How to Use Mail Merge on LibreOffice Writer

Mail merge is a useful feature of LibreOffice Writer to create mass mailings. Writer's mail merge provides features to create and print multiple copies of one item (such as return address labels, promotional stickers, or t-shirt transfers) or to produce copies that include variable information (for example names, addresses, and amounts due):

●Form letters (a document to send to a list of recipients)

●Mailing labels, labels for physical file folders, and similar purposes

●Envelopes

मेल मर्ज बड़े पैमाने पर मेलिंग बनाने के लिए लिब्रे ऑफिस राइटर की एक उपयोगी विशेषता है। राइटर का मेल मर्ज एक आइटम (जैसे रिटर्न एड्रेस लेबल्स, प्रमोशनल स्टिकर्स, या टी-शर्ट ट्रांसफर) की कई प्रतियां बनाने और प्रिंट करने के लिए या वेरिएबल जानकारी (उदाहरण के लिए नाम, पते और देय राशि) वाली प्रतियां तैयार करने के लिए सुविधाएँ प्रदान करता है:

• प्रपत्र पत्र (प्राप्तकर्ताओं की सूची में भेजने के लिए एक दस्तावेज़)

• मेलिंग लेबल, भौतिक फ़ाइल फ़ोल्डरों के लिए लेबल, और इसी तरह के उद्देश्य

• लिफाफा

Steps:
1)Create a Letter Template.
2)Now go to Tools Menu -> Mail Merge Wizard
3)Now in Mail Merge Wizard Dialog Box Select Starting Document where you want to apply Mail Merge
4)Click next.
5)Select Document type: letter or email
6)Insert Address Block , create address list then add it ,from select an address list
7)insert address block then click next
8)Create Salutation ,click next
9)Adjust Layout , set the layout where you want to position your address block and salutation then click finish.
10)Now Mail Merge is Finished , click on edit individual document to get the same template with all the data value present in the address list.

Macro in Libre Office:

A macro is a saved sequence of commands or keystrokes that are stored for later use. An example of a simple macro is one that "types" your address. The LibreOffice macro language is very flexible, allowing automation of both simple and complex tasks. Macros are very useful when you have to repeat the same task in the same way over and over again.

मैक्रो कमांड या कीस्ट्रोक्स का एक सहेजा गया अनुक्रम है जो बाद में उपयोग के लिए संग्रहीत किया जाता है। एक साधारण मैक्रो का एक उदाहरण वह है जो आपका पता "टाइप" करता है। लिब्रे ऑफिस मैक्रो भाषा बहुत लचीली है, जिससे सरल और जटिल दोनों कार्यों के स्वचालन की अनुमति मिलती है। मैक्रोज़ बहुत उपयोगी होते हैं जब आपको एक ही कार्य को एक ही तरह से बार-बार दोहराना होता है।

LibreOffice macros are usually written in a language called LibreOffice Basic, sometimes abbreviated to Basic.

Steps to use Macro:
1)Go to Tools Menu then select Macro from the sublist select record macro.
2)Now a small window will appear asking to stop macro
3)Since, Macro recording is on apply all the styles and steps which you want to save .
4)After applying all the steps click on stop recording in the small window which appear
5)Now a Libre Office Basic dialog box will open in it give give Macro that you record a name and click on save.
6)Inorder to use that macro you recorded select the text on which you want to run the macro then go to Tools Menu click on Macro then this time click on run macro.
7)A macro selector dialog box will appear from the dialog box select the macro you have created and click run.
8)Macro is successfully applied on the selected text.


Clone Formatting:

Clear direct formatting

Direct formatting refers to the formatting you apply manually in a text. Later in this course you will learn how to apply formating using **styles** which is the recommended method.

When you need to **clear** all formatting and start over, select the text and click the I_x icon on the Formatting toolbar. This is will set all formatting to the default values.

Clone Formatting

You can quickly copy or clone a set of formatting commands that has been applied to a text to another using the Clone Formatting ![tool] tool.

   1.Click anywhere inside the source text

   2.Click on the Clone Formatting ![button] button, or double click to make multiple clones

   3.Click or drag with the clone brush to the destination text to clone the source formatting
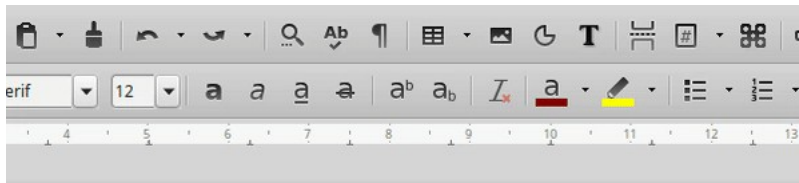
…s behind him. That didn't bode well. Who could be followi…
…t part of town?

…ar moment, just after he pulled off the big time and was ma…

Steps to enter Hyperlink in Libre Office writer:
1)Place your cursor where you want to insert Hyperlink
2)use shortcut Ctrl+K or go to Insert Menu then select hyperlink
3)A hyperlink dialog box will appear , type the url and enter text which you want to create as a hyperlink.
4)Click on apply then click on ok .
5)Hyperlink inserted successfully.

Endnote and Footnote:

BASIS FOR COMPARISON	FOOTNOTE	ENDNOTE
Meaning	Footnote refers to the supplemental piece of information, published at the bottom of the page.	Endnote implies a note printed at the end of the book or a particular section of the book.
Position	Bottom of the page	End of the document or book or chapter
Contains	An abbreviated addition of an in-text excerpt.	Details of the reference quoted.

Steps to Add Endnote and Footnote:

1)Select the text whose note you want to write in your document.

2)Click on Insert Menu then go to Footnote and Endnote option from the list which appear select which ever you want to insert .

3)The Text which you selected a number will appear by it .

4)And if you selected footnote then that same number will appear at the bottom of the current page asking to add notes about the selected text.

5)if it is endnote then the number will appear at the last page of the document asking to add notes about the selected text.

6)You have successfully inserted foornote and endnote in your document.