Mail Merge

Mail Merge

in

OpenOffice

Writer

Send | Cancel

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.

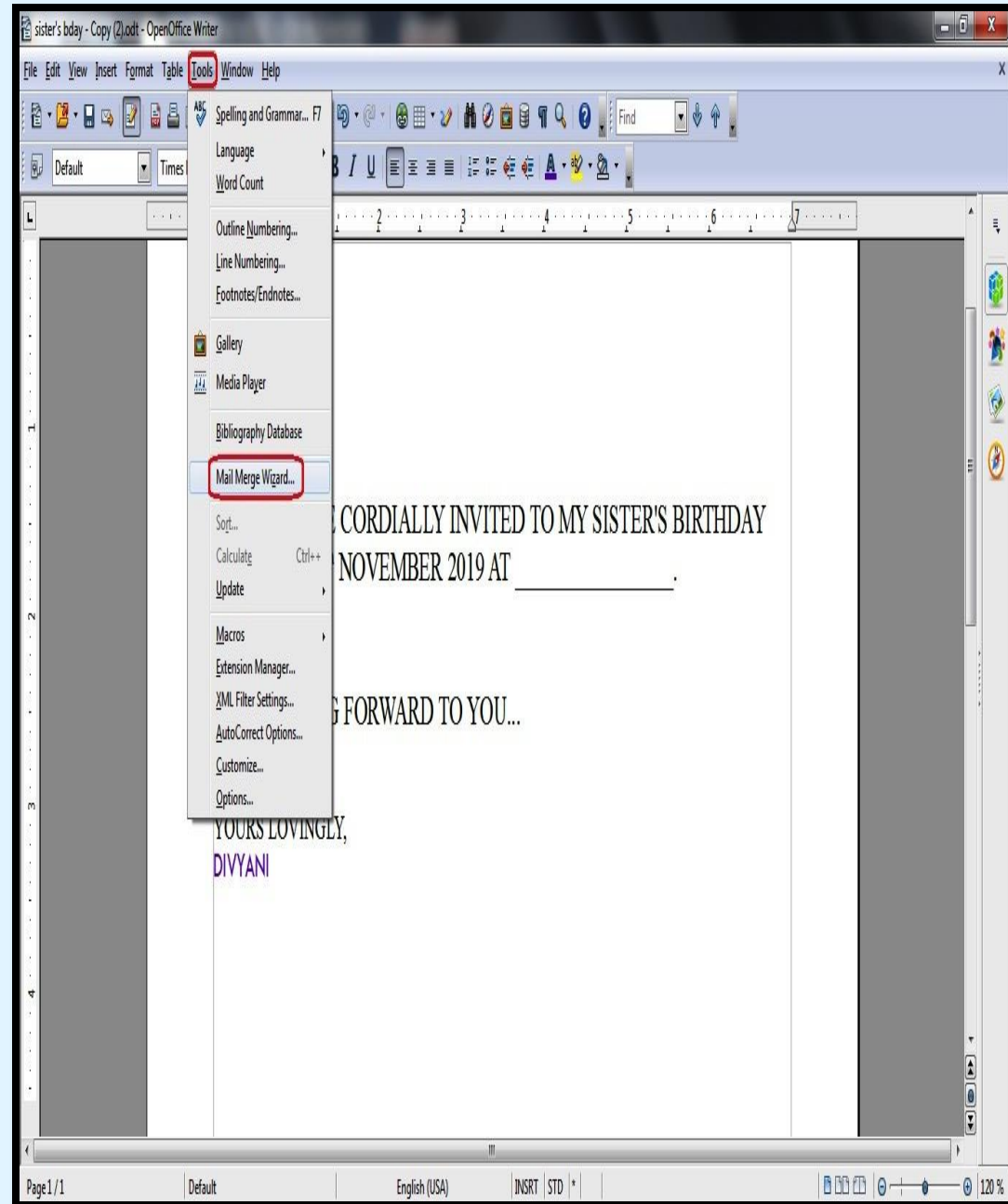Data   Document   Delivery

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 .**

STEPS TO USE MAIL MERGE WIZARD

Step - 1:Select starting document

Step - 2: Select document type

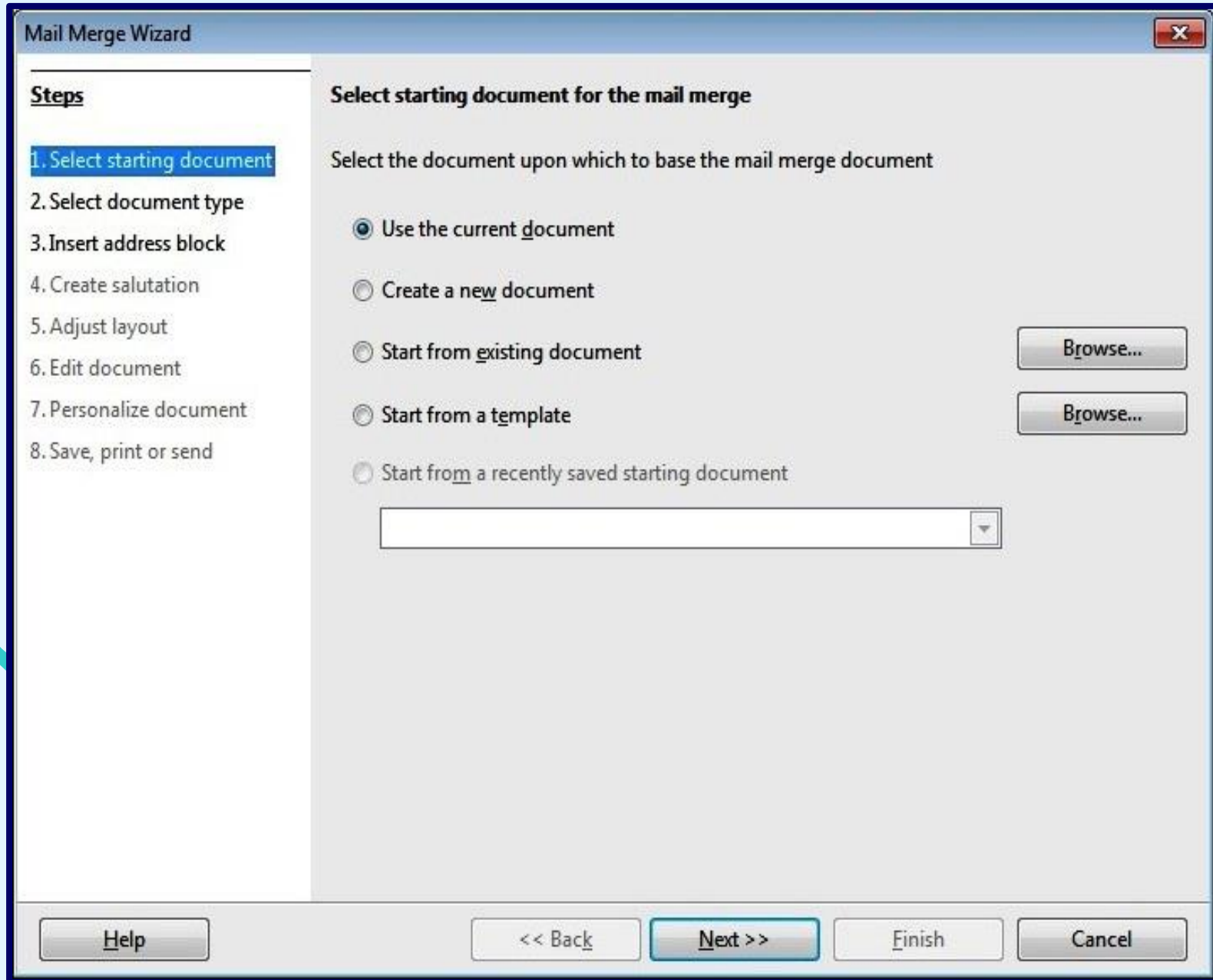**Step - 3: Insert Address block**

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

Step - 2: Select Document Type

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

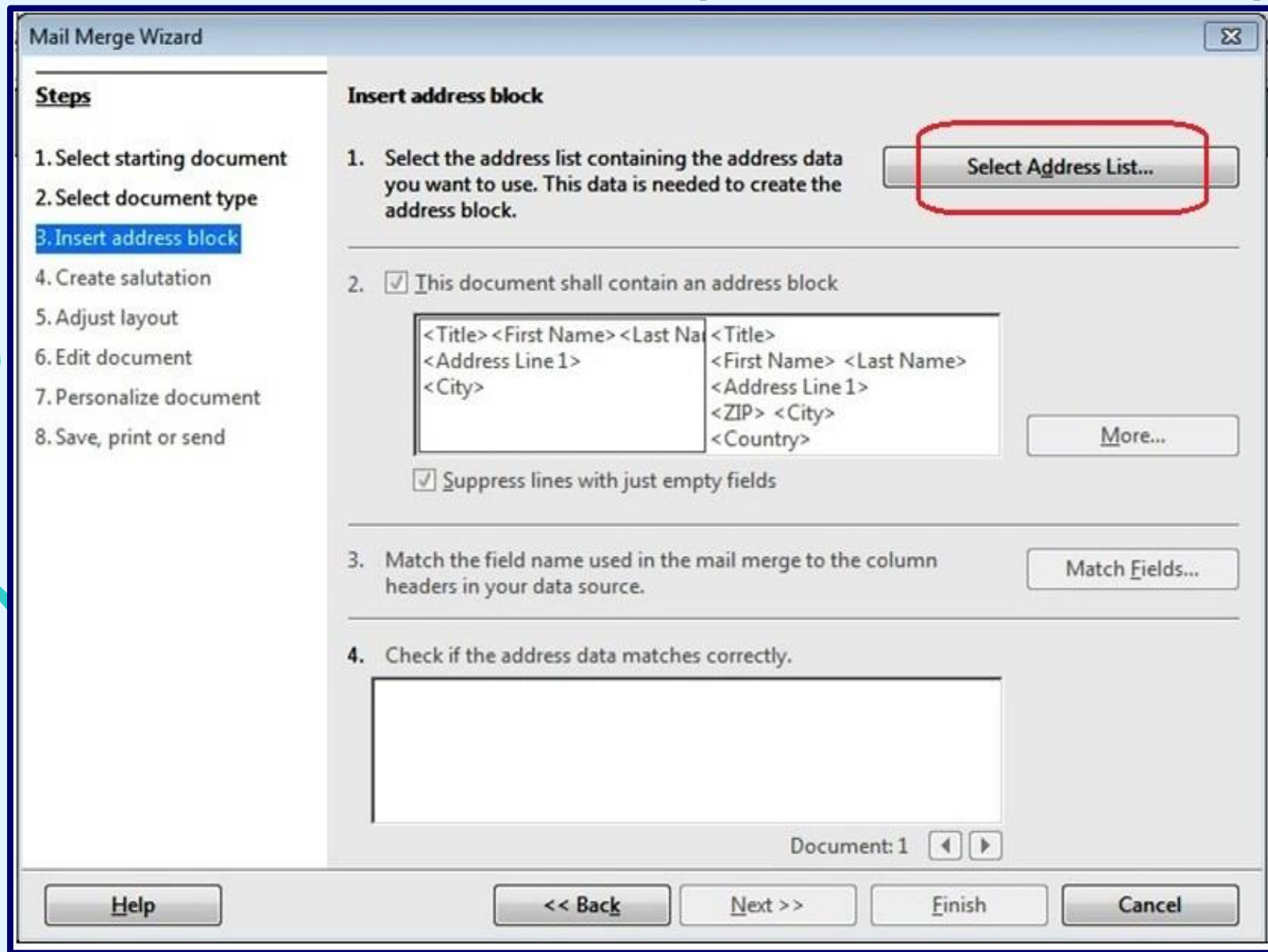What type of document do you want to create?

⦿ 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.

| Help | | << Back | Next >> | Finish | Cancel |

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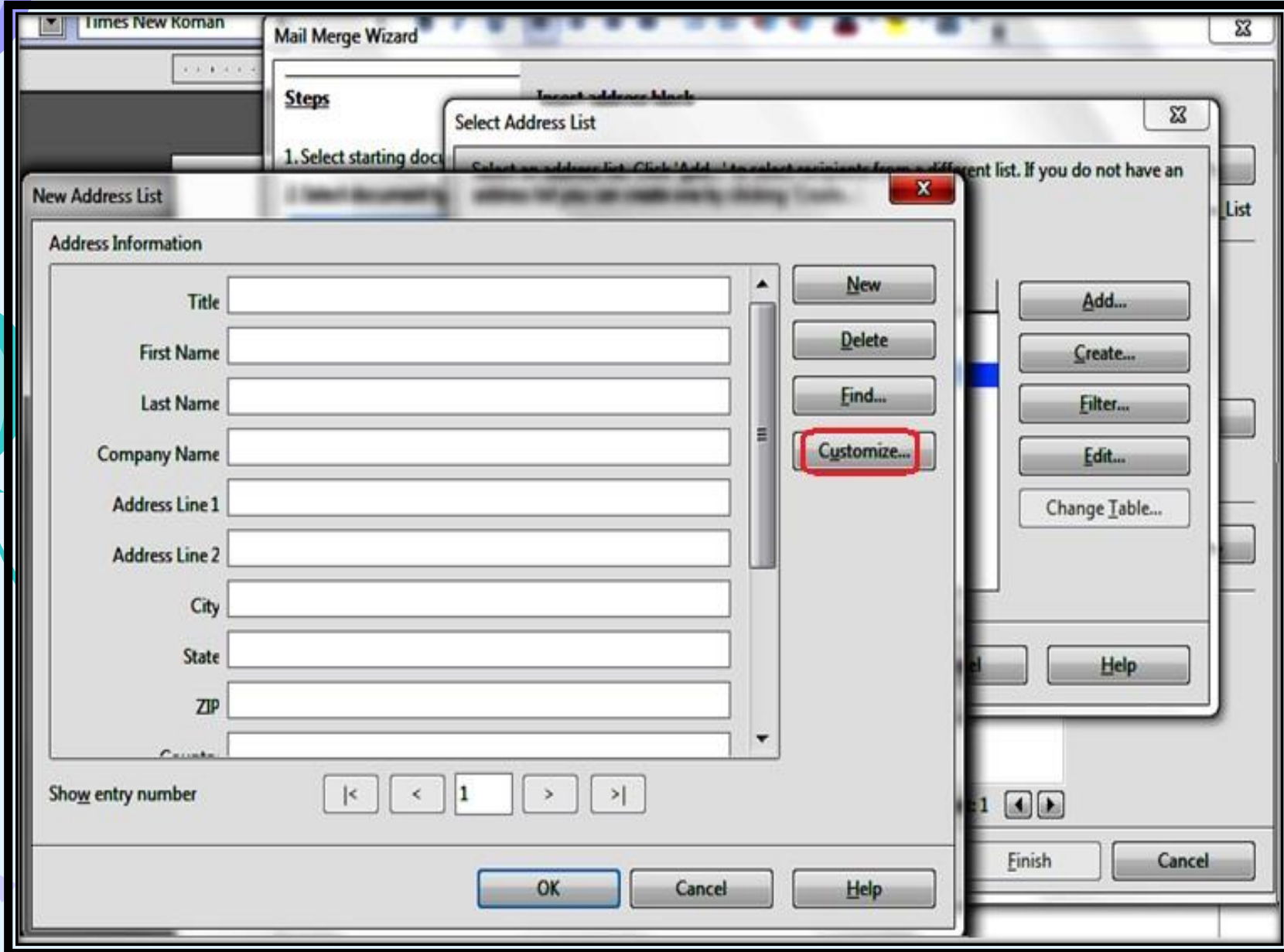
Step - 3: Insert Address Block
(Add an Existing Address List)

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type

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: tryaddrlist

Select Address List

Select an address list. Click 'Add...' to select recipients from a different list. If you do not have an address list you can create one by clicking 'Create...'.

Your recipients are currently selected from:

Name	Table
AddressList	AddressList

Add...

Create...

Filter...

Edit...

Change Table...

More...

Match Fields...

OK   Cancel   Help

Help   << Back   Next >>   Finish   Cancel

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

Add to address →

← Remove from address

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

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.
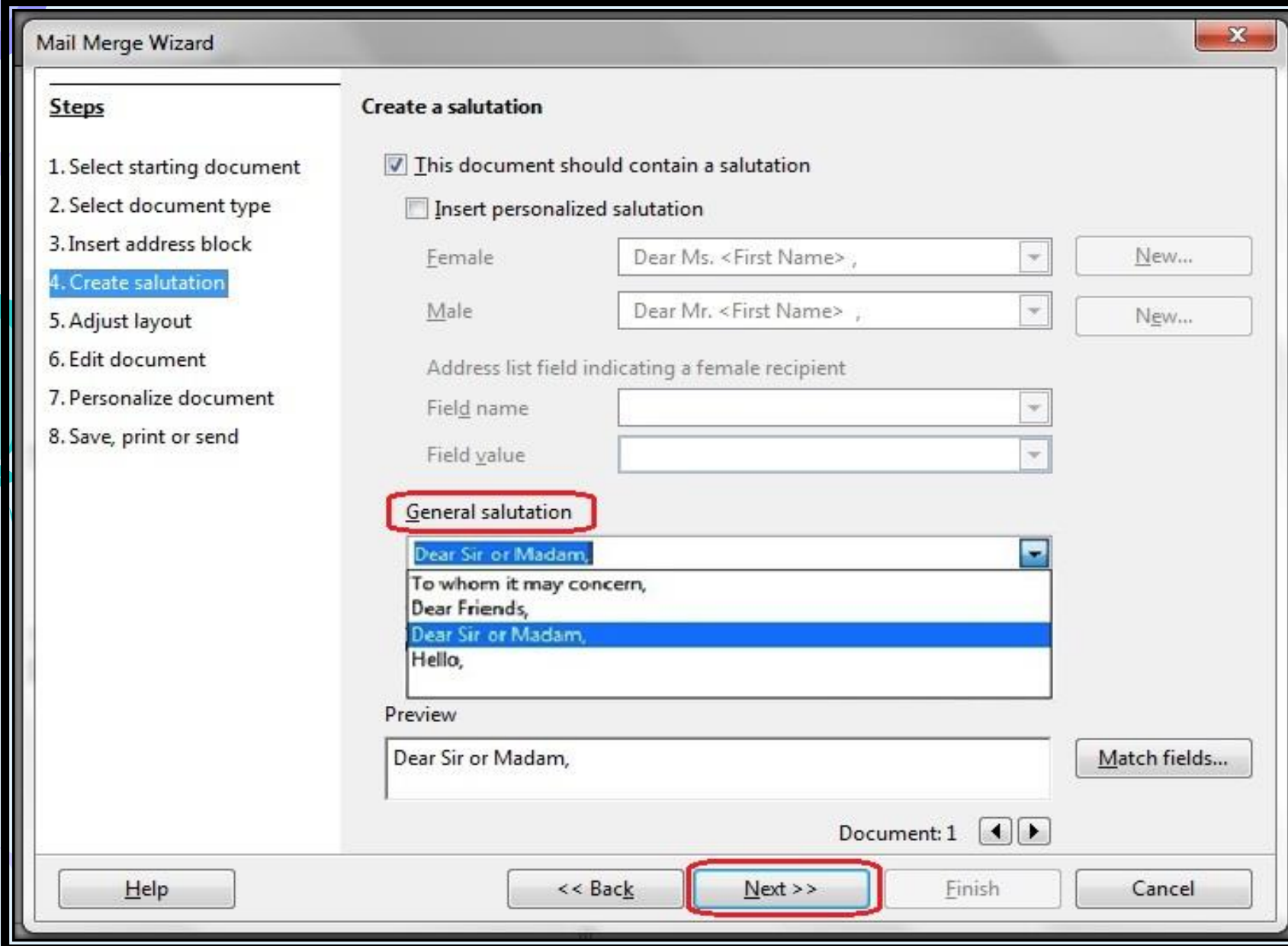
Address elements	Matches to field:	Preview
<Title>	Title	Ms.
<First Name>	First Name	Divyani
<Last Name>	Last Name	Jena
<Company Name>	< none >	
<Address Line 1>	< none >	
<Address Line 2>	< none >	
<State>	< none >	
<ZIP>	< none >	
<Country>	< none >	
<Telephone private>	Telephone private	9853475395
<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

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

☑ Align 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 CORDIALLY INVITED TO MY SISTER
NOVEMBER 2019 AT _____.

LOOKING FORWARD TO YOU...

Zoom   50 %

Help   << Back   Next >>   Finish   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

Preview and edit the document

The preview of a merged document is visible now. To see the preview of another document click one of the arrows.

Recipient |<   <   1   >   >|

☐ Exclude this recipient

Edit 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.

Edit Document...

Help   << Back   Next >>   Finish   Cancel

Step - 7: Personalize 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
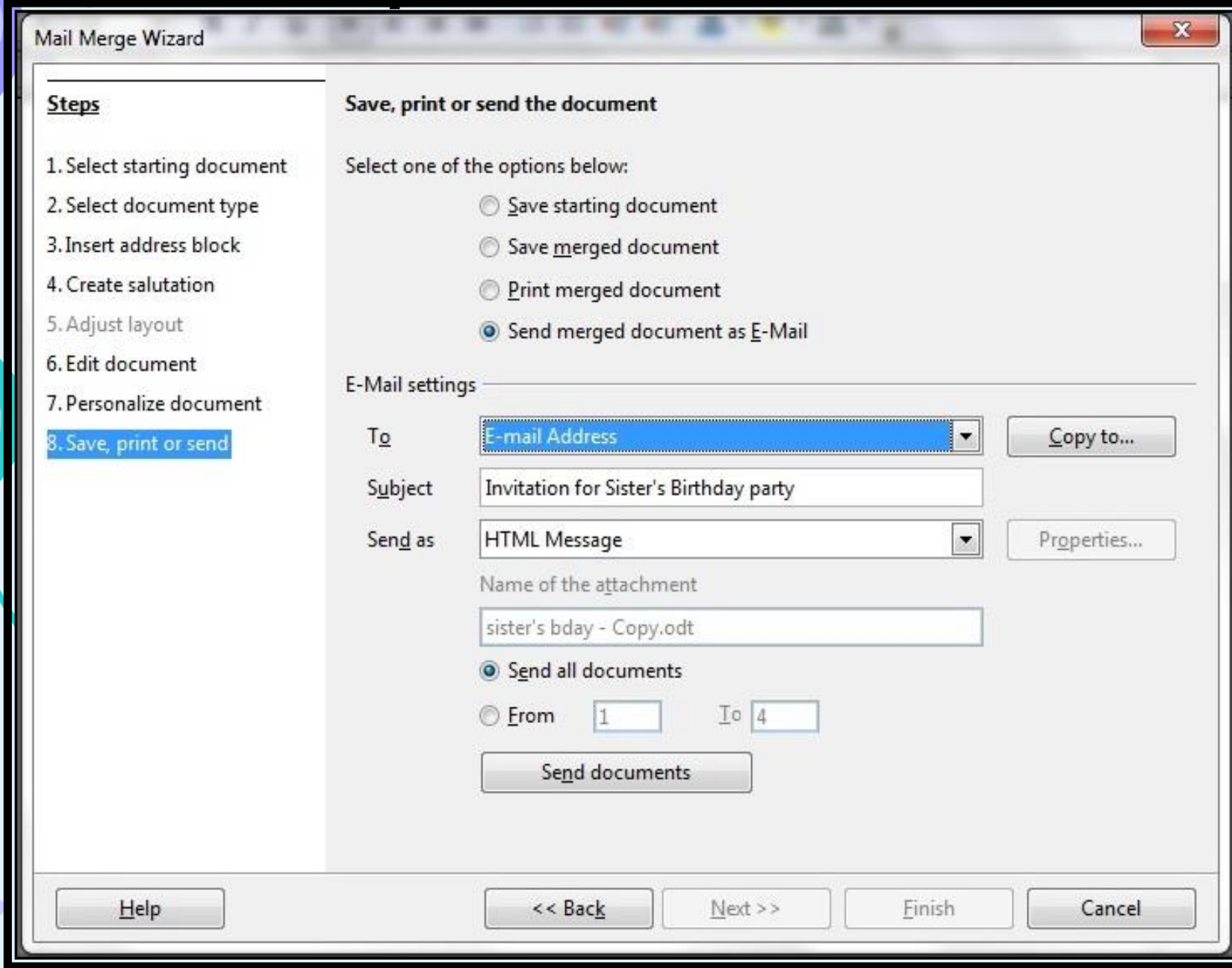
Printer   Send To OneNote 2007 ▾   Properties...

⦿ Print all documents

⊙ From [1] To [4]

Print Documents

Help   << Back   Next >>   Finish   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   E-mail Address   [Copy to...]

Subject   Invitation for Sister's Birthday party

Send as   HTML Message   [Properties...]

Name of the attachment

sister's bday - Copy.odt

- ● Send all documents
- ○ From 1   To 4

[Send documents]

[Help]   [<< Back]   [Next >>]   [Finish]   [Cancel]

MERGING MAIN DOCUMENT WITH DATA SOURCE

MERGED DOCUMENT

Letter 1:

Ms. Sangeeta Panigrahi
Berhampur
9337684390
panigrahi_sangeeta@gmail.com

Dear Sir or Madam,

YOU ARE CORDIALLY INVITED TO MY SISTER'S BIRTHDAY PARTY ON 20th NOVEMBER 2019 AT _____.

LOOKING FORWARD TO YOU...

YOURS LOVINGLY,
DIVYANI

Letter 2:

Mr. Samir Panigrahy
Berhampur
9337056780
samir_bipu@gmail.com

Dear Sir or Madam,

YOU ARE CORDIALLY INVITED TO MY SISTER'S BIRTHDAY PARTY ON 20th NOVEMBER 2019 AT _____.

LOOKING FORWARD TO YOU ALONG WITH MISTI...

YOURS LOVINGLY,
DIVYANI

Letter 3:

Mr. Nilotpal Das
Berhampur
9337425007
nilotpaldas_n5@gmail.com

Dear Sir or Madam,

YOU ARE CORDIALLY INVITED TO MY SISTER'S BIRTHDAY PARTY ON 20th NOVEMBER 2019 AT _____.

LOOKING FORWARD TO YOU...

YOURS LOVINGLY,
DIVYANI

Letter 4:

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

Dear Sir or Madam,

YOU ARE CORDIALLY INVITED TO MY SISTER'S BIRTHDAY PARTY ON 20th NOVEMBER 2019 AT _____.

LOOKING FORWARD TO YOU...

YOURS LOVINGLY,
DIVYANI

ACTIVITY

WORD SEARCH

ADVANTAGES

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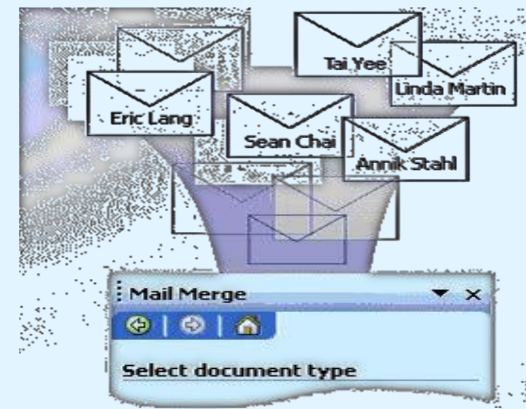- Easy to store information.
- Only one letter needs to be created.
- Creating bulk amount of mails or letters is easy.
- Much easier to proofread just one letter than thousands of individual letters.
- A standard letter can be saved and reused.
- The same data source can be reused, reducing the risk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

DISADVANTAGES

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