

## MAIL MERGE ENVELOPES

Creating personalized envelopes is not a difficult task with Open Office Writer. It consists of four separate steps:

1. Creating the address list (database) in Open Office Calc (spreadsheet software).
2. Formatting the envelope in Writer.
3. Performing the mail merge in Writer.
4. Printing the envelopes.

### CREATING THE DATABASE:

In order to create personalized envelopes, a brief introduction to databases is necessary. During the mail merge you are required to link the envelope to an address list, understanding the process is helpful.

A database is a file containing the information being printed. It consists of columns (vertical alignment) and rows (horizontal alignment) of information. Each column contains one kind of information – name, address, etc.

Information in a column is called a "field". A row of information is called a "record". Each column in an address list has a record that contains a number of fields. The entire file is called a "table". When the mail merge is being performed Open Office asks for the table name, its location and the various fields in order to print the envelopes.

The start point is creating the database, **Open Open Office Calc** the spreadsheet software. A Calc worksheet consists of rows labeled 1, 2, 3, etc., and columns identified A, B, C, etc. A database can be produced in a spreadsheet by identifying fields and adding the data.

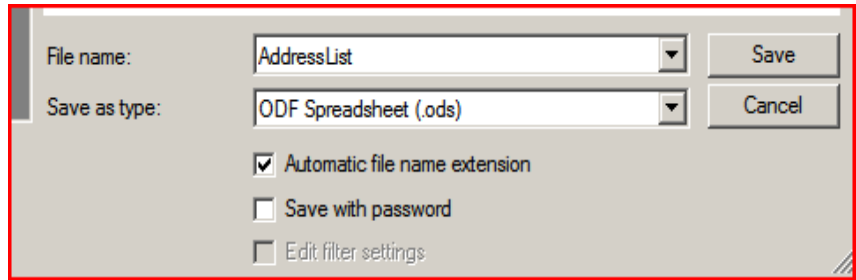
- 1 First some house cleaning. Please notice (lower left corner) Calc has opened three "sheets" or pages in the current document. Only one sheet is required. Using the mouse, **right click** on **Sheet 2**, a popup menu appears.
- 2 The popup asks if you want to permanently delete the page, **left click** on the **<Yes> button**. Repeat the procedure to delete **Sheet 3**. This will avoid confusion later when you have to specify a table. With one worksheet, there can only be one table.
- 3 The database must identify the fields with "field headings". Field headings describe information located in each column.  
In row 1, column A type **FirstName**, in row 1, column B type **LastName**, in row 1, column C type **Address**, in row 1, column D, type **CityProv**, in row 1, column E, type **Pcode**.  
The field headings in the spreadsheet should look like this.

The screenshot shows the OpenOffice.org Calc interface. The spreadsheet has a header row (row 1) with the following field headings: **FirstName**, **LastName**, **Address**, **CityProv**, and **Pcode**. The columns are labeled A through E. The rows are numbered 1 through 5. The spreadsheet is titled 'Untitled2 - OpenOffice.org Calc'.

	A	B	C	D	E	F
1	<b>FirstName</b>	<b>LastName</b>	<b>Address</b>	<b>CityProv</b>	<b>Pcode</b>	
2						
3						
4						
5						

- 4 Complete the address list by filling in the names, addresses, etc., of people you wish to mail to. At this time a decision has to be made about punctuation. Information can be entered as: Jones or Jones,  
with a comma at the end of a line, or the comma can also be added later. The method used is not critical, however, it must be consistent. For this exercise do not add punctuation. For example, enter information in each field as: Mary Brown 123 Down The Lane Kitchener ON A1B 2C3. Punctuation will be added during envelope formatting. When all the entries are complete the file must be saved.

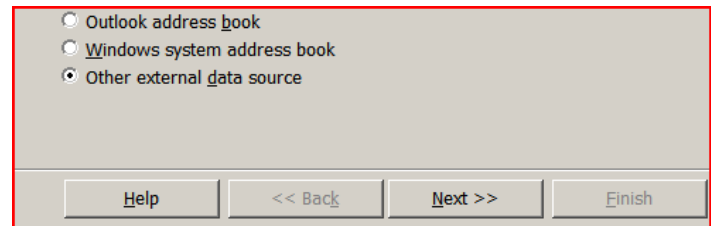
- 5 Open **File** > **Save As...**, a popup box opens. Complete the box as shown, **left click** on the **<Save>** button to save AddressList in native format (.ods). Please note, the file extension (.ods) is automatically entered due to the check in the extension box. The spreadsheet file – AddressList.ods should be saved to the default directory (My Documents). When the file has been saved, **close Calc**.



### **FORMATTING THE ENVELOPE:**

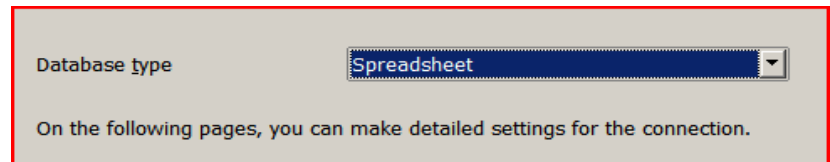
The second part of the process is to link the database to the word processing software and create the format for the envelope addresses.

- 6 Open **Open Office Writer**, open **File** > **Wizards** > **Address Data Source...** a popup box opens. This box is the first step in linking the database to the software, eventually leading to the mail merge.
- 7 Select **Other external data source** and **left click** **<Next>>**.

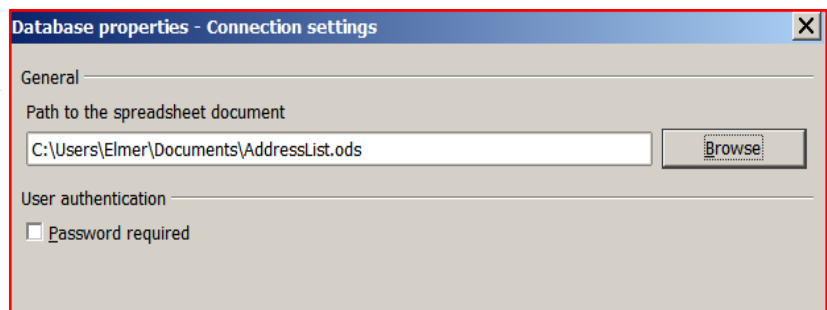


- 8 When the next popup box opens, **left click** **<Settings>**.

- 9 The next box requires the database type to be specified – dbase, Address Book, or Spreadsheet, etc. Use the down arrow and select **Spreadsheet**. **Left click** **<Next>>**.

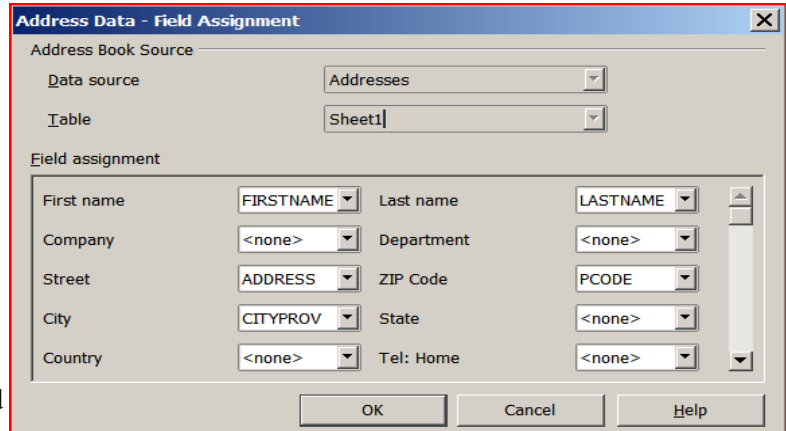


- 10 This popup requires a path to the file, **left click** **<Browse>**, AddressList should be located in My Documents on your computer. Your path will be different than the illustration. When the file is found in the new popup box, **left click** **<Open>**. Then **Left click** **<Test Connection>**, if successful Open Office will tell you everything is alright. **Left click** **<OK>**, then **left click** **<Finish>**.

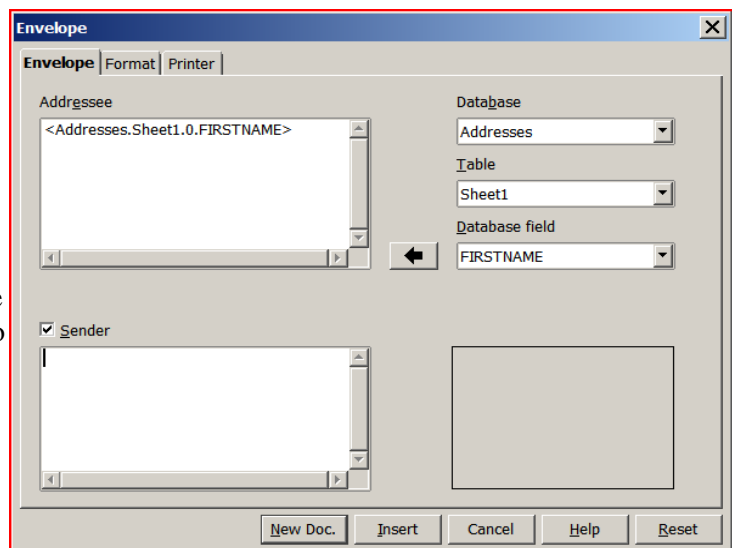


- 11 A new popup box opens. This is where Field Assignments are made or how the address block is related to the database. **Left click** **<Field Assignment>**.

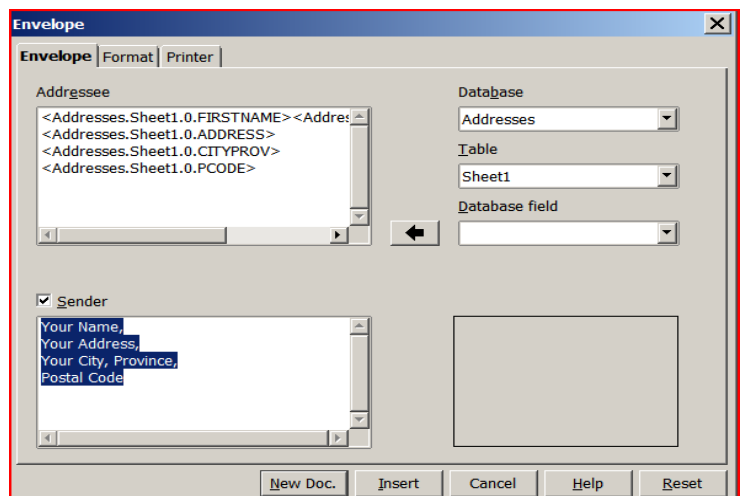
12 The Address Data – Field Assignment box is where field headings from AddressList are linked to the default headings in Open Office Writer. Please note, the listing is far more extensive than AddressList. In the future more fields and information could be added. Make changes to your popup box so it reads as illustrated. When everything is correct, **left click <OK>**. The Address Data box closes and the Address Book Wizard is still visible, **left click <Finish>**. This completes the integration of the data to the software. The next step is to format the envelope.



13 Open **Insert > Envelope...** a popup box opens where the address blocks are set up and the envelope is formatted. Notice the linkage to the database "Addresses", the table "Sheet1" and the Database field "FIRSTNAME". Use the down arrow in the Database field line to scroll down to locate the appropriate data. Select the data and then **left click the left arrow ←** to send the data into the Addressee block.



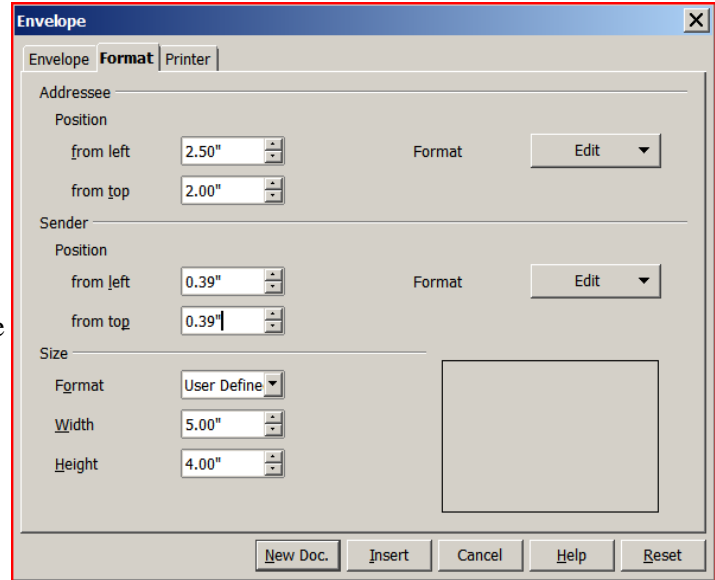
14 Complete the Addressee block until it looks like the example below. Please note, <Addresses.Sheet1.0.FIRSTNAME> is the complete path to the data in the database. It is followed by <Addresses.Sheet1.0.LASTNAME>. This is not clearly visible in the example.



15 Complete the Sender information with your name, address, etc., as in the example. Disregard the highlighted sender information, this will not happen when you do it. To advance to the next line just press the <Enter> key as in normal typing.

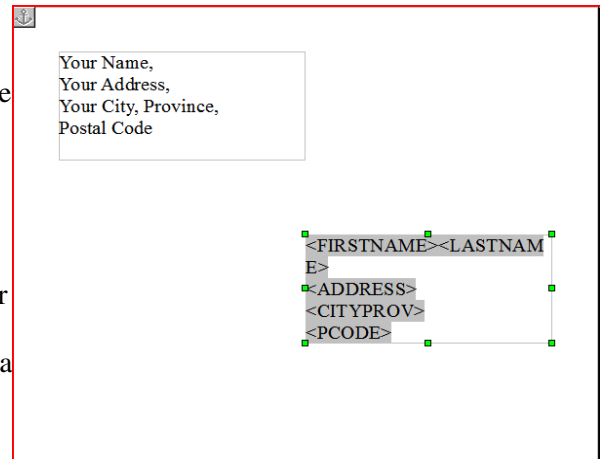
16 If everything is acceptable, **left click the Format tab**. It is the middle tab in the top left line – Envelope **Format** Printer. A new popup box opens where you specify envelope parameters.

17 The top two areas allow you to specify the location of the blocks for the Addressee and the Sender. You can measure the distance left and down for each, however, there is an easier way illustrated later. For this exercise, the envelope you will use is not a standard envelope, but measures 5 inches wide by 4 inches high. **Left click the down arrow** for the **Format** box, scroll down to select **User Defined**. While scrolling through the listing, notice the standard letter sizes available. After selecting User Defined, **type 5"** in the Width box and **4"** in the height box as shown.

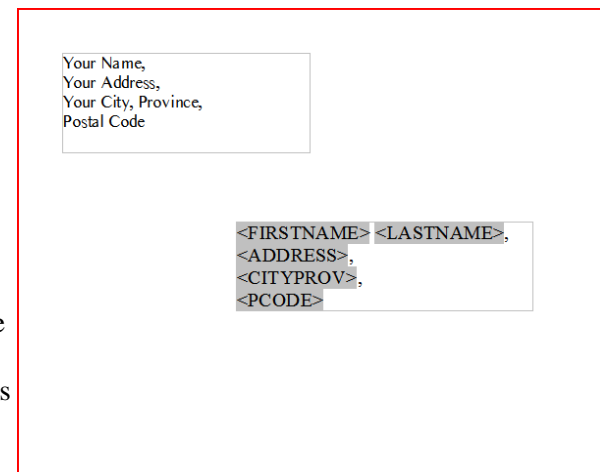


18 The next step is important. At this point, the envelope size and address block locations have been specified. However, the document definition is still the default 8.5"x11" letter sized document. To get the correct envelope, **left click <New Doc.>**. This creates a new working document for the envelope size specified (5"x4") with the address blocks embedded.

19 A representation of the new document appears. Notice the addressee block is too small for the <FIRSTNAME> <LASTNAME> combination. The location of the text block can also be improved. To fix the problem, move the cursor directly onto one of the lines of the addressee block, **left click** on the line. Yellow squares appear, they are handles allowing you to resize the block. **Move the cursor** into the addressee block, the cursor turns into a four headed arrow indicating you can move the block, **left click and drag** the block **up and to the left** to a better location.



20 **Left click** on the **yellow handle** located in the middle of the right side, the cursor turns into a two headed arrow indicating you can stretch the side of the block left or right, stretch the block to the right. Make the block large enough for <FIRSTNAME> <LASTNAME> to fit on one line.

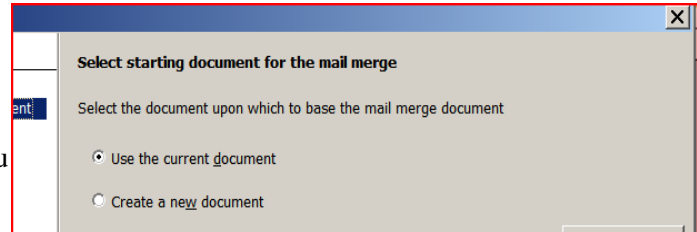


21 Time to format the text and add punctuation to the addressee block. In the example, a space has been added between <FIRSTNAME> <LASTNAME>, commas have been added at the end of the first, second and third lines. The font (text style) and size remain at the default – Times Roman 12 point. The sender block has punctuation added and the font has been changed to different font and 10.5 point. The envelope is now ready for the mail merge. The file can be "Saved As..." at this point to create a

template. The template can be used with any address list if the field headings are the same. For this exercise we will leave everything as is and go to the next step.

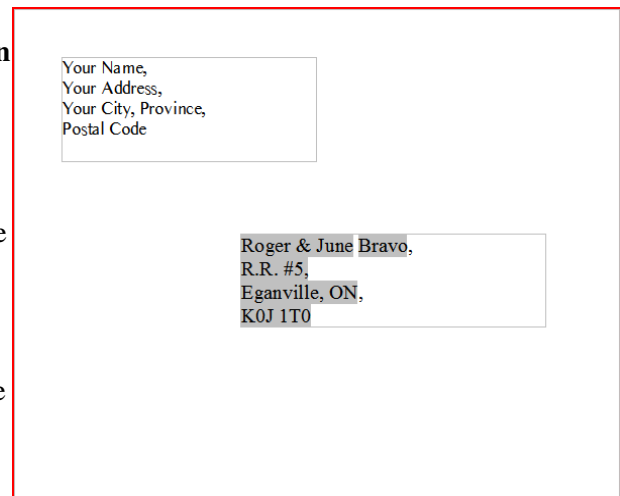
## ADDING ADDRESSES WITH MAIL MERGE

- 22 Still in Open Office, open **Tools > Mail Merge Wizard...** A popup box opens displaying the steps that have to be taken (on left). The first step is to select the working document, this is the envelope you just finished formatting. **Use the current document** should be selected, **left click <Next>**.



- 23 Step 2 – **Select Document Type** should be **Letter**, **left click <Next>**.
- 24 Step 3 – **Insert Address Block** can be ignored, it is already complete, **left click <Next>**.
- 25 Step 4 – **Create salutation** can be ignored, **left click <Next>**.
- 26 Step 5 – **Edit document** is a final opportunity to edit the envelopes before they are saved or printed. Please note the final paragraph, it states a small window will be available to return to the Wizard. When you have finished reading the paragraph, **left click <Edit Document...>**.

- 27 The first envelope with address should be visible. If everything is OK, **left click the Return to Mail Merge Wizard** in the upper left corner.

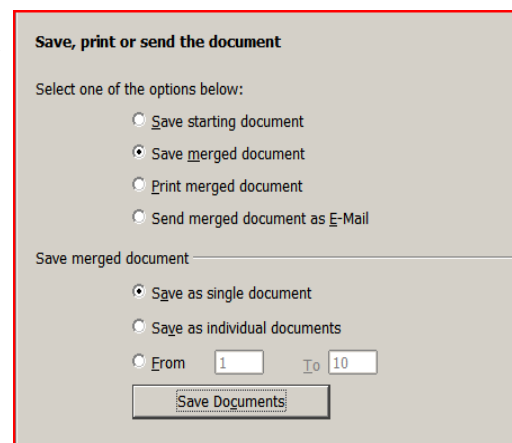


- 28 Step 6 – Adjust layout is not available.
- 29 The next step, Step 7, performs the mail merge. **Left click 7 – Personalize document.** Notice the popup box indicating the envelopes are being processed.
- 30 **Left click <Edit individual document...>** You are immediately placed in document 1 of the number of envelopes in your address list. Scroll through the pages and see if everything is as anticipated. When everything is correct, **left click <Return to Mail Merge Wizard>**, then **left click <Next>**.

## PRINTING OR SAVING THE DOCUMENT

The final step is to save or print the envelopes. For this exercise, the envelopes will be saved rather than printed. the Mail Merge Wizard should be at Step 8 – Save, Print or Send.

- 31 In the upper portion, Select one of the options below: **select Save merged document.** This is a document that contains all the envelopes in the Address List. In the lower portion, Saved merged document section , **select Save as single document.** Each address/envelope



is saved as a page in a large document.

If Save as individual documents is selected, each address/envelope is a separate small file. This is a handy if you send letters to the same people often. It allows you to print a single envelope at a time.

**Left click <Save Documents>.**

- 32 The Save As popup box appears asking for a filename and location to save the file. Save the file as

**AddressedEnvelopes**, ensure the type is **ODF Text Document (.odt)**, and save it in the default directory – **Documents**.

**Left click <Save>.**

- 33 The mail Merge Wizard box reappears, **left click <Finish>**. It appears that the AddressedEnvelopes file has not been saved, however it has. You can safely **Exit** the software and **Discard** the changes.

The file AddressedEnvelopes.odt can be opened at any time and used to print envelopes. All the addresses in the address list will be printed. If you anticipate printing individual envelopes, use **Save as individual documents** as described in step 31.

