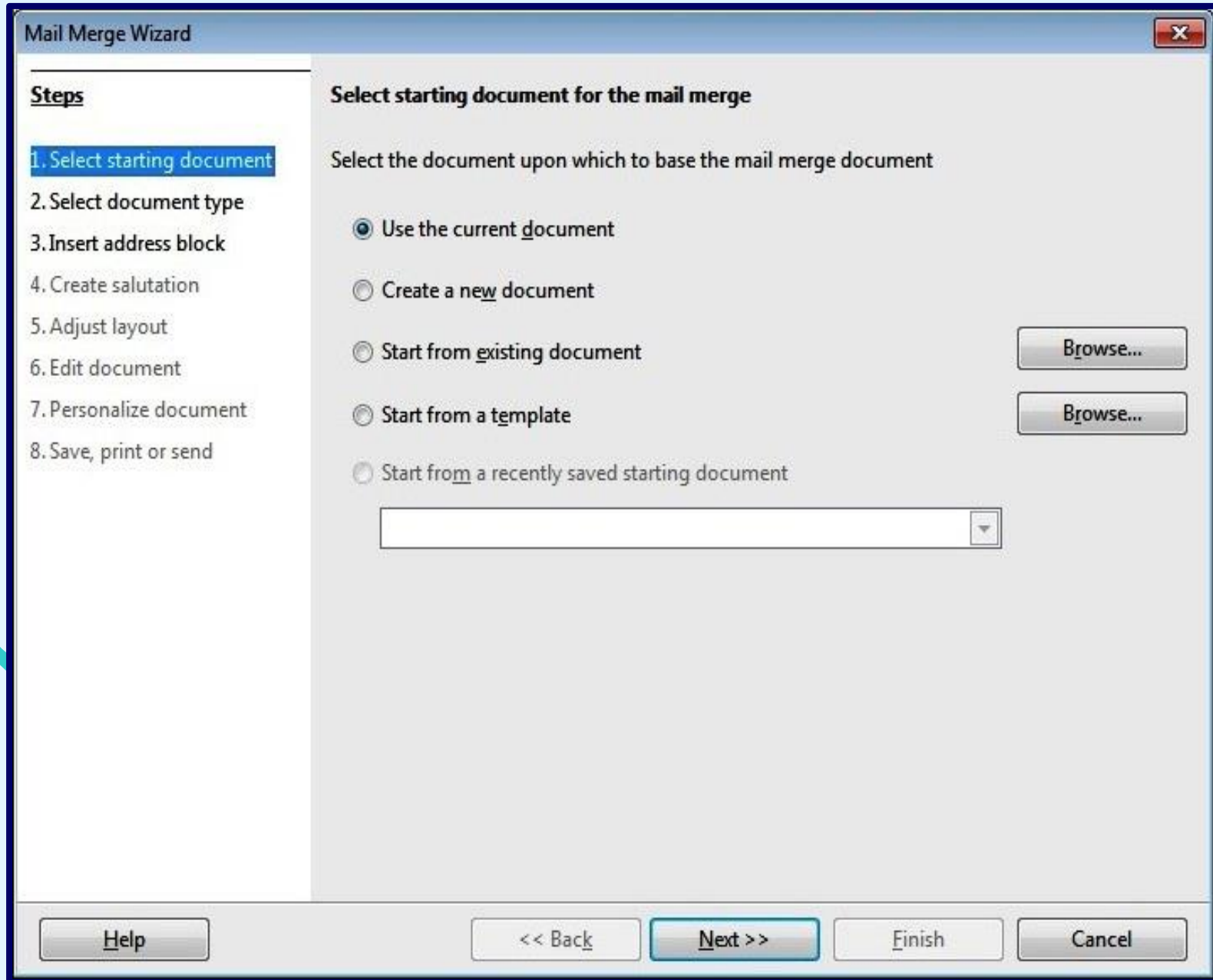
Step - 5: Adjust Layout

Step - 6: Edit document

Step - 7: Personalize document

Step - 8: Save, print or send

Step - 1: Select Starting Document



The image shows a 'Mail Merge Wizard' dialog box with a light blue title bar and a close button. On the left, a 'Steps' list contains eight items: '1. Select starting document' (highlighted in blue), '2. Select document type', '3. Insert address block', '4. Create salutation', '5. Adjust layout', '6. Edit document', '7. Personalize document', and '8. Save, print or send'. The main area is titled 'Select starting document for the mail merge' and contains the instruction 'Select the document upon which to base the mail merge document'. There are five radio button options: 'Use the current document' (selected), 'Create a new document', 'Start from existing document', 'Start from a template', and 'Start from a recently saved starting document'. To the right of the last three options are 'Browse...' buttons. Below the radio buttons is a text box with a dropdown arrow. At the bottom are buttons for 'Help', '<< Back', 'Next >>' (highlighted), 'Finish', and 'Cancel'.

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. Personalize document
8. Save, print or send

Select starting document for the mail merge

Select the document upon which to base the mail merge document

☒ Use the current document

☐ Create a new document

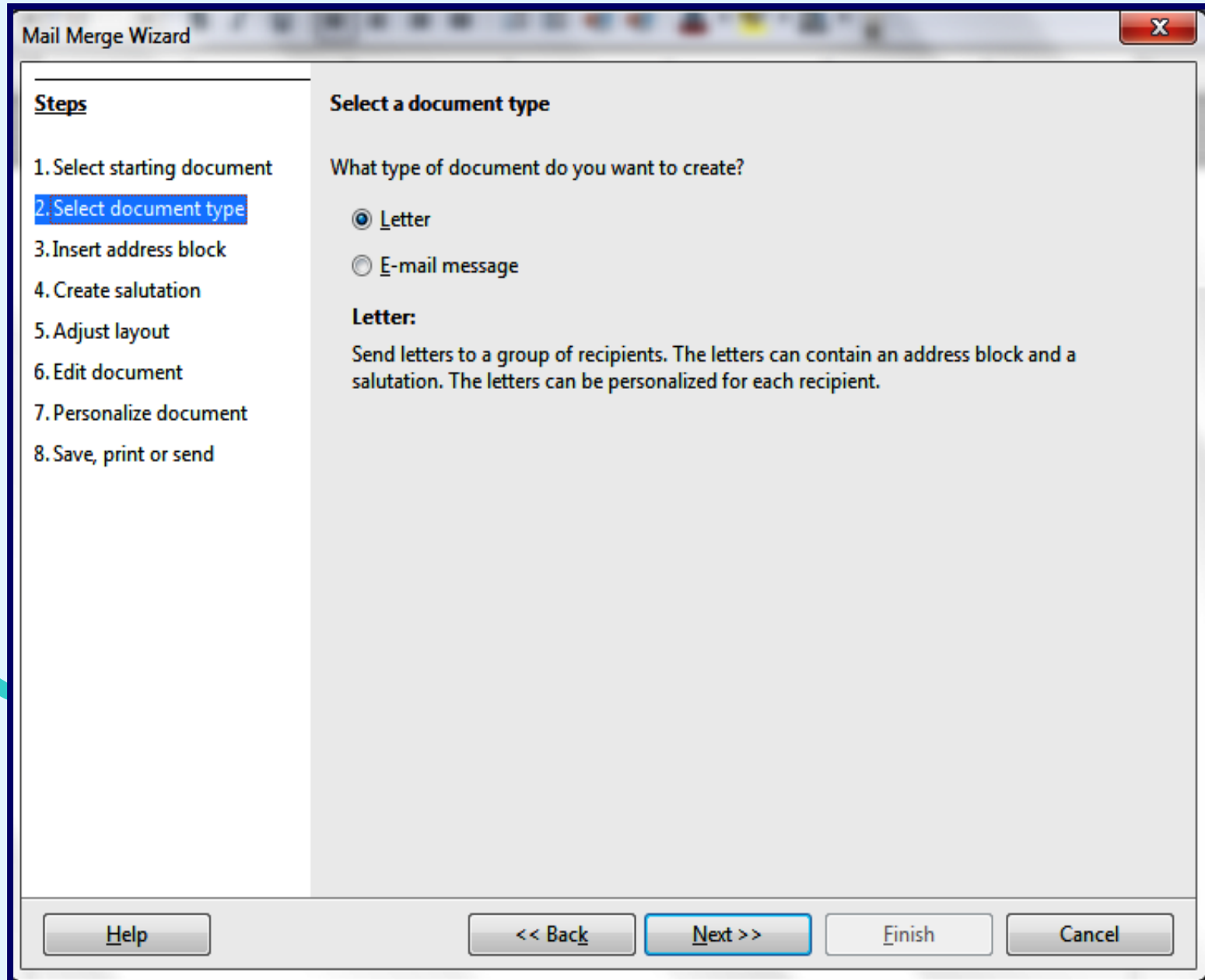
☐ Start from existing document Browse...

☐ Start from a template Browse...

☐ Start from a recently saved starting document

Help << Back Next >> Finish Cancel

Step - 2: Select Document Type



The image shows a 'Mail Merge Wizard' dialog box with a light gray background and a dark blue border. On the left, a 'Steps' list contains eight items, with the second item, '2. Select document type', highlighted in blue. The main area on the right is titled 'Select a document type' and asks 'What type of document do you want to create?'. It features two radio button options: 'Letter' (selected) and 'E-mail message'. Below these, a section titled 'Letter:' provides a description: 'Send letters to a group of recipients. The letters can contain an address block and a salutation. The letters can be personalized for each recipient.' At the bottom, there are four buttons: 'Help', '<< Back', 'Next >>' (highlighted with a blue border), and 'Cancel'.

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. Personalize document
8. Save, print or send

Select a document type

What type of document do you want to create?

☒ Letter

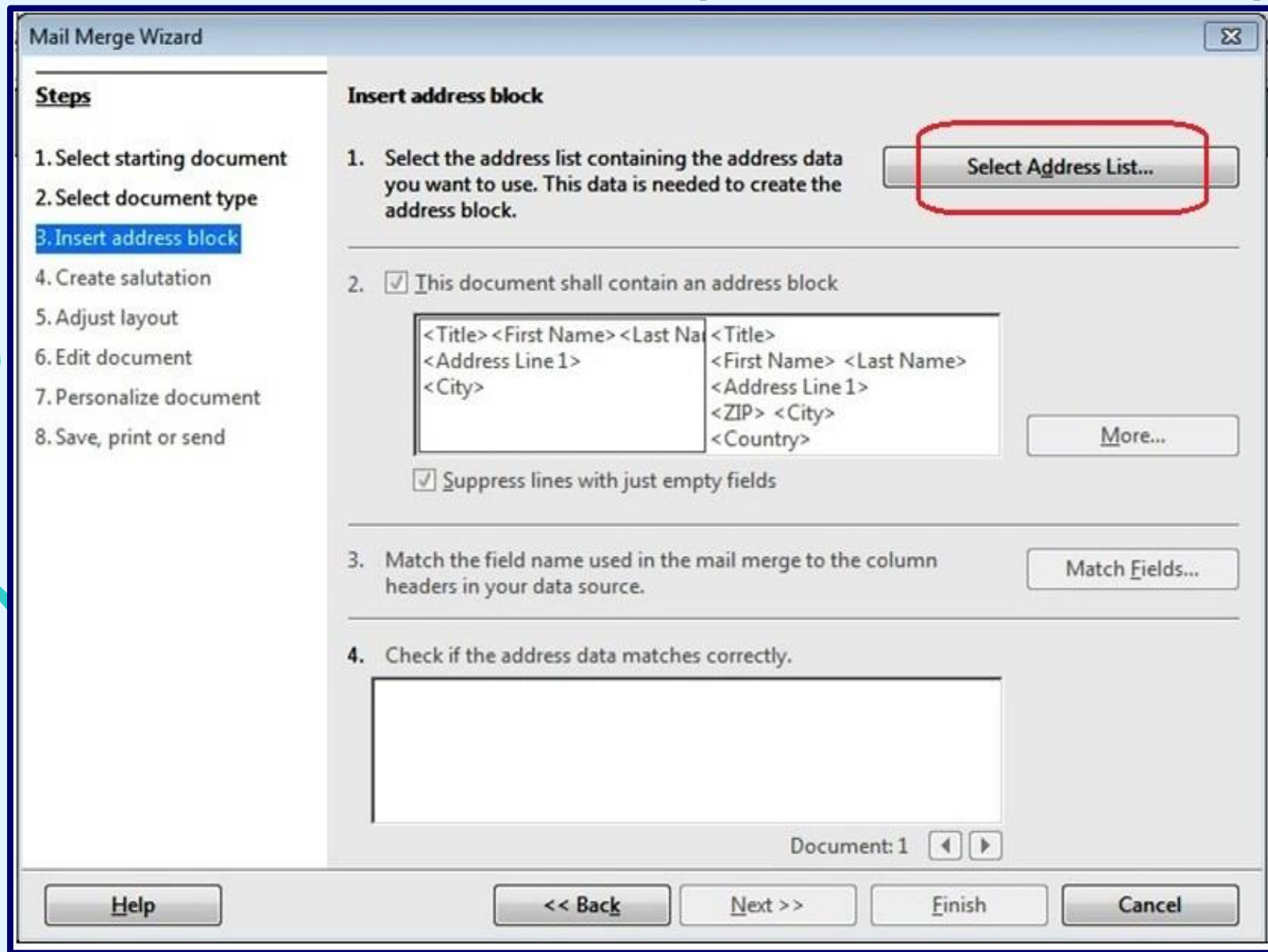
☐ E-mail message

Letter:

Send letters to a group of recipients. The letters can contain an address block and a salutation. The letters can be personalized for each recipient.

Buttons: Help, << Back, Next >>, Finish, Cancel

Step - 3: Insert Address Block (Select Address List)



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. Personalize document
8. Save, print or send

Insert address block

1. Select the address list containing the address data you want to use. This data is needed to create the address block. **Select Address List...**
2. ☒ This document shall contain an address block

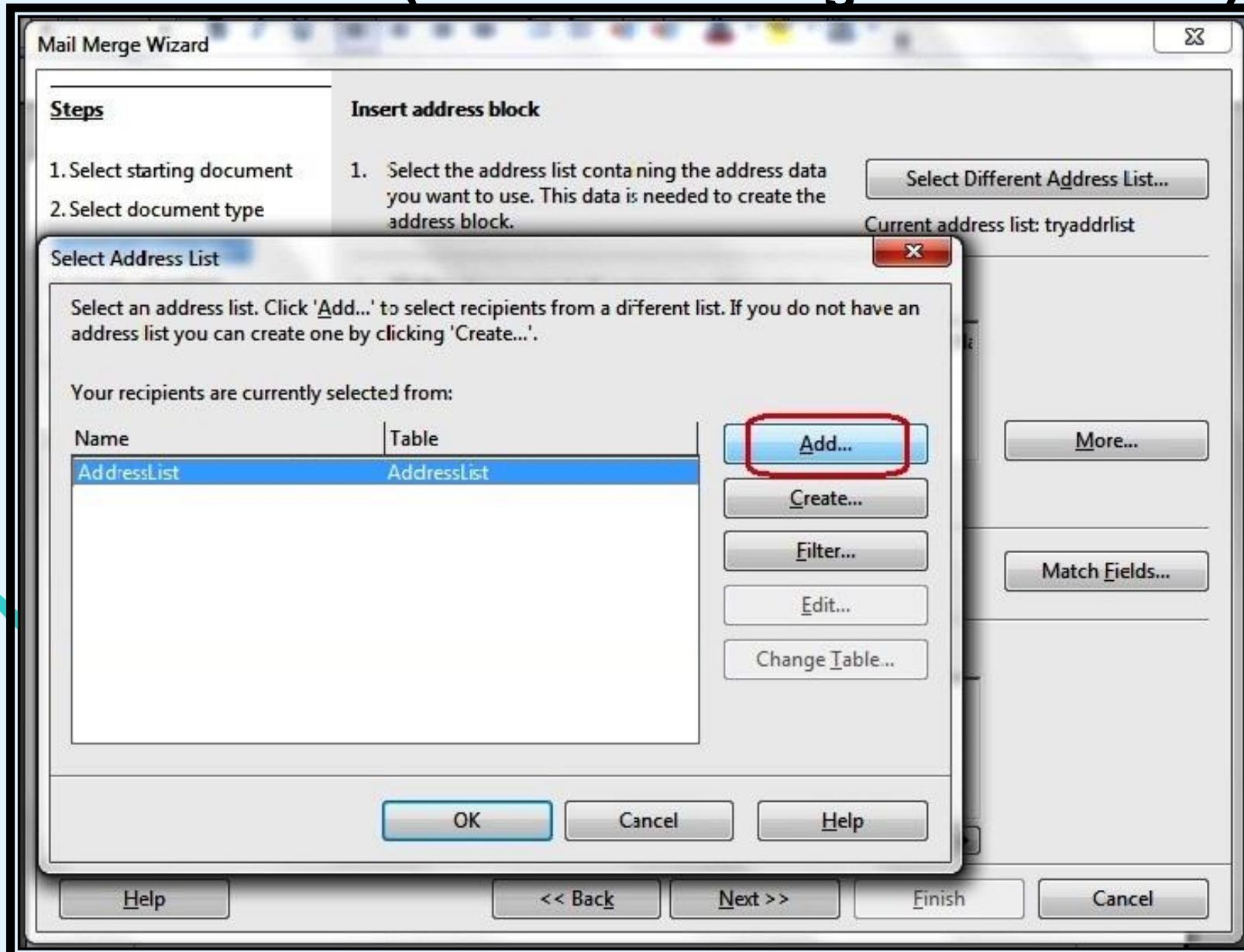
<Title> <First Name> <Last Name>	<Title>
<Address Line 1>	<First Name> <Last Name>
<City>	<Address Line 1>
	<ZIP> <City>
	<Country>

☒ Suppress lines with just empty fields **More...**
3. Match the field name used in the mail merge to the column headers in your data source. **Match Fields...**
4. Check if the address data matches correctly.

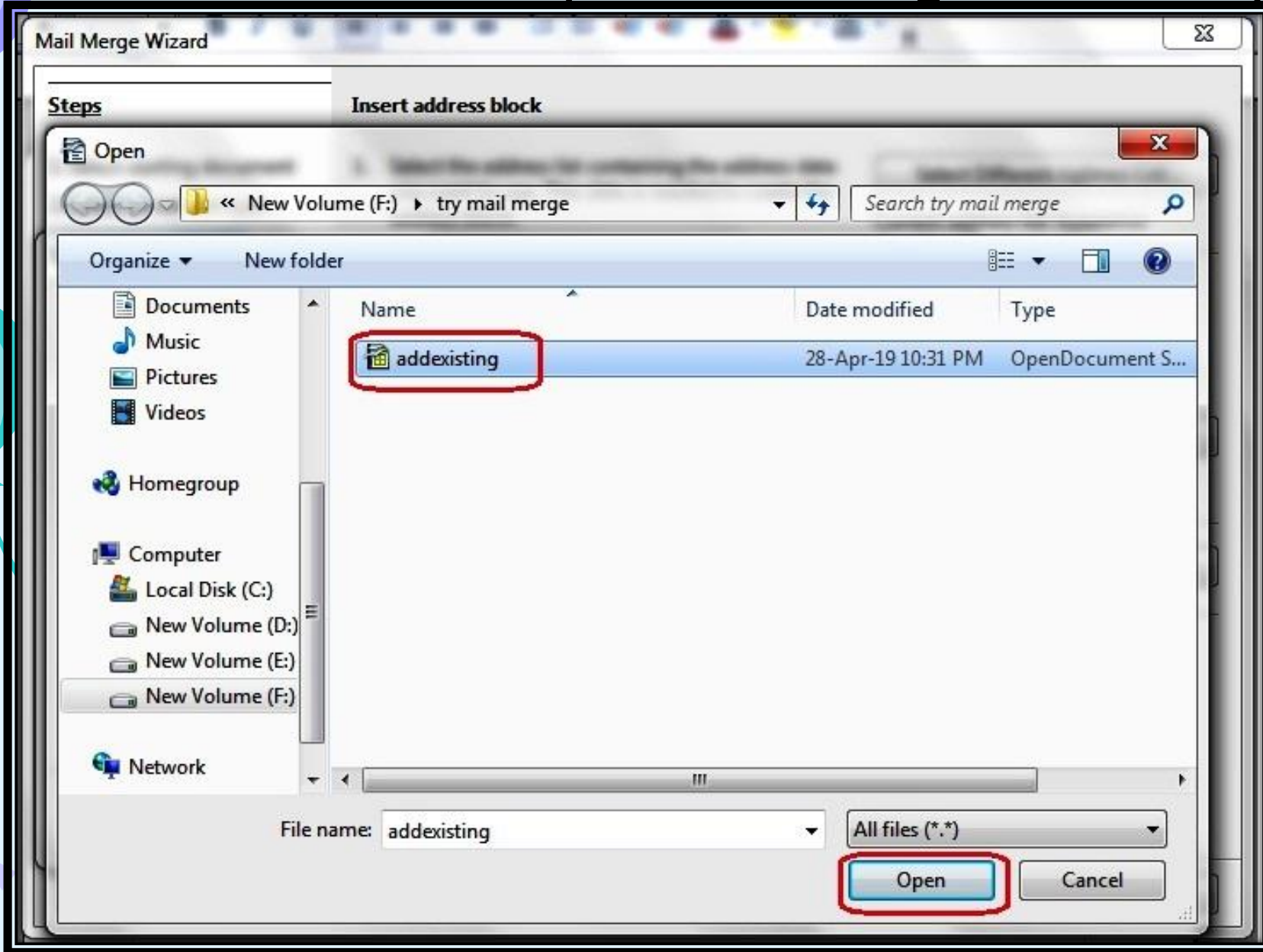
Document: 1

Help **<< Back** **Next >>** **Finish** **Cancel**

Step - 3: Insert Address Block (Add an Existing Address List)



Step - 3: Insert Address Block (Add an Existing Address List)



Step - 3: Insert Address Block (Add an Existing Address List)

addexisting.ods - OpenOffice Calc

File Edit View Insert Format Tools Data Window Help

Find

Arial 10 B I U

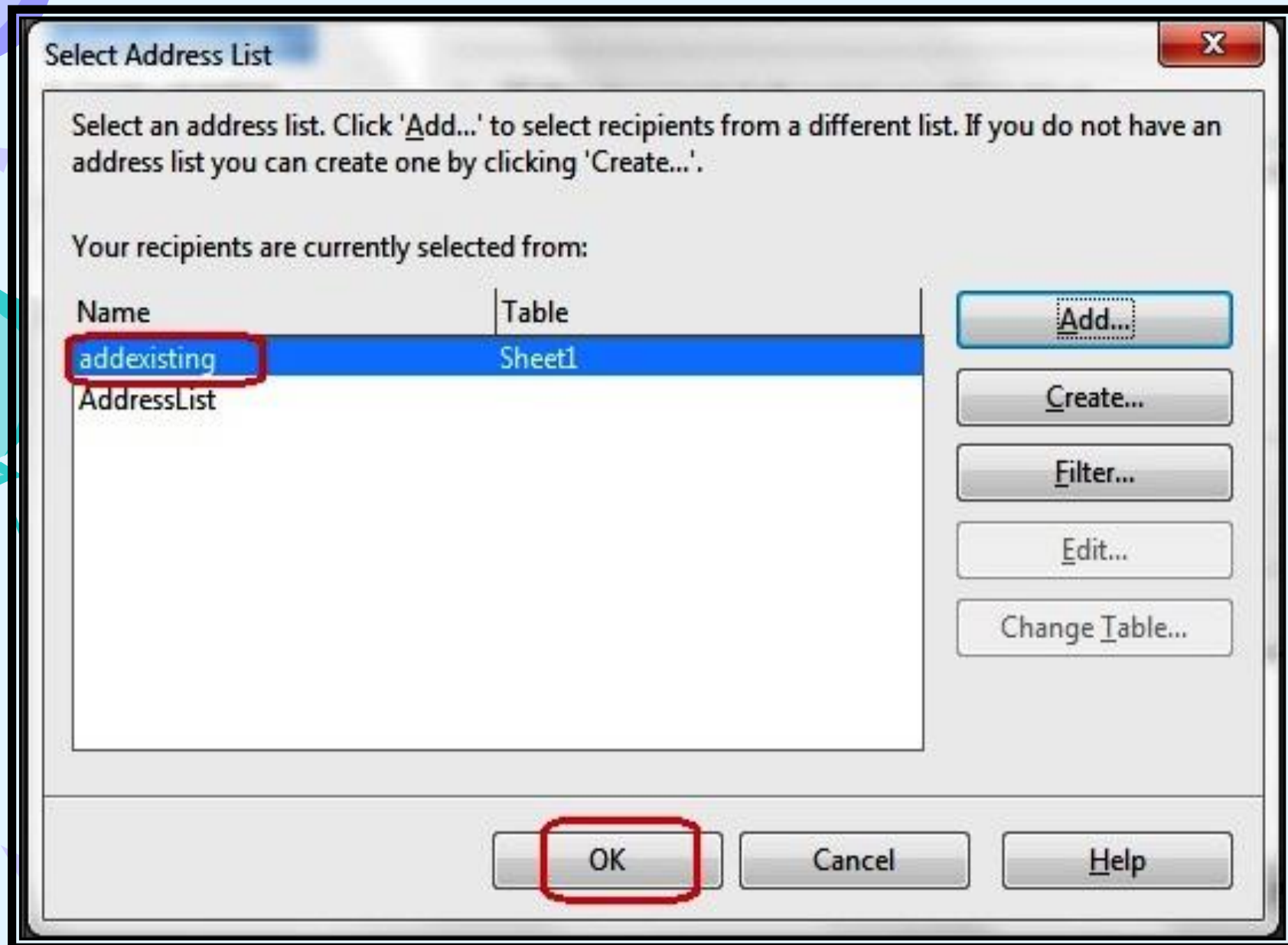
123

	A	B	C	D	E	F	G	H
1	Title	First name	Last name	Company Name	Address	City	Email Address	Phone No.
2	Mr.	Aditya	Singh	Accenture	Airoli, Navi Mumbai, Maharastra	Mumbai	adityasingh.678@gmail	2240443934
3	Mr.	Abhilash	Gupta	ADL Constructions	Salt Lake City, Sector 5	Kolkata	gupta.abhi90@gmail.co	7605883917
4	Ms.	Meera	Sehgal	Raconsys Consultancy Ser	Fortune Towers, NALCO Nagar	Bhubanewar	meera17.sehgal@gmai	7008413093
5	Mr.	Gaurav	Chopra	GCL Consultancy	Himayat Nagar Road	Hyderabad	chopragaurav22@gmai	4066024040
6	Ms.	Anubha	Rai	Infosys	Infocity, Chandrasekharpur	Bhubanewar	anubharai66@gmail.co	6742320032
7	Mr.	Shridev	Tiwari	Career shine Consultancy	CG Qtrs, Parnasree	Kolkata	devtiwari.ashu@gmail.c	7605883917
8	Ms.	Akshita	Dubey	Deloitte	Venkatnarayana Road	Chennai	akshitadby@gmail.com	4466885000
9								
10								
11								
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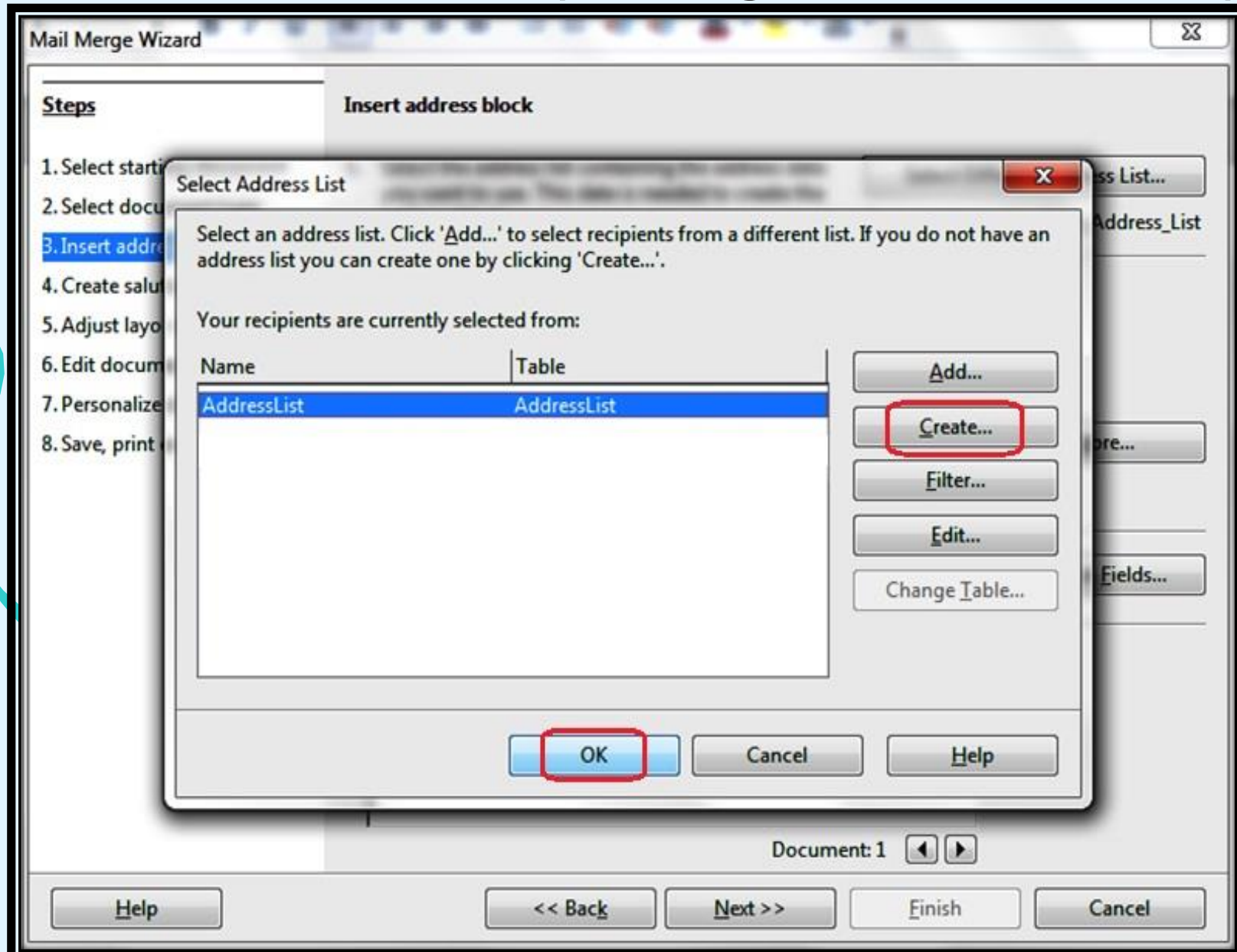
Sheet1 / Sheet2 / Sheet3

Sheet 1 / 3 Default STD * Sum=0 145 %

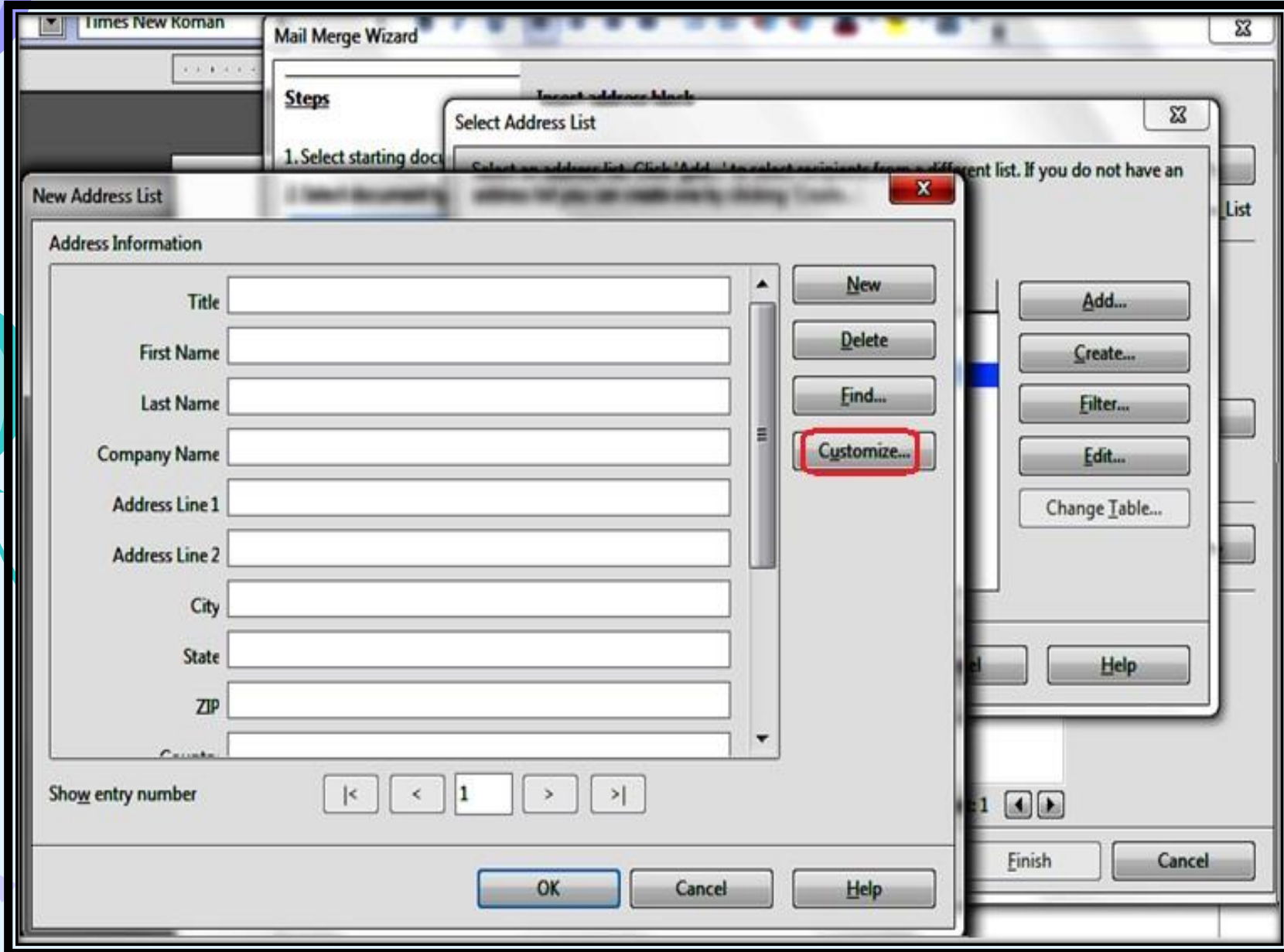
Step - 3: Insert Address Block (Add an Existing Address List)



Step - 3: Insert Address Block (Creating a new Address List)



Step - 3: Insert Address Block (Customizing the Address List)



Step - 3: Insert Address Block (Adding New Records in Address List)

Mail Merge Wizard

Steps

1. Select a data source
2. Select the field to merge
3. Insert address block
4. Choose the range of records to merge
5. Add a recipient name
6. Edit the address block
7. Preview the results
8. Save the merged document

Insert address block

New Address List

Address Information

Title	Ms.
First Name	Divyani
Last Name	Jena
City	Berhampur
Telephone private	9853475395
E-mail Address	divyani.jena@gmail.com

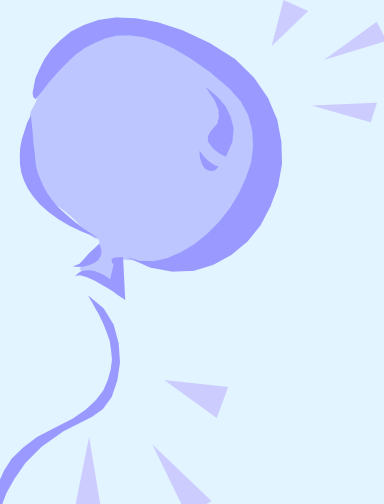
Buttons: New, Delete, Find..., Customize...

Show entry number: |< < 1 > >|

Buttons: Help, OK, Cancel, Help

Step - 3: Insert Address Block

(Selecting Address Block)



Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Insert address block

Insert address block

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: Addr_List

This document shall contain an address block

<Title> <First Name> <Last Name> <Address Line 1> <ZIP> <City> <Country>	<Title> <First Name> <Last Name> <City> <Telephone private> <E-mail Address>
--	---

☒ Suppress lines with just empty fields

Match the field name used in the mail merge to the column headers in your data source.

Match Fields...

Check if the address data matches correctly.

yani Jena
not yet matched >
not yet matched > berhampur
not yet matched >

Document: 4

<< Back Next >> Finish Cancel

Select Address Block

Select your preferred address block

<Title> <First Name> <Last Name> <Address Line 1> <ZIP> <City> <Country>	<Title> <First Name> <Last Name> <City> <Telephone private> <E-mail Address>
--	---

Address block settings

☒ Never include the country/region

☐ Always include the country/region

☐ Only include the country/region if it is not:

OK Cancel Help

Step - 3: Insert Address Block (Editing Address Block)

Edit Address Block

Address elements

- 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

1. Drag address elements here

<Title> <First Name> <Last Name>
<City>
<Telephone private>
<E-mail Address>

Move Up
Move Left
Move Right
Move Down

Preview

Ms. Divyani Jena
berhampur
9853475395
divyani.jena@gmail.com

OK Cancel Help

Step - 3: Insert Address Block (Matching the Fields with Address Elements)

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. Personalize document
8. Save, print or send

Insert address block

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: Addr_List

2. ☒ This document shall contain an address block

<Title>	<First Name>	<Last Name>	<Title>
<City>	<First Name>	<Last Name>	
<Telephone private>	<Address Line 1>		
<E-mail Address>	<ZIP>	<City>	
	<Country>		

More...

☒ Suppress lines with just empty fields

3. Match the field name used in the mail merge to the column headers in your data source.

Match Fields...

4. Check if the address data matches correctly.

Ms. Divyani Jena
berhampur
9853475395
divyani.jena@gmail.com

Document: 4

Help << Back Next >> Finish Cancel

Match Fields

Assign the fields from your data source to match the address elements.

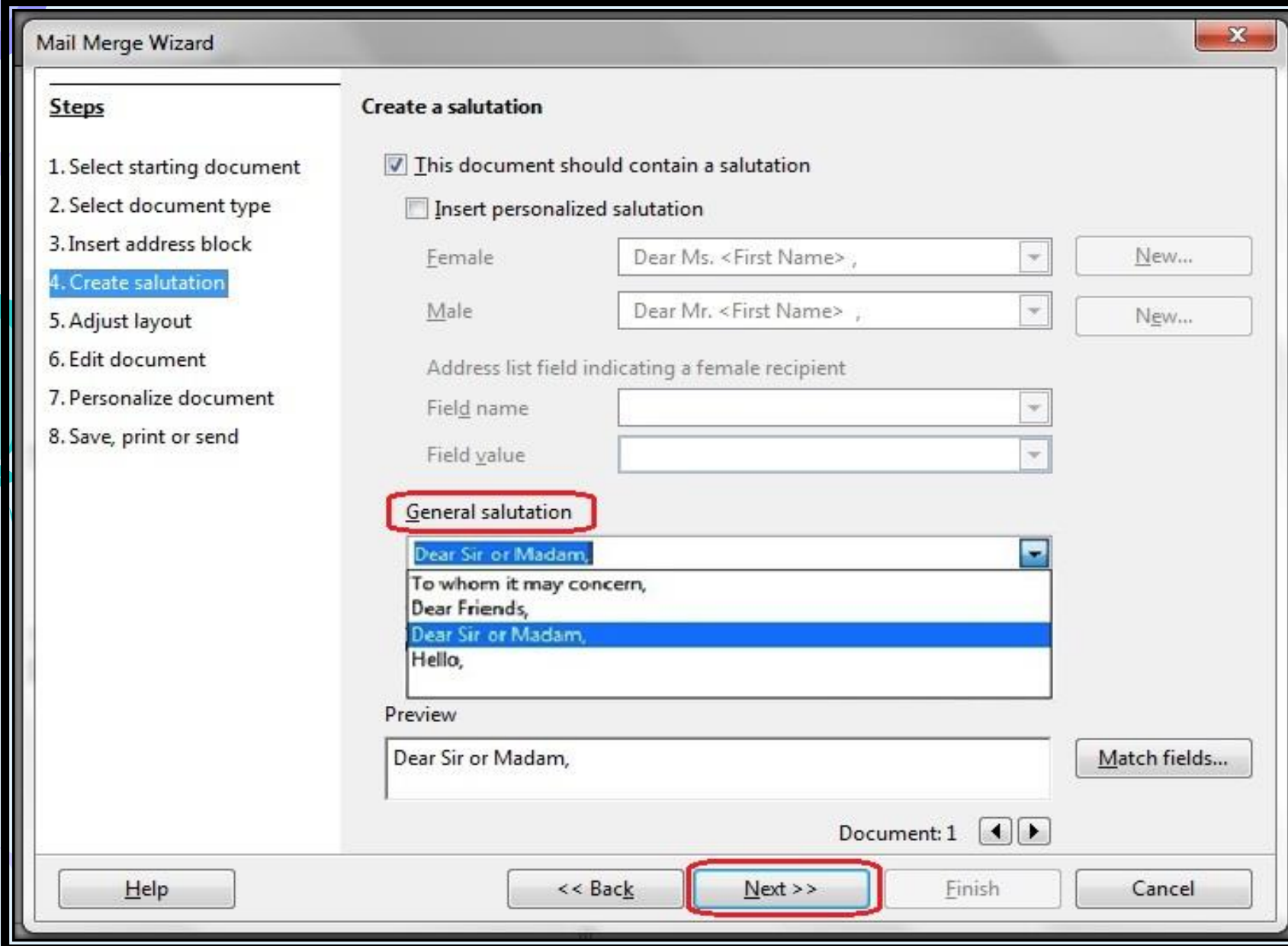
Address elements	Matches to field:	Preview
<Title>	Title	Ms.
<First Name>	First Name	Divyani
<Last Name>	Last Name	Jena
<Company Name>	< none >	
<Address Line 1>	< none >	
<Address Line 2>	< none >	
<State>	< none >	
<ZIP>	< none >	
<Country>	< none >	
<Telephone private>	Telephone private	9853475395
<Telephone business>	< none >	
<E-mail Address>	E-mail Address	divyani.jena@gmail.com

Address block preview

Ms. Divyani Jena
berhampur
9853475395
divyani.jena@gmail.com

OK Cancel Help

Step - 4: Create Salutation (General Salutation)



The image shows a 'Mail Merge Wizard' dialog box with a light gray background. On the left, a 'Steps' list contains eight items: '1. Select starting document', '2. Select document type', '3. Insert address block', '4. Create salutation' (highlighted in blue), '5. Adjust layout', '6. Edit document', '7. Personalize document', and '8. Save, print or send'. The main area is titled 'Create a salutation'. It has a checked checkbox 'This document should contain a salutation' and an unchecked checkbox 'Insert personalized salutation'. Below these are two rows for gender: 'Female' with a dropdown showing 'Dear Ms. <First Name>' and a 'New...' button, and 'Male' with a dropdown showing 'Dear Mr. <First Name>' and another 'New...' button. Further down are fields for 'Address list field indicating a female recipient', 'Field name', and 'Field value', each with a dropdown menu. A red rectangle highlights the 'General salutation' section, which contains a dropdown menu with 'Dear Sir or Madam,' selected, and a list box with four options: 'To whom it may concern,', 'Dear Friends,', 'Dear Sir or Madam,' (highlighted in blue), and 'Hello,'. Below this is a 'Preview' section with a text box showing 'Dear Sir or Madam,' and a 'Match fields...' button. At the bottom, there are buttons for 'Help', '<< Back', 'Next >>' (highlighted with a red rectangle), 'Finish', and 'Cancel'. The status bar at the bottom right says 'Document: 1' with left and right arrow buttons.

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. Personalize document
8. Save, print or send

Create a salutation

☒ This document should contain a salutation

☐ Insert personalized salutation

Female: Dear Ms. <First Name> , New...

Male: Dear Mr. <First Name> , New...

Address list field indicating a female recipient

Field name:

Field value:

General salutation

Dear Sir or Madam,

To whom it may concern,
Dear Friends,
Dear Sir or Madam,
Hello,

Preview: Dear Sir or Madam, Match fields...

Document: 1 ◀ ▶

Help << Back Next >> Finish Cancel

Step - 4: Create Salutation (Personalized Salutation)

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. Personalize document
8. Save, print or send

Create a salutation

☒ This document should contain a salutation

☒ Insert **personalized salutation**

Female Dear Ms. <First Name> , **New...**

Male Dear Mr. <First Name> , **New...**

Address list field indicating a female recipient

Field name **Gender**

Field value **F**

General salutation

Preview

Dear Ms. Divyani , **Match fields...**

Document: 1

Next >> **Help** **<< Back** **Finish** **Cancel**

Step - 5: Adjust Layout

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. Personalize document
8. Save, print or send

Adjust layout of address block and salutation

Address block position

☒ **A**lign to text body

From left: 0.98 "

From top: 2.20 "

Salutation position

Move: **Up**

Move: **Down**

Find

<Title> <First Name> <Last Name>
<City>
<Telephone private>
<E-mail Address>

Dear Sir or Madam,

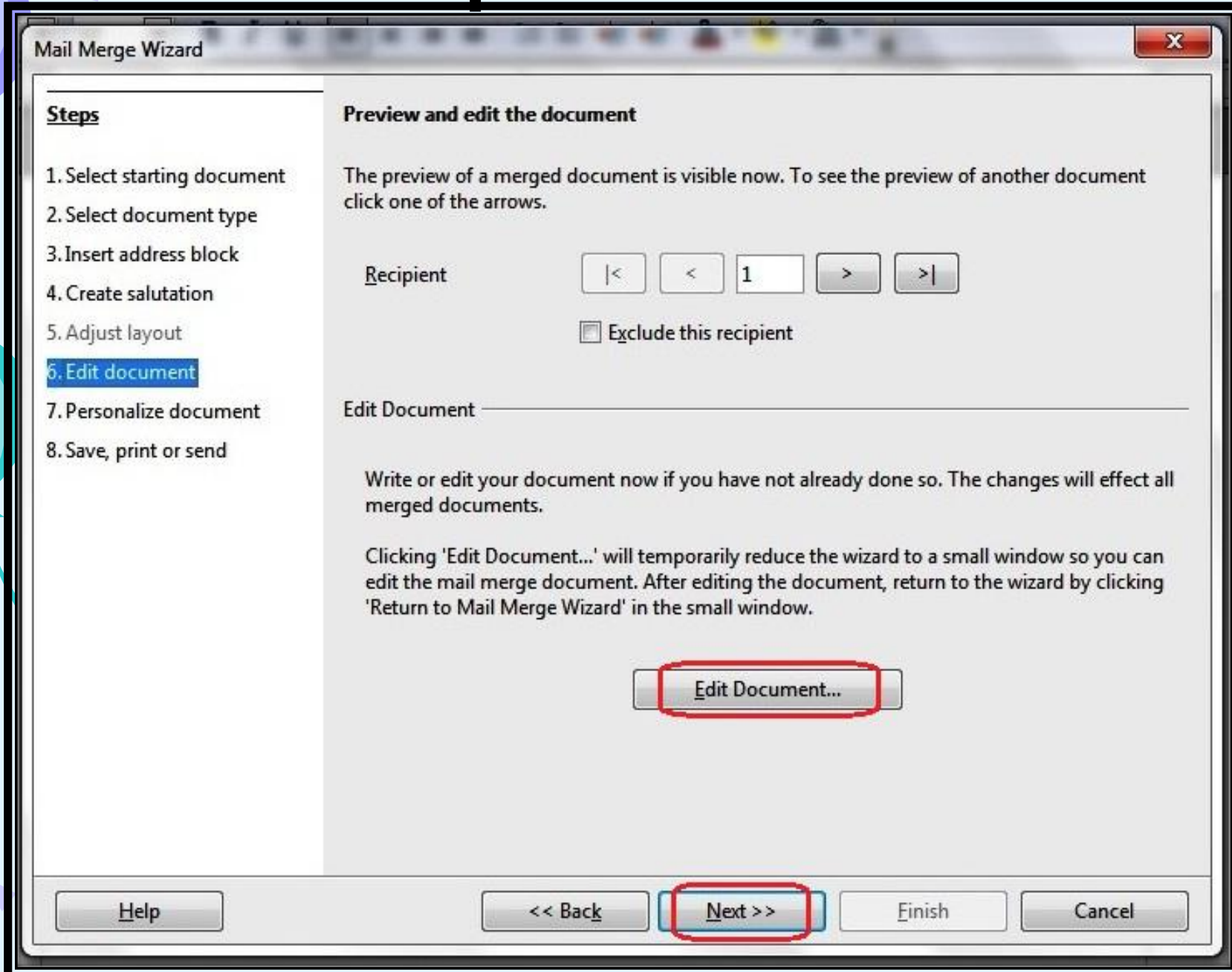
YOU ARE CORIDALLY INVITED TO MY SISTE
NOVEMBER 2019 AT _____

LOOKING FORWARD TO YOU...

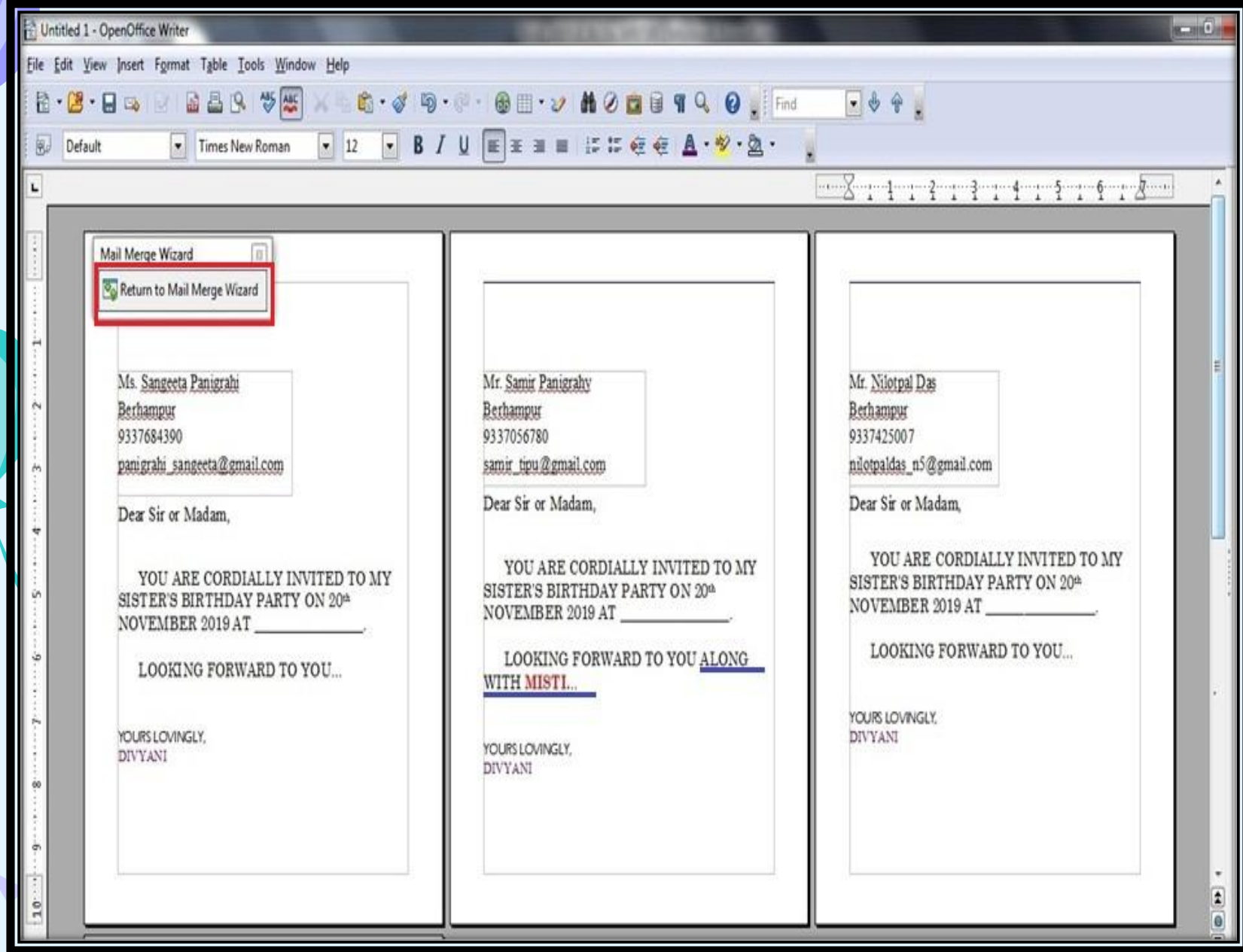
Zoom: 50 %

Help << Back **Next >>** Finish Cancel

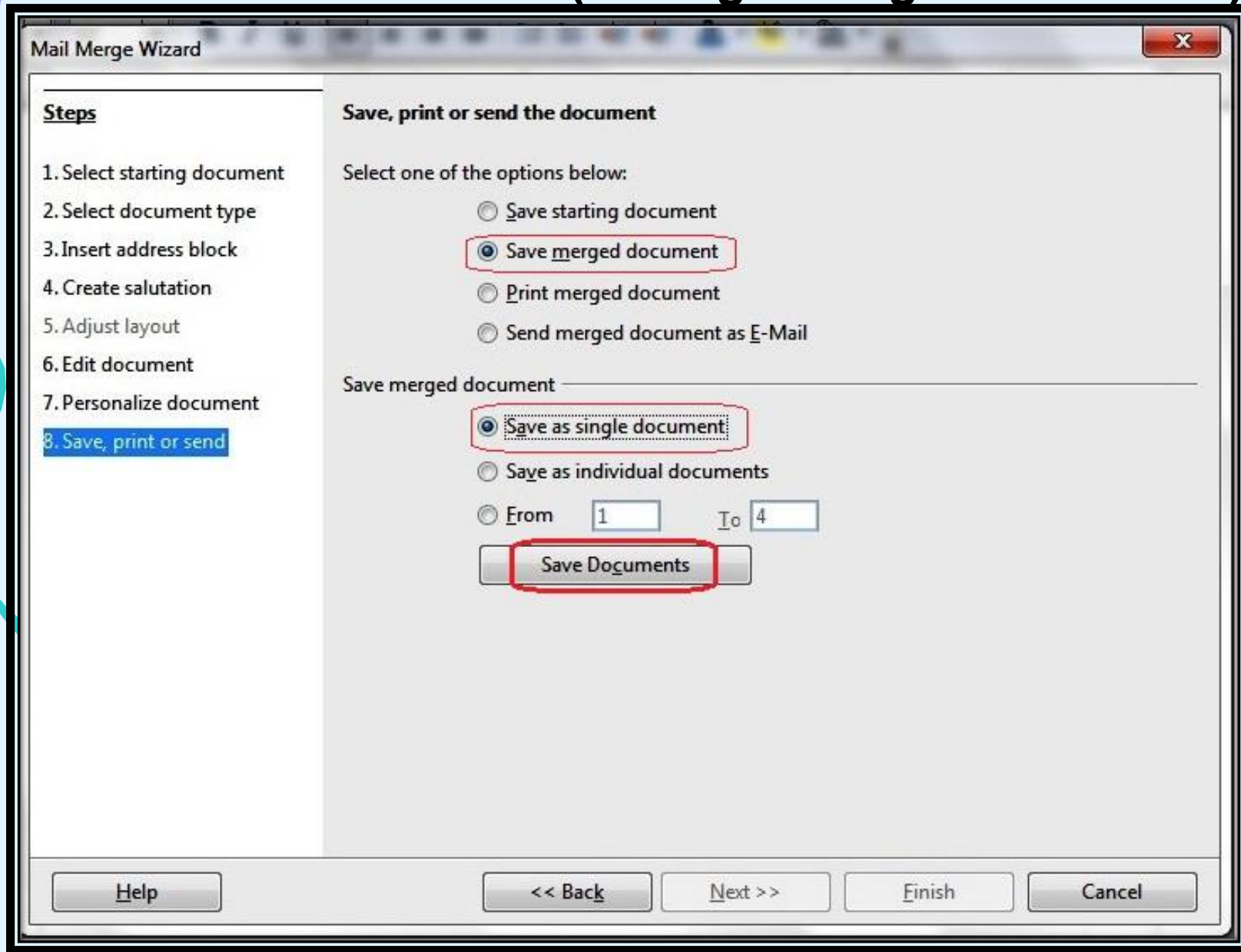
Step - 6: Edit Document



Step - 7: Personalize Document



Step - 8: Save, Print or Send (Saving a Merged Document)



The image shows a 'Mail Merge Wizard' dialog box with a list of steps on the left and options for saving, printing, or sending the document on the right. The steps list includes: 1. Select starting document, 2. Select document type, 3. Insert address block, 4. Create salutation, 5. Adjust layout, 6. Edit document, 7. Personalize document, and 8. Save, print or send. Step 8 is highlighted in blue. On the right, under 'Save, print or send the document', the instruction 'Select one of the options below:' is followed by three radio button options: 'Save starting document', 'Save merged document' (which is selected and highlighted with a red box), and 'Print merged document'. Below these is an option 'Send merged document as E-Mail'. Under the 'Save merged document' section, there are two radio button options: 'Save as single document' (selected and highlighted with a red box) and 'Save as individual documents'. Below these are input fields for 'From' (containing '1') and 'To' (containing '4'). A 'Save Documents' button is highlighted with a red box. At the bottom of the dialog are buttons for 'Help', '<< Back', 'Next >>', 'Finish', and 'Cancel'.

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. Personalize document
8. Save, print or send

Save, print or send the document

Select one of the options below:

- ☐ Save starting document
- ☒ Save merged document
- ☐ Print merged document
- ☐ Send merged document as E-Mail

Save merged document

- ☒ Save as single document
- ☐ Save as individual documents

From To

Save Documents

Help **<< Back** **Next >>** **Finish** **Cancel**

Step - 8: Save, Print or Send (Printing the Merged Document)

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. Personalize document
- 8. Save, print or send**

Save, print or send the document

Select one of the options below:

- ☐ Save starting document
- ☐ Save merged document
- ☒ Print merged document
- ☐ Send merged document as E-Mail

Print settings

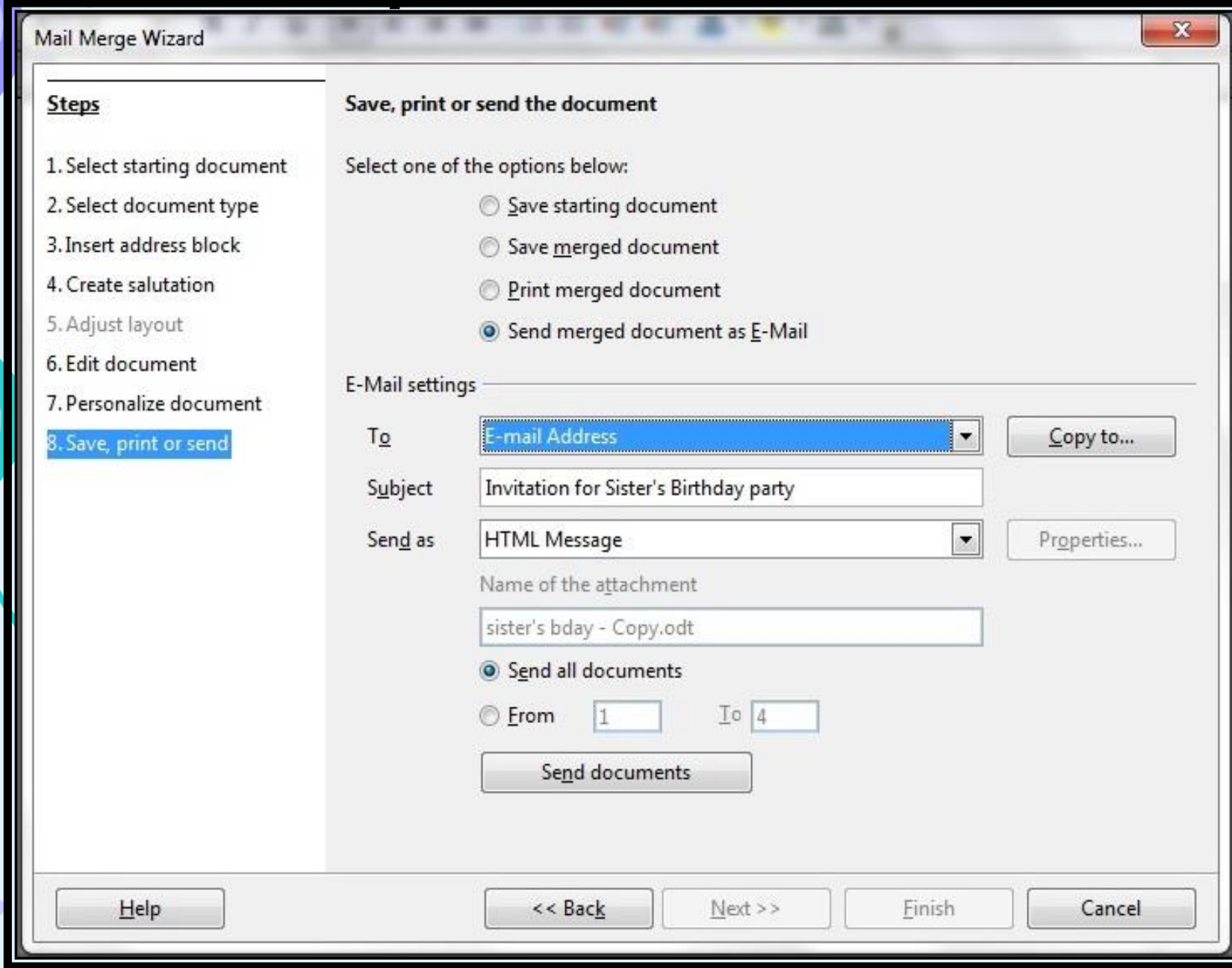
Printer: **Send To OneNote 2007** Properties...

- ☒ Print all documents
- ☐ From To

Print Documents

Navigation: Help << Back Next >> Finish Cancel

Step - 8: Save, Print or Send



The image shows a 'Mail Merge Wizard' dialog box with a sidebar on the left and a main area on the right. The sidebar lists eight steps, with the eighth step, '8. Save, print or send', highlighted in blue. The main area is titled 'Save, print or send the document' and contains several options and input fields. The 'Send merged document as E-Mail' option is selected with a radio button. Below this, the 'E-Mail settings' section includes fields for 'To' (set to 'E-mail Address'), 'Subject' (set to 'Invitation for Sister's Birthday party'), and 'Send as' (set to 'HTML Message'). There are also buttons for 'Copy to...' and 'Properties...'. The 'Name of the attachment' field is set to 'sister's bday - Copy.odt'. The 'Send all documents' option is selected, and the 'From' and 'To' fields are set to '1' and '4' respectively. A 'Send documents' button is at the bottom of the main area. The dialog box has a standard Windows-style title bar with a close button in the top right corner. At the bottom of the dialog box, there are four buttons: 'Help', '<< Back', 'Next >>', and 'Cancel'.

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. Personalize document
- 8. Save, print or send**

Save, print or send the document

Select one of the options below:

- ☐ Save starting document
- ☐ Save merged document
- ☐ Print merged document
- ☒ Send merged document as E-Mail

E-Mail settings

To:

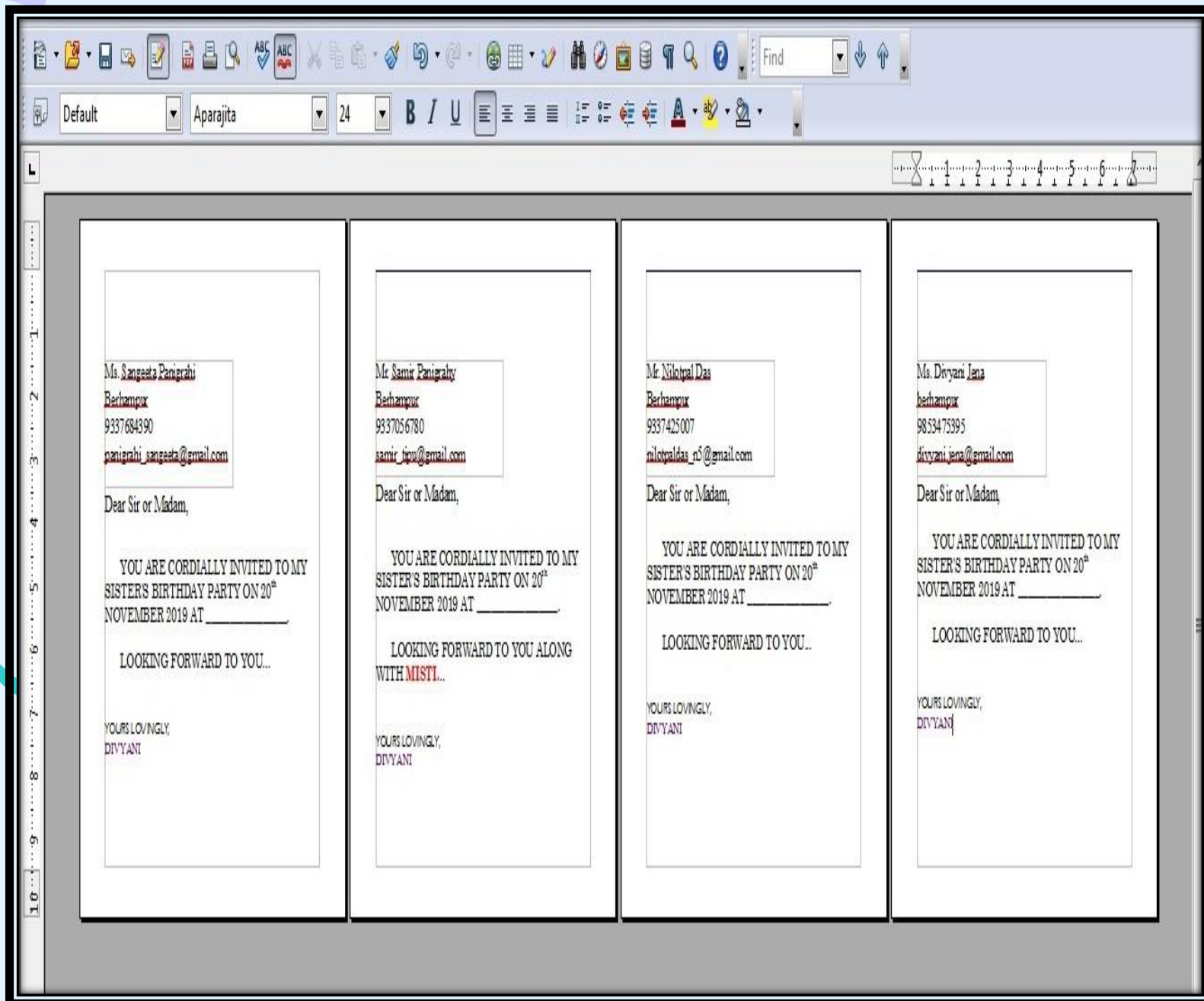
Subject:

Send as:

Name of the attachment:

- ☒ Send all documents
- ☐ From: To:

MERGED DOCUMENT



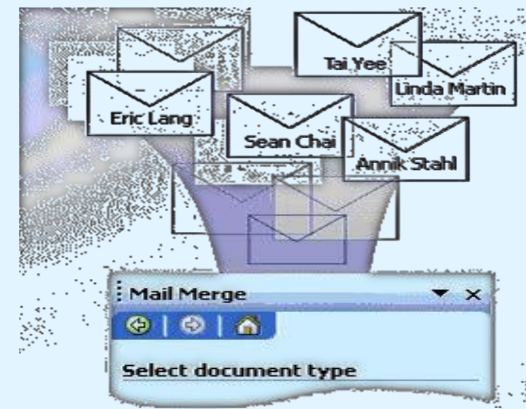
ACTIVITY

WORD SEARCH



ADVANTAGES

- **Saves time and effort.**
- **Quick and easy to do.**
- **Easy to store information.**
- **Only one letter needs to be created.**
- **Creating bulk amount of mails or letters is easy.**
- **Much easier to proofread just one letter than thousands of individual letters.**
- **A standard letter can be saved and reused.**
- **The same data source can be reused, reducing the risk of errors.**



DISADVANTAGES

- **Information in database needs to be kept up to date.**
- **It is used for fraudulent purposes and for junk mails.**

