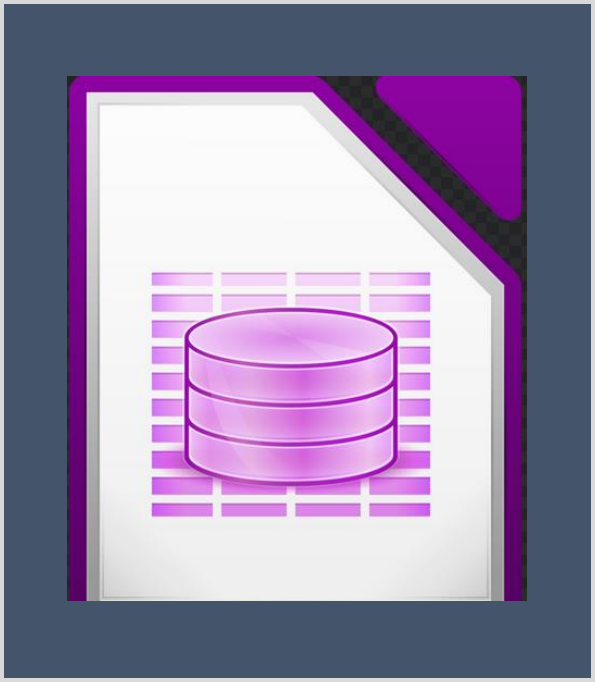
Base



LibreOffice

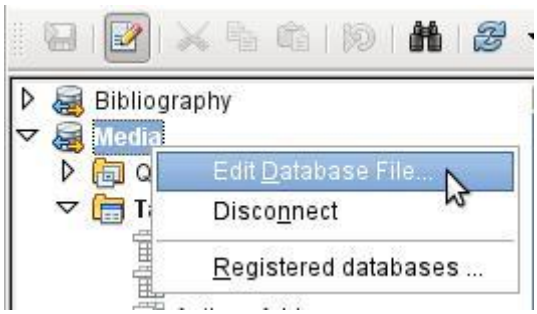
Mail Merge

Learning Contents

- Creating mail merge documents
- Label Printing
- Exporting data from Calc

Mail merge

The *Mail Merge* button launches the Mail Merge Wizard. As the form letter in the above example assembles its data from different tables, you need first to launch the database. In the database, you then create a new query to make the required data available.



The database is launched through a right -click on the database itself or on one of its tables or queries, which immediately refreshes the display in the data source browser. After that the Mail Merge Wizard can be called up by using the corresponding button.

Data source of current document

A click on the *Data Source of Current Document* button opens a direct view on the table which forms the basis for the data inserted into the document. In the above example, the *Person* table from the *Addresses* database *appears*.

Explorer on/off

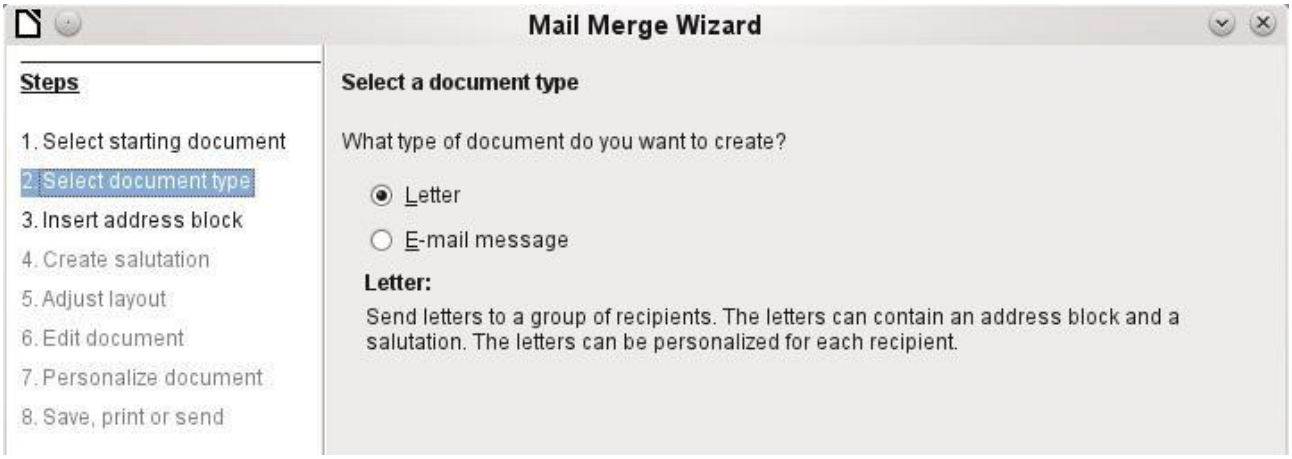
Toggling the *Explorer On/Off* button shows or hides the directory tree to the left of the table view. This allows more space, if necessary, for a display of the data. To access another table, you will need to switch the Explorer back on.

Creating mail merge documents

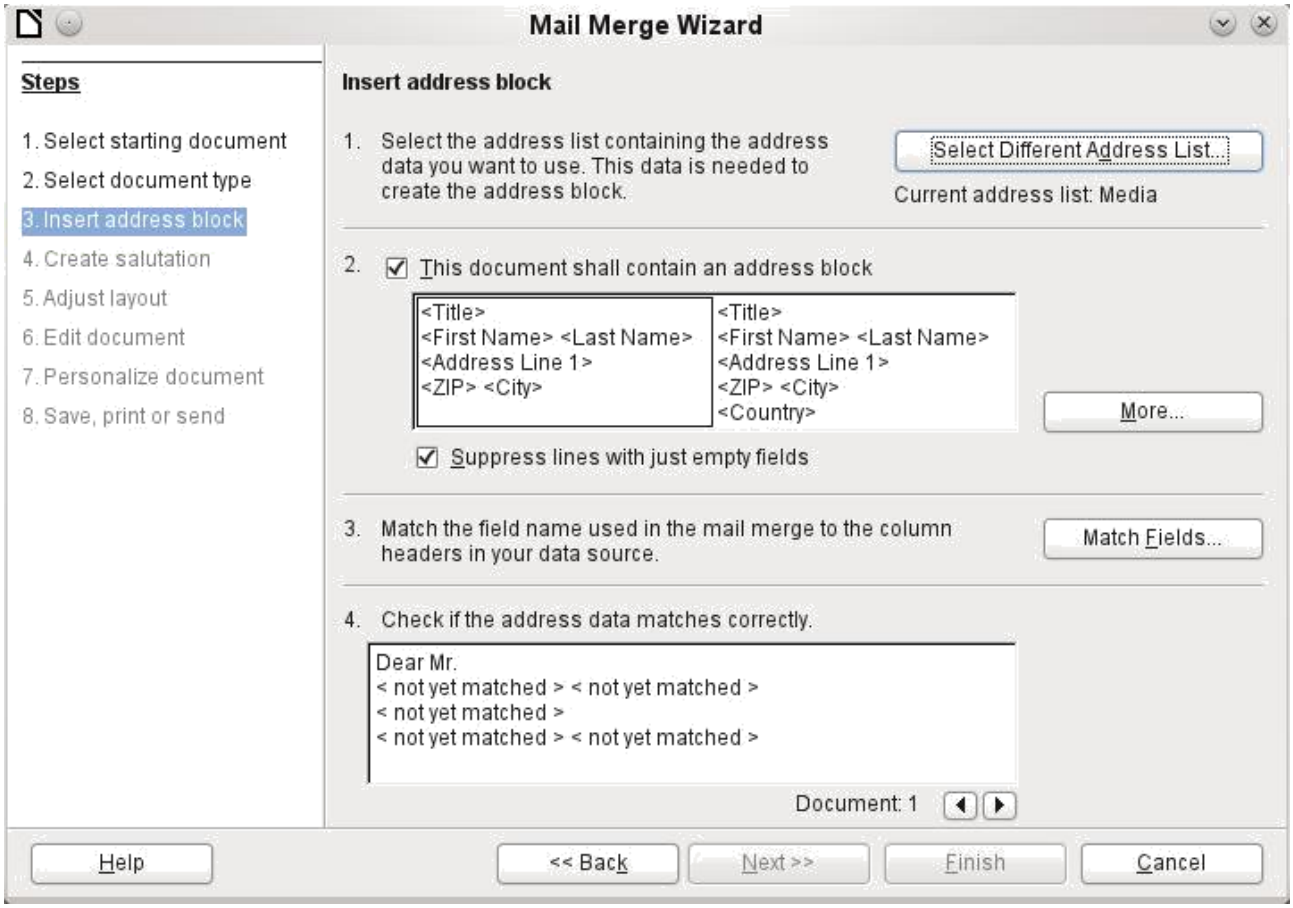
The Mail Merge Wizard is also accessible from the database browser. This Wizard allows the address field and the salutation to be constructed from a data source in small steps. In principle you can create these fields without using the Wizard. Here we will work through the steps of the Wizard as an example.

The **Starting document** for the form letter is the document to which the **database fields are linked**.

The **Merged document** is the one containing the data for the various people who are to receive the form letters. In the merged document there is **no linkage** to the data source. It is similar to the output of *Insert Data as Text*.



The Mail Merge Wizard can produce either letters or emails using records from the database.



The entry of the address block allows the most extensive configuration. The suggested address list comes from the currently selected query or table in the currently selected database.

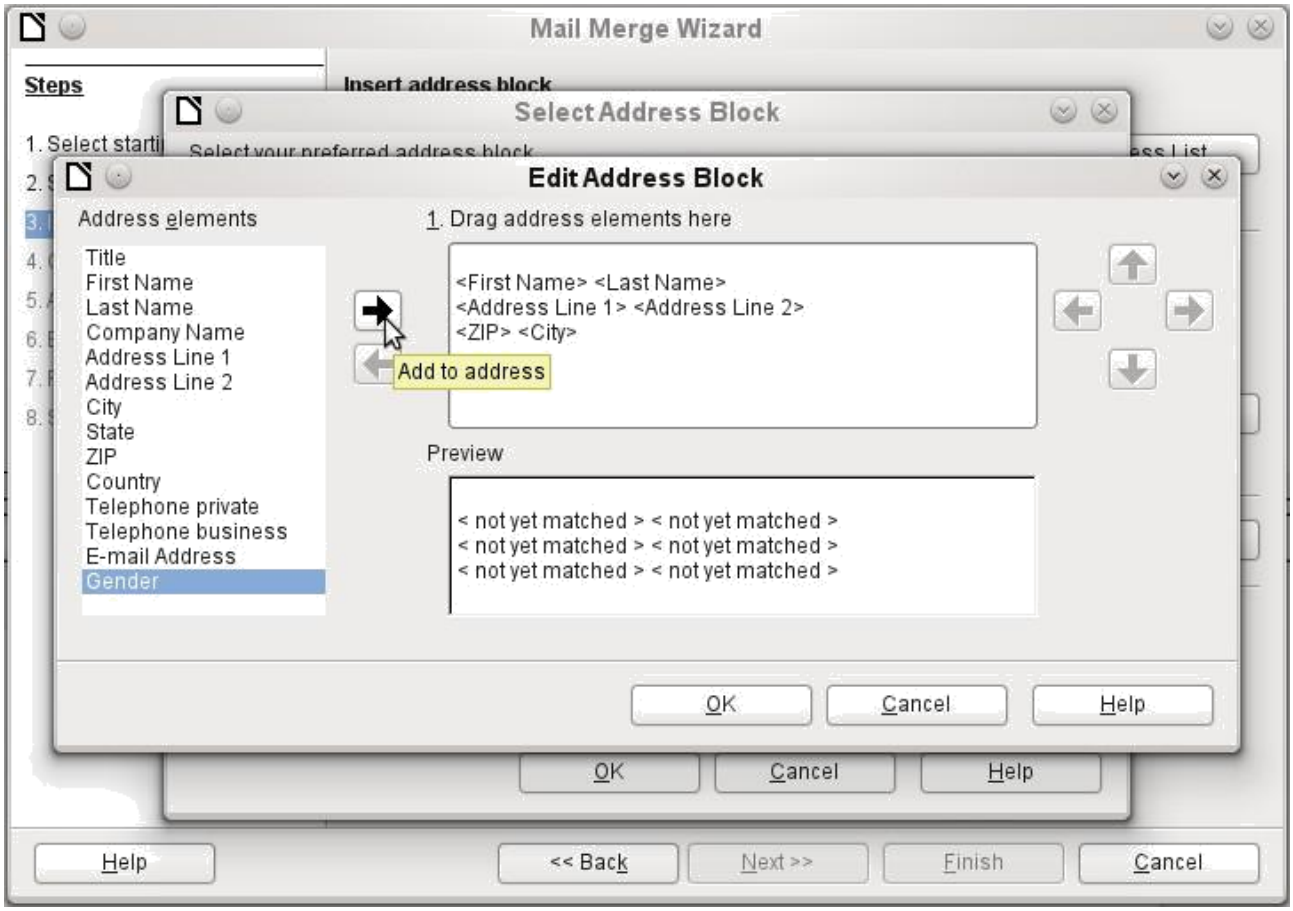
Step 2 determines the overall look of the address block. This address block can be customized further using the *More* button. See the following figure.

Step 3 serves to link the named fields in the address block to the correct fields in the database. The Wizard initially recognizes only those database fields which have exactly the same names as those the Wizard uses.

In Step 4, the addresses are displayed. You can choose which addresses to take from the database by using the arrow keys. In the displayed addresses two elements require further editing:

- There is no salutation.
- Apart from the first name, all the other fields are < *not yet allocated* > , because the field names in the database are different from the names that the Wizard initially uses.

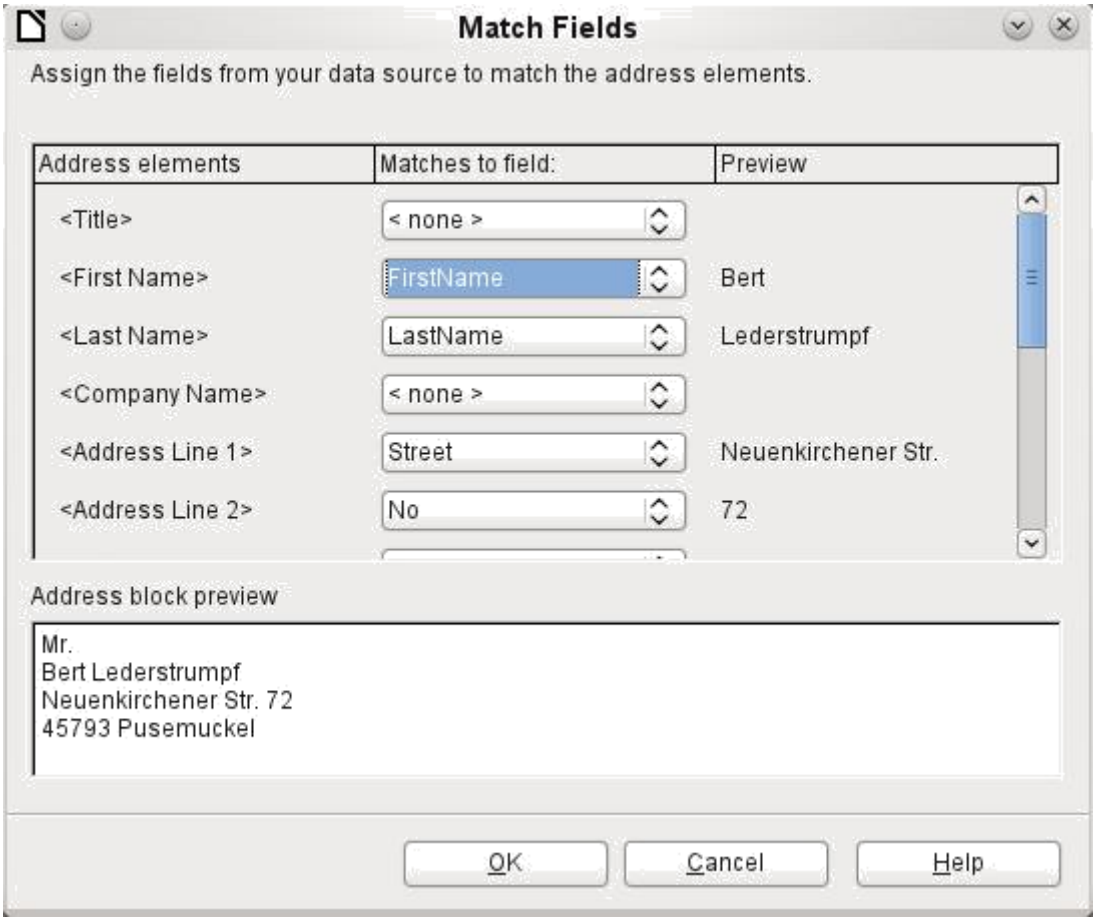
To correct these errors, the address block from Step 2 must be made editable.



You can see in the background that, when you choose to edit, you are first presented with an enlarged list of address blocks. Here you can select the most suitable address block to start with, and then edit it.

The address block cannot be edited directly. Instead, the arrangement of the fields is carried out by using the arrow buttons visible to the right to move fields into or out of the address block

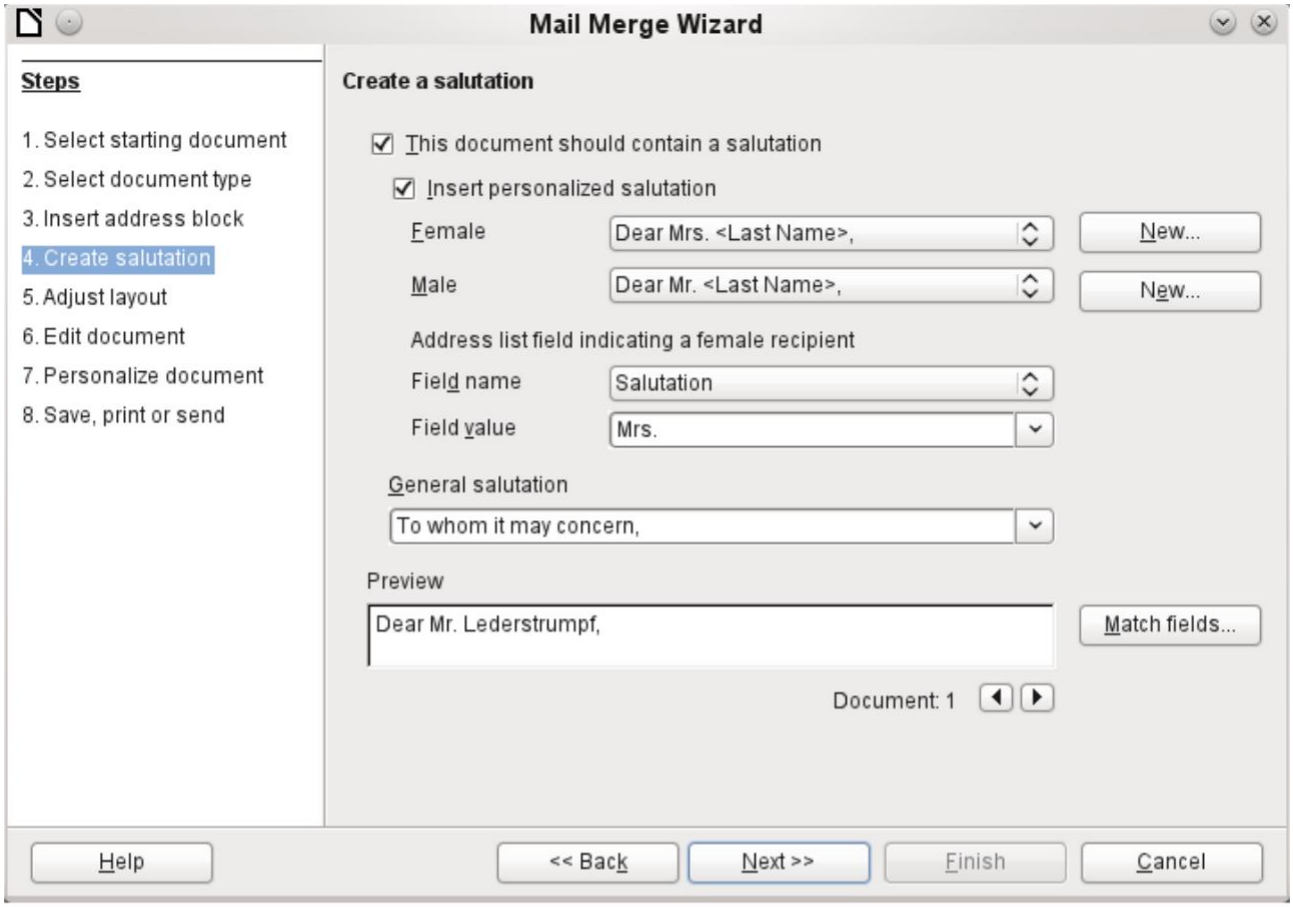
For the salutation the *Salutation* field is inserted. All the other fields except FirstName must now be entered appropriately.

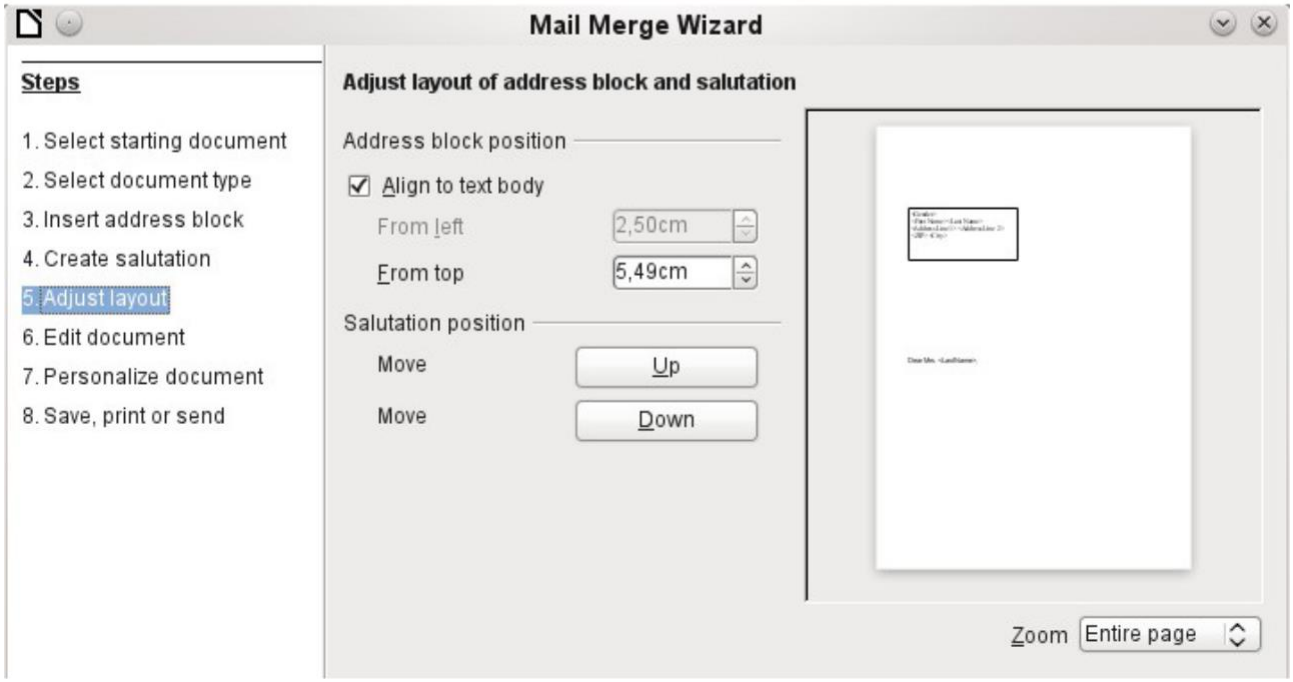


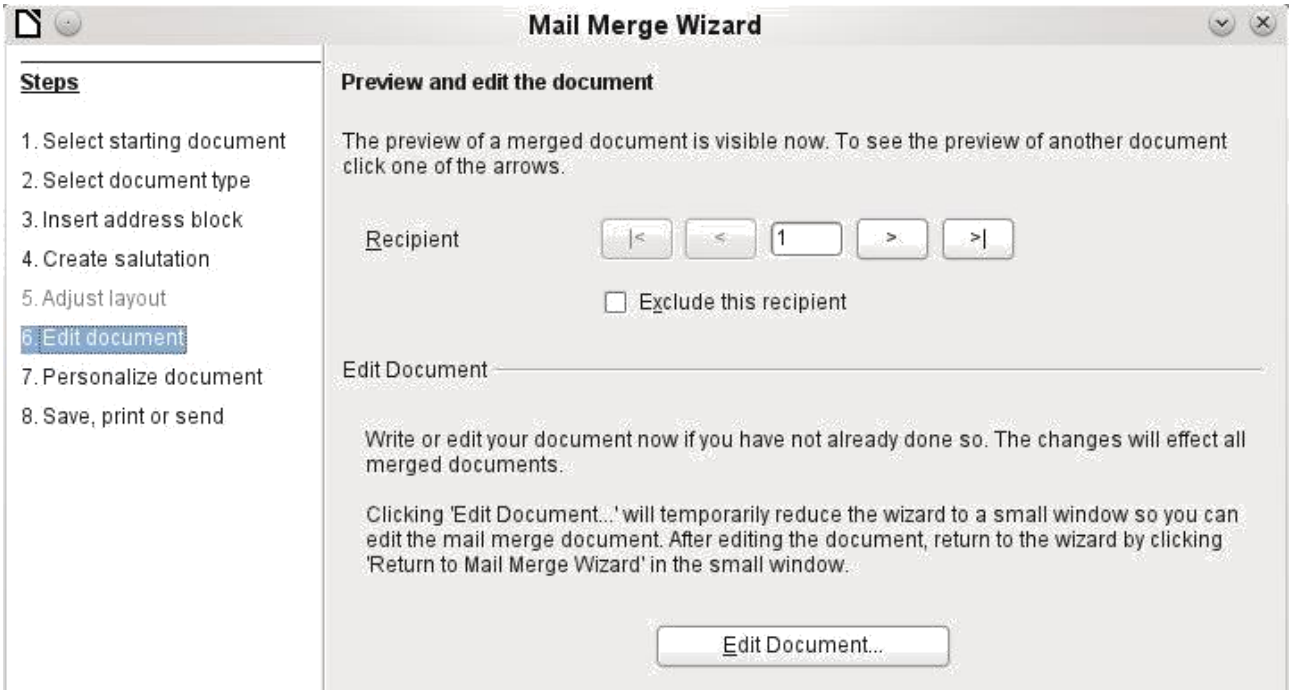
Here the address elements are associated with the corresponding elements from the query of the database successfully transferred by the Mail Merge Wizard. Again the first record in the query is used for the preview.

The database settings are essentially ended with Step 4. Here, it is just a matter of choosing which field the gender of the recipient should be taken from. This field has already been named, so that only the field content for a female recipient still needs to be specified.

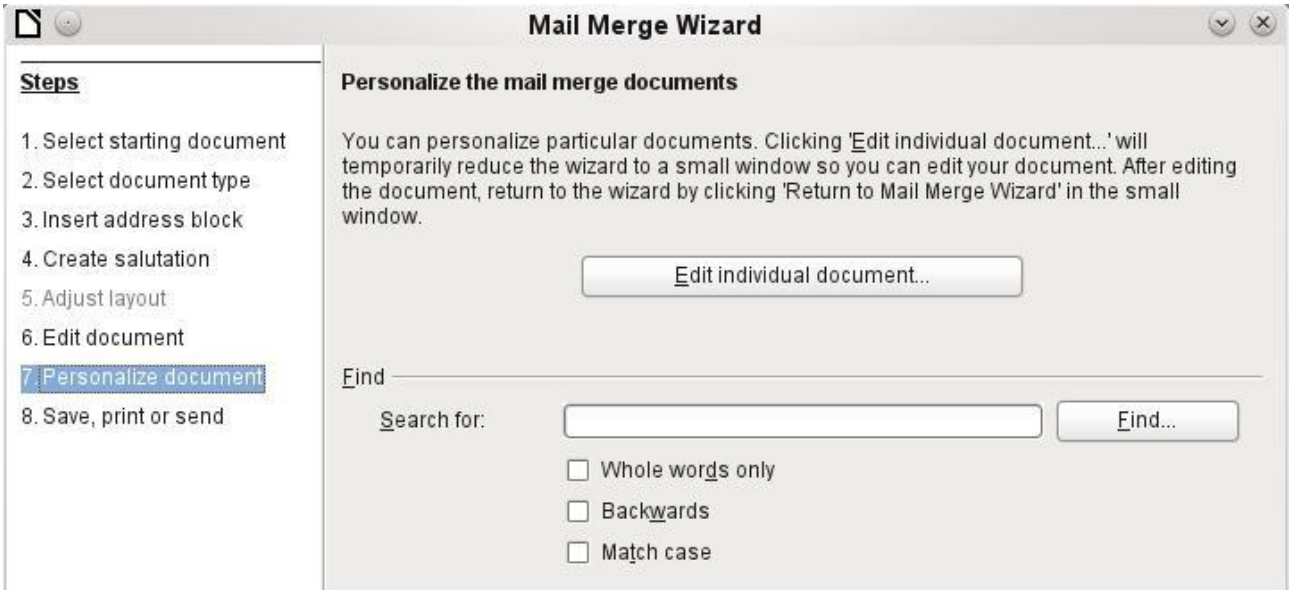
Three different salutations are to be produced. All records with a 'w' start with *Dear Ms…*, all those with 'm' with *Dear Mr…* If there is no gender given, *Dear Sir/Madam* is selected.


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 Mrs. <Last Name>,
New...
Male
Dear Mr. <Last Name>,
New...
Address list field indicating a female recipient
Field name
Salutation
Field value
Mrs.
General salutation
To whom it may concern,
Preview
Dear Mr. Lederstrumpf,
Match fields...
Document: 1
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
Adjust layout of address block and salutation
Address block position
Align to text body
From left
2,50cm
From top
5,49cm
Salutation position
Move
Up
Move
Down
Zoom
Entire page



Normally the document is initially a rough sketch which can be further edited in Writer. This can be done in Step 6.



Up to now all the documents have been identical except for the different content of the fields read from the database. This can be changed in Step 7.

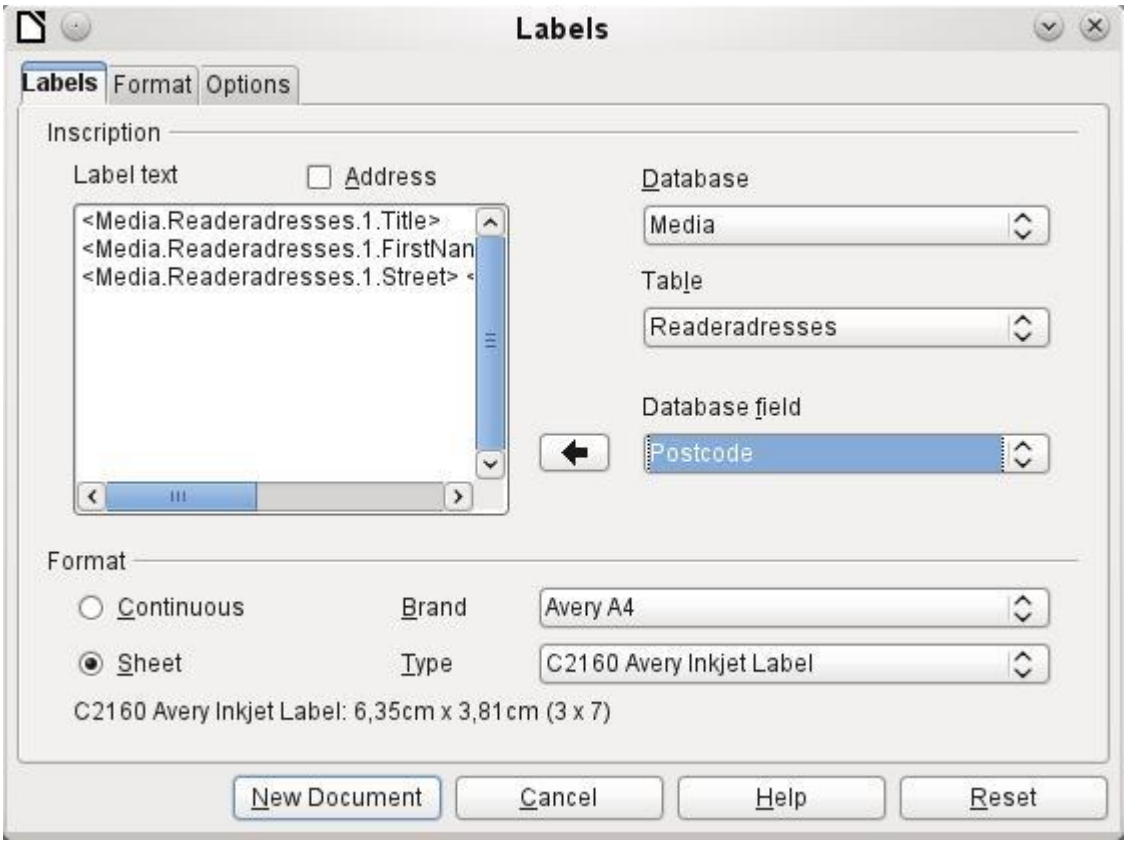
The **Starting document** is the document in which the **field properties** and the **linkage to the database** are stored. In the background meanwhile, you can see the original document with the contents of the first record that is to be converted into the form letter. This is called the Mail Merge document.

Only when one of the options is actually carried out (in the above example to save the starting document) does the Mail Merge Wizard terminate.

Label Printing

Label printing

Files > New > Labels launches the Label Printing Wizard. It opens a dialog, which includes all questions of formating and content for labels, before the labels themselves are produced. The settings in this dialog are saved in the personal settings for the user.



The basic settings for the content are in the *Labels* tab. If for Label text you check the Address box, all the labels will have the same content, taken from the LibreOffice settings for the user of the program.

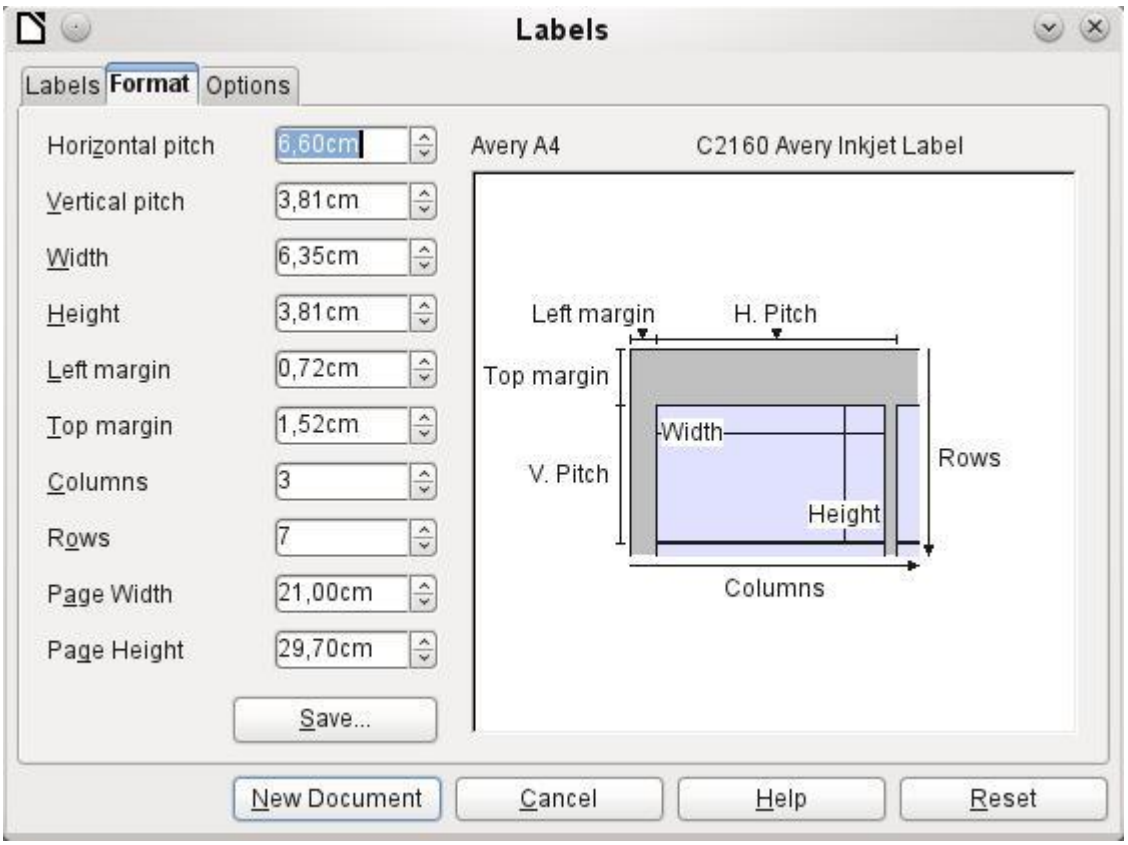
As an example we will again use the *Addresses* database. Although the next selection field is headed *Tables*, **Tables and Queries** are both listed here, just as in the data source browser.

The arrow buttons are used to insert individual database fields into the editor. The name for the database field *Surname* is set here to <*Addresses.MailMergeQuery.1.Surname*>. The sequence is thus <*database.Table.1.database field*>.

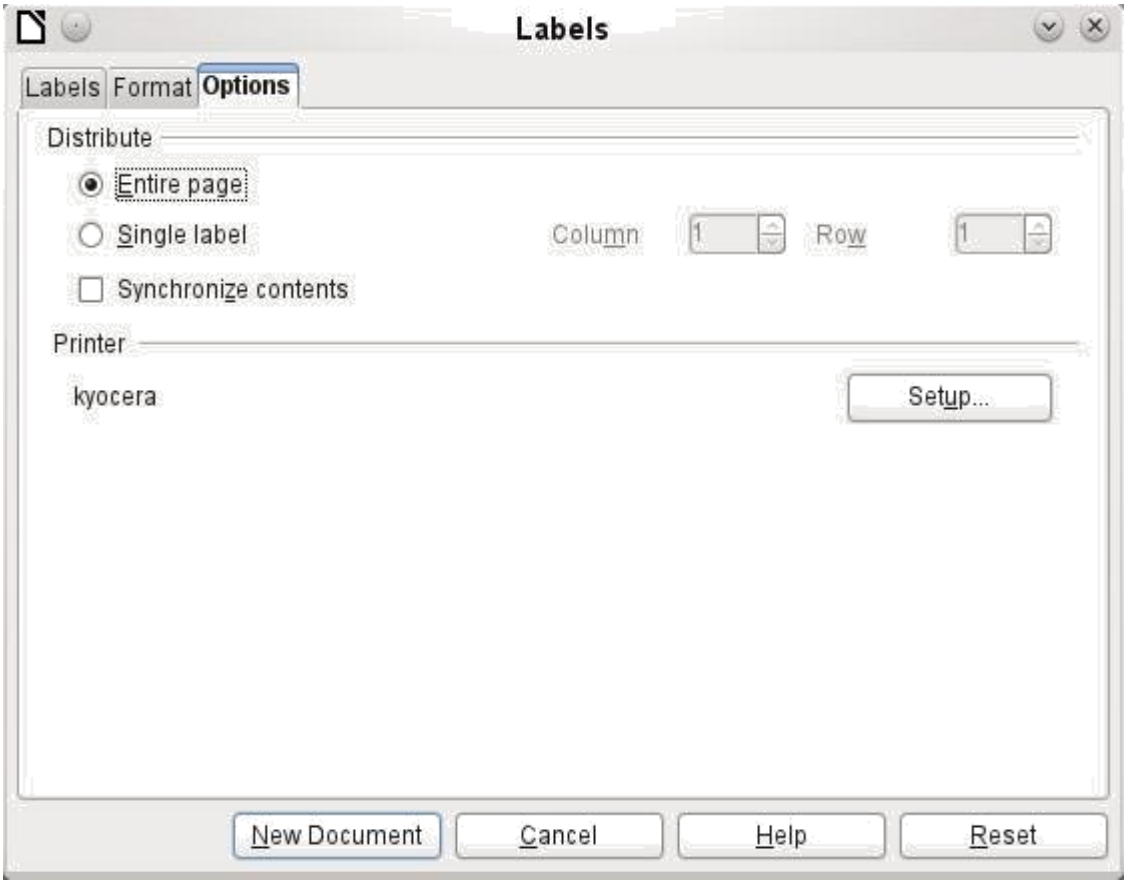
You can work with the keyboard in the editor. So for example, it is possible to insert a line break at the beginning, so that the labels will not be printed directly on the top edge but the content can be printed as completely and clearly visible.

The format can be selected in the tab *Labels* . Here many label brands are incorporated so that most other settings in the tab *Format* are not necessary.

Note	In versions 3.4.x to 3.5.2, due to a change in the basic settings in the label wizard, display errors occurred when the labels were the same width as the page width. Under these conditions, the last label simply slides down one line. In version 3.5.3 page settings were added in the *Format* tab.



The *Format* tab allows you to set the label size accurately. The settings are only significant when the make and type of the labels is not known. It is noteworthy that, to print labels 7.00 cm wide, you need a page width a little bigger than 3*7.00 cm = 21.00 cm. Only then will three labels be printed in a row on the page.



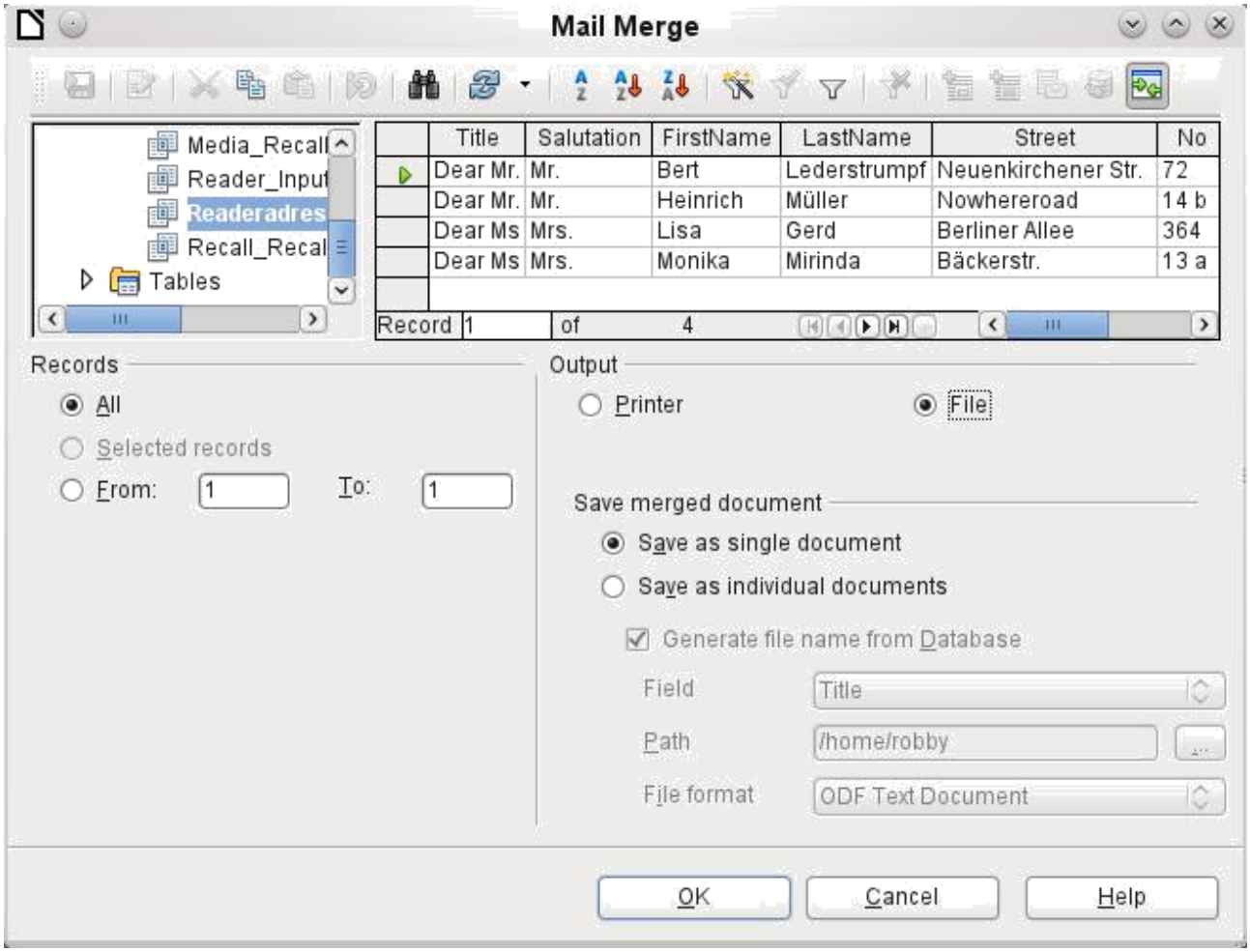
Under the *Options* tab you can specify whether only a single label or a whole page of labels will be produced. The page will then be filled with data from successive records of the database, beginning with the first record. If there are more records than will fit on the page, the next page will automatically be filled with the next set of records.

The *Synchronize contents* checkbox links all the labels together so that subsequent changes in layout of any label will be applied to all the others. To transfer the edited content, just use the included button labelled *Synchronize*, which appears during label production if you have selected this checkbox.

Finally the **New Document** button is used to create a document containing the selected fields.

When you initiate the printing process, the following question appears:

Choose **Yes** to fill the address database fields with the corresponding content.



The source of the data for the label printing is not found automatically; only the database is pre-selected. The actual query must be specified by the user, because in this case we are not dealing with a table.

When the query is selected and the corresponding records chosen (in this case *All*), the printing can begin. It is advisable, especially for the first tests, to choose *Output* to a *File*, which will save the labels as a document. The option to save in several documents is not appropriate for label printing but rather for letters to different recipients which can then be worked on subsequently.

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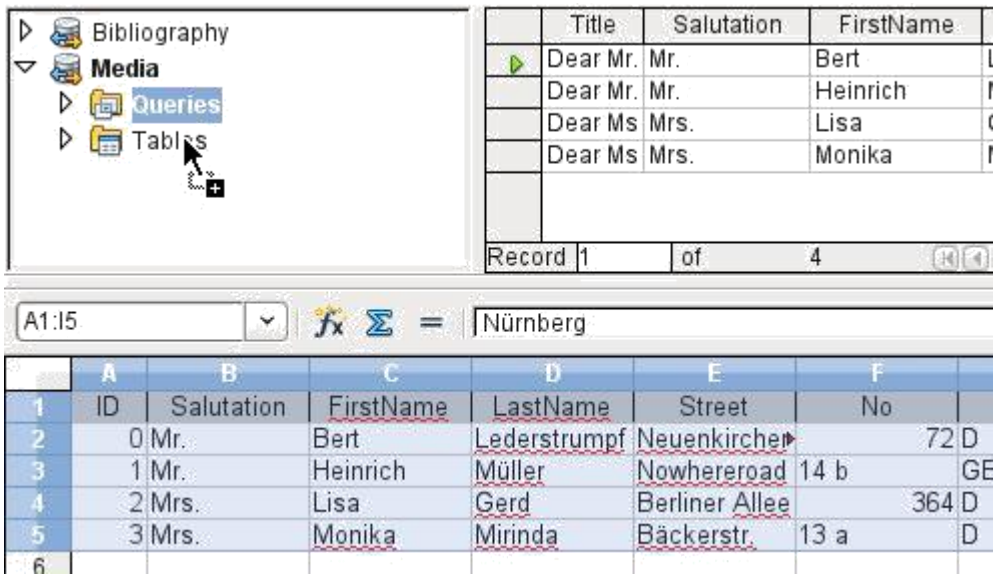
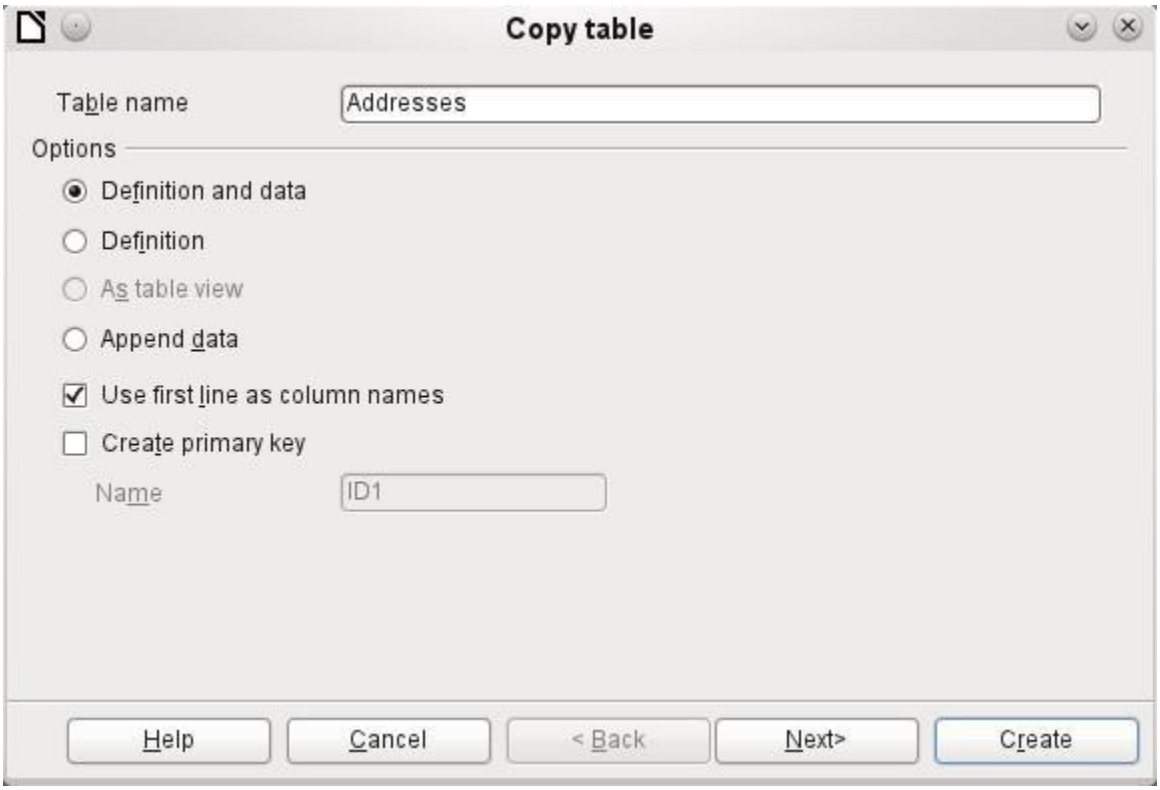
Exporting data from Calc into a database

Select the data in the Calc worksheet. Hold the left mouse button down and drag the data that you want to turn into a database into the table area of the database browser.



The cursor changes its appearance, showing that something can be inserted.

The *Copy Table* dialog appears. In the above case a new table is created. The table name is "Names". *Definition and Data* are to be transferred. The first line contains the column headers.



At this point you can create a new additional field for a primary key. The name of this database field must not be one that already exists as a column header in the Calc sheet. Otherwise you get the error message:

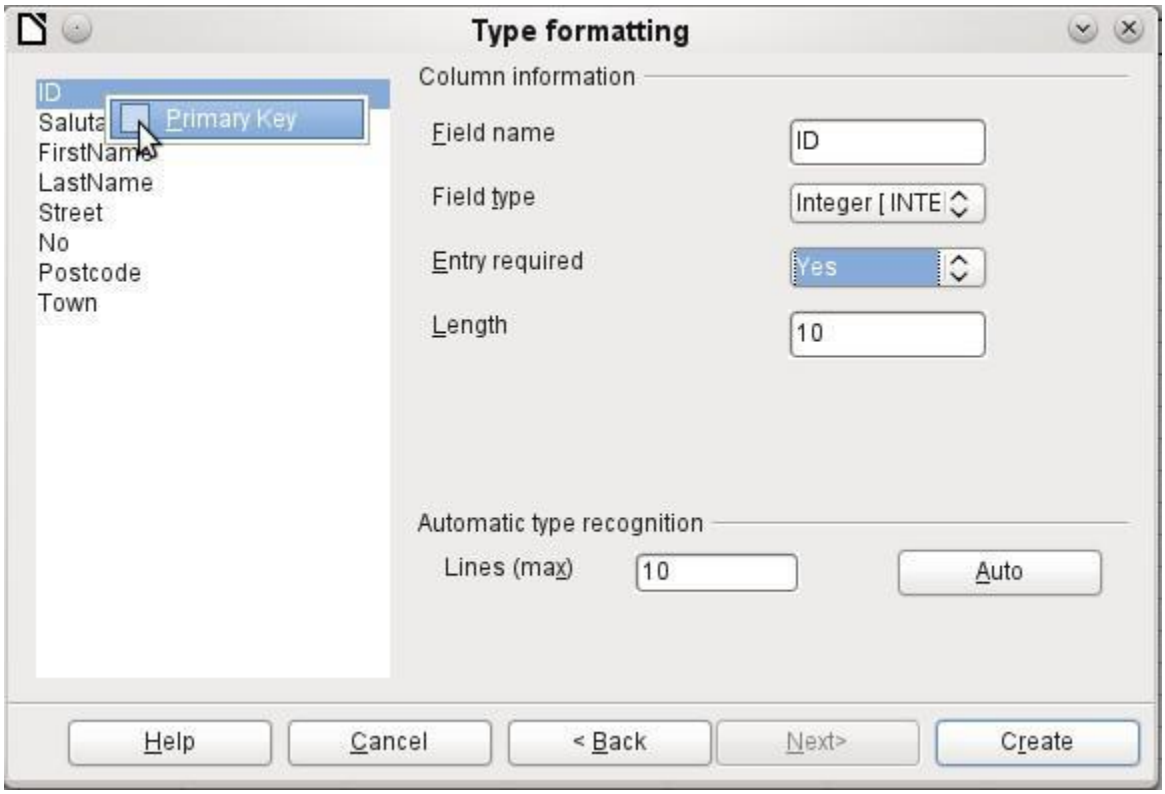
The following fields are already set as primary key: ID

Unfortunately this message does not describe the problem quite correctly.

If you want an existing field to be used as the key, do *not* check the *Create primary key* box. In such cases the primary key is set using the third dialog in the Wizard.

The appropriate fields are selected.

The formatting of the columns needs to be checked, especially for numeric fields. Other fields should also be checked for size. It just so happens that the test table contains only first names with a maximum length of 10 characters, so that it can become a field of type *Varchar* with a length of 10 characters.



Here the ID field, which is to be the primary key, is formatted. The primary key must be set by using the context menu of its field name, in cases where it has not been created by the Wizard in the *Copy Table* dialog as an additional field. After you click the *Finish* button, the table is created.

The new primary key is not an *Auto-Value* key. To create such a key, you must open the database for editing. There you can carry out further formatting of the table.

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