

## 1 **The Miracle of Mail-Merge**

How it do it with Open Office, MS Office & Works

## 2 **What We Will Cover**

- Download and Install Open Office
- Set up a *Name/Address* Data Base
- Prepare a letter with *Fields* inserted
- Merge the *Names* into the letter
- Prepare a mailing label sheet/s inserting names & addresses
- Show how with MS Office & Works

## 3 **The Anatomy of a Data Base**

Tables

## 4 **Download and Install OO**

- If you're not sure and want more info, <http://www.openoffice.org/>
- To simply download and install. <http://download.openoffice.org/>
- If you have trouble, see:

<http://www.smartcomputing.com/editorial/article.asp?article=articles%2F2009%2Fs2010%2F33s10%2F33s10.asp>

## 5 **Make an Address Data Base**

- Open OO – Database
- Click *Create a new... & Next*
- Select *Yes, register... & Open the.../Finish* & Save where you can find it
- Select *Table & Use wizard...*
  - Select *Personal & Addresses & Fields* & arrange in proper sequence & *Finish*
- At this point you could fill in the *Table*

## 6 **Make a Data Entry Form**

- Select *Forms & Use wizard... & set Fields*
- Select # 5, then *Arrangement & Next*
- In #6 select only:
  - *The form is to display all data & Next*
- Select *Style* & in # 8 Give it a name, check *Work with the form & Finish*
- Enter Data

## 7 **Prepare Document for Merge**

- Where you wish to place a field:
  - *Insert/Fields/Other/Mail merge fields*
  - Work down the +’s to *FirstName & Insert*
- Go *Tools/Mail Merge Wizard*
  - *Use current document*
  - *#2 Letter & skip to # 6*
  - *#7 and you are now merged*
  - *#8 Print and save*

## 8 **Prepare Mailing Labels**

- Text Document – *File/New/Labels*
- Select *Data Base & Table* & move fields to *Label text box*

- In *Format* select *Sheet, Brand & Type*
- Click *New document* & wait
- *Control+Print* and advisory appears
  - *Your document contains address fields. Do you want to print a form letter?* Say Yes
- Proceed with printing

9  **Using MS Office/Word 2007-Letter**

- Mailings tab – select *Start Mail Merge* & then *Letters*
- Click *Select Recipients & Type New List*
- Click *Customize*, delete unwanted columns Click OK & enter Data & OK
- Type Letter and insert Field/s
- Click *Finish & Merge* & Print letters

10  **Using MS Office/Word 2007-Labels**

- Mailings tab – select *Start Mail Merge* & then *Labels*
- Click *Select Recipients & Use Existing List*
- Tab – *Insert Merge Fields* & select and format the label
- Click *Update Labels & Preview Results*
- Click *Finish and Merge & Print Documents*

11  **Using MS Office/Word 2003 - Letter**

- Open Word - Go to: *Tools/Letters & Mailings/Mail Merge* & select-*Letters* then *Next & Use the current*
- *Select Recipients* & Type new list & create
- Click *Customize* & delete unwanted fields
- Enter your data and close/OK
- Write your letter, insert field/s using *More items*
- Preview then *Complete the merge & Print*

12  **Using MS Office/Word 2003 - Labels**

- Go to – *Tools/ Letters & Mailings/Mail Merge* Click *Labels & Options*
- Choose *Label product & Select Recipients – Use existing & browse*
- *Arrange your labels & More items*
- *Insert fields & Update all labels*
- *Preview your labels & Complete the merge*
- *Print*

13  **Using MS Works – Letter & Labels**

- For some years, the word processor in MS Works is MS Word. If your version has Word, use the procedure given for Word 2003.
- If this is not your case, use the Data Base program to construct an address DB similar to the foregoing and follow MS procedure: <http://support.microsoft.com/kb/832797>

14  **Summary**

- Regardless of Program
- Associate a DB with a letter or label sheet
- Build a DB table or use an existing one
- Write a letter and insert the desired field/s in the appropriate places
- Merge and Print
- For Labels – select type and set up first label using fields. Update all labels, merge and print