

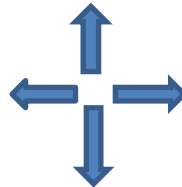
Q. Steps of Mail Merge.

Ans. Steps are as follows:

1. In Open Office Writer, write a letter.
2. Click TOOLS → MAIL MERGE WIZARD → Use the current document is clicked → Click NEXT.
3. Letter is clicked → Click NEXT.
4. Click Select Address List (right to first point).
5. Click on Create → Click Customize → Click DELETE button of customize button again and again till all fields get deleted.
6. Click ADD button.
7. Type Element name and click on ADD button next to it.
8. Likewise add fields in address list elements(use up arrow key to change the position in address list elements if you want) → Click OK button.
9. Type address information one by one (by clicking on NEW) and click OK.
10. Give filename (eg. Datasource1) and click SAVE button and click OK button.

FIRST POINT IS COMPLETE TO CREATE THE ADDRESS BLOCK.

11. Click on MORE button in second point under INSERT ADDRESS BLOCK.
12. Click on NEW button to create your address block.
13. Select the fields from Address elements by clicking on → arrow and then select the placement by clicking on arrows accordingly and



click OK button.

14. Make sure your pattern should be selected and again click on OK button.
15. Now click on MATCH FIELDS button under third point (in Insert Address block steps)
16. Assign the fields from your data source to match the address elements and click OK.
17. Click NEXT. Uncheck the salutation box and click NEXT.
18. Check the format, click on NEXT button.
19. Click on EDIT DOCUMENT button. Adjust the position and content.
20. Click on RETURN TO MAIL MERGE WIZARD.
21. Once you have done editing, click on NEXT button. Click on NEXT again.
22. Click SAVE STARTING DOCUMENT button.
23. Give name and select location of the file and click SAVE button.
24. Click FINISH button.