

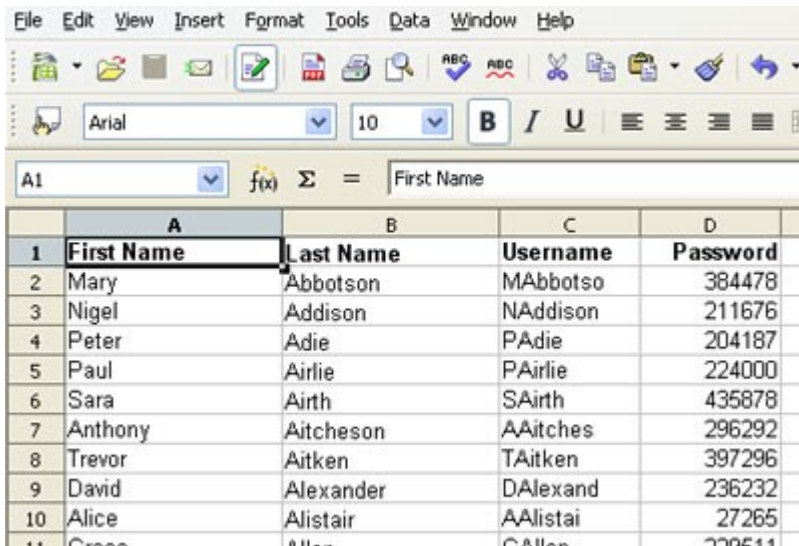
## OpenOffice – Label Merge

This tutorial is based on a document mail-merge tutorial by Steph at <http://openoffice.ozlady.com/2007/10/15/mail-merge-without-the-address-block/> which I found extremely useful.

This is a simple way to do mail merging to labels in OpenOffice v.2.0 or v3.0

### STEP 1: The Data Source

Have a spreadsheet (either MS Excel or OpenOffice Calc) with the data ready. You can use other data sources, however for the sake of this exercise, we will use a spreadsheet.

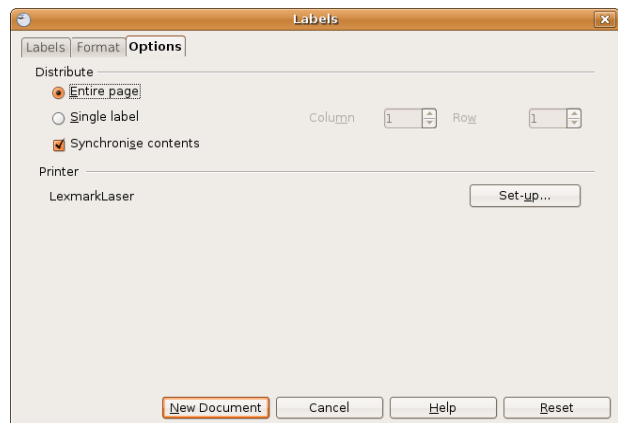
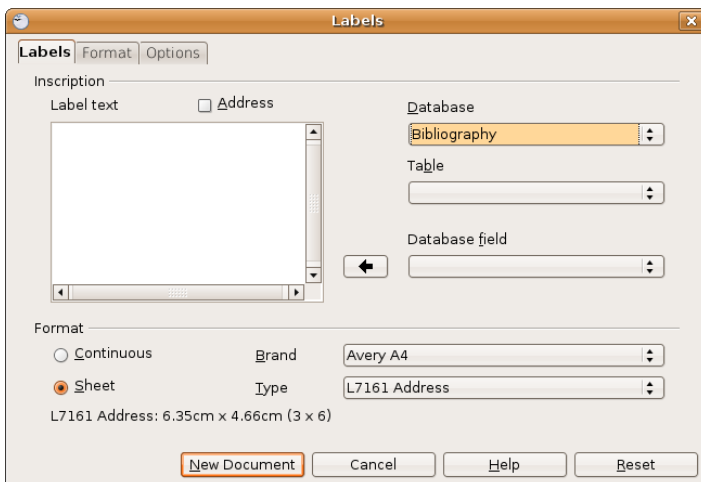


	A	B	C	D
1	First Name	Last Name	Username	Password
2	Mary	Abbotson	MAbbotso	384478
3	Nigel	Addison	NAddison	211676
4	Peter	Adie	PAdie	204187
5	Paul	Airlie	PAirlie	224000
6	Sara	Airth	SAirth	435878
7	Anthony	Aitcheson	AAitches	296292
8	Trevor	Aitken	TAitken	397296
9	David	Alexander	DAlexand	236232
10	Alice	Alistair	AAlistai	27265

### STEP 2: Set up the Label document

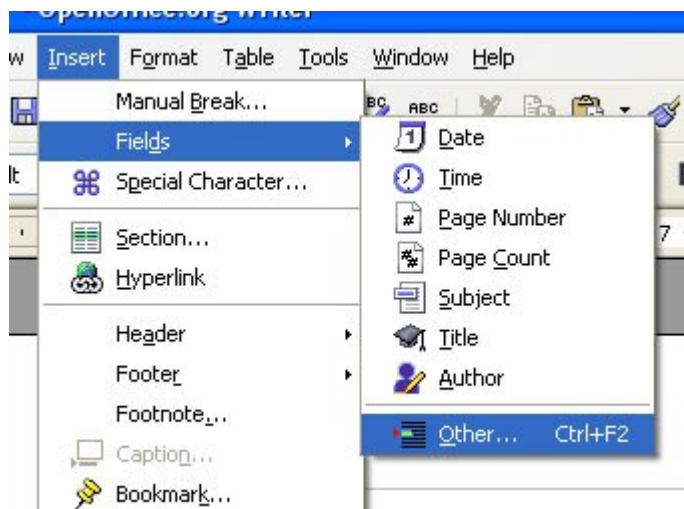
This is the document which you will be using as the basis for the merge. Select File, New, then Labels. Choose the appropriate brand and size of address label in the dialog box. Ignore the Database and Table fields.

Then (IMPORTANT) click the Options tab and make sure you tick the box labelled “Synchronise contents”. Then click the New Document button. You should see a small floating toolbar called “Synchronise Labels” which we will use in a later step of the process.

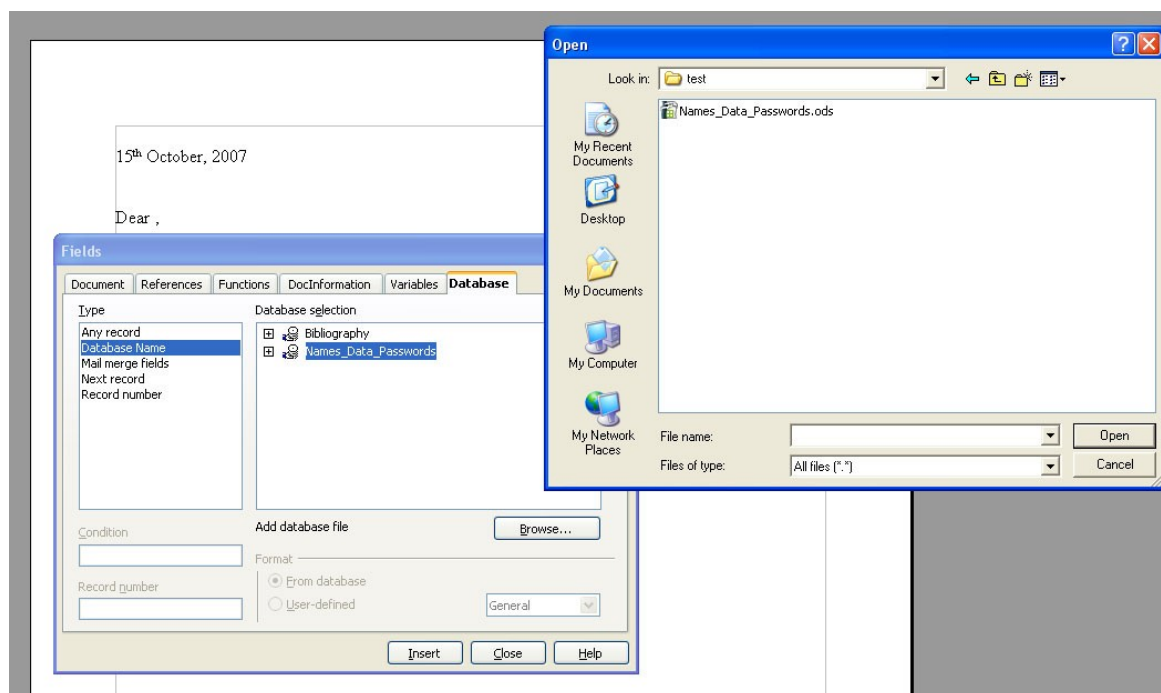


### STEP 3 - Connect the data source

Click on Insert → Field → Other...

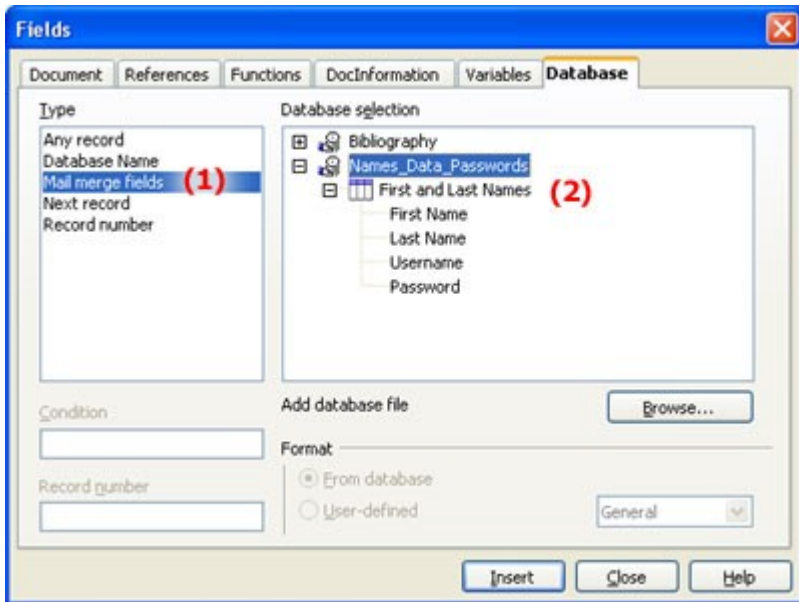


Then click on the Database Tab, and then click on the 'Browse' button and select the spreadsheet you wish to use as your data source.



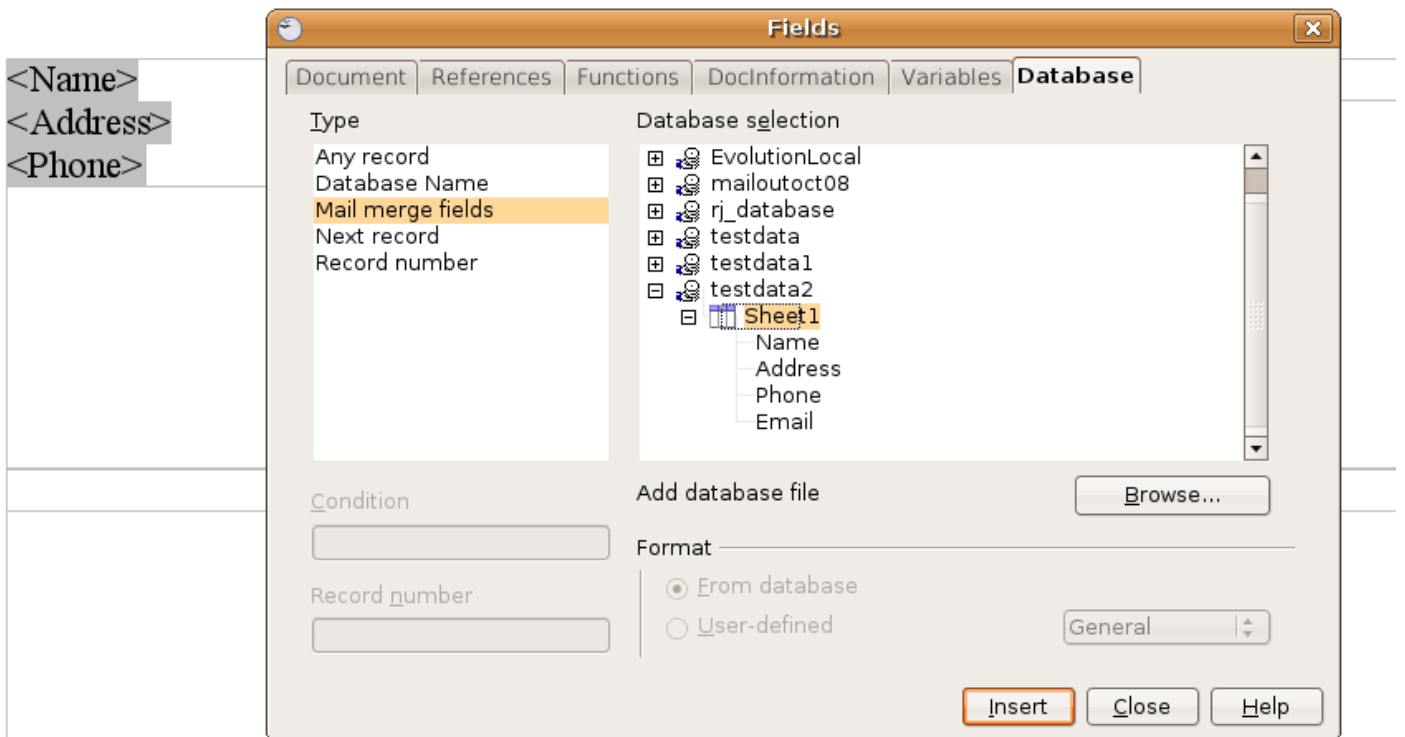
This will add the data source to the list.

**STEP 4: Insert the fields from the data source in to your label document.**



(1) Select 'Mail Merge Fields' (see picture above)

(2) Then in the right hand pane, click on the '+' sign next to the spreadsheet name, and the sheet name, until you can see the heading names from your data source.



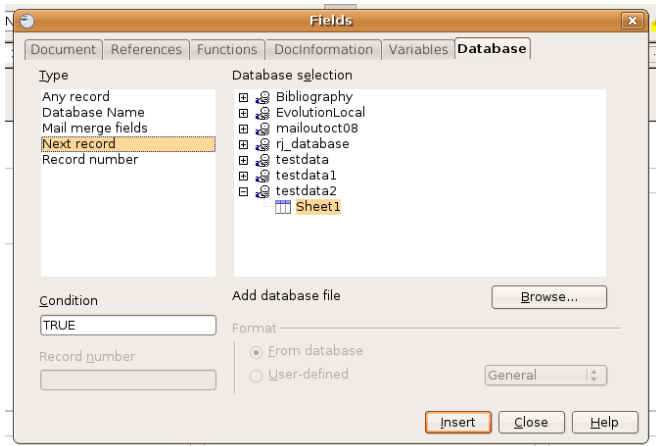
(3) Click on the name of the field you want to insert into the first label space of the document

(4) Click on the first label space in the document where you want the field to appear

(5) Click on Insert

*Repeat items 3, 4 & 5 from this step until you have added all the fields to your document.*

6. **IMPORTANT:** You now need to add one extra field – called Next Record – at the end of the first label cell. If you don't add the Next Record you'll get a whole page of the same label.

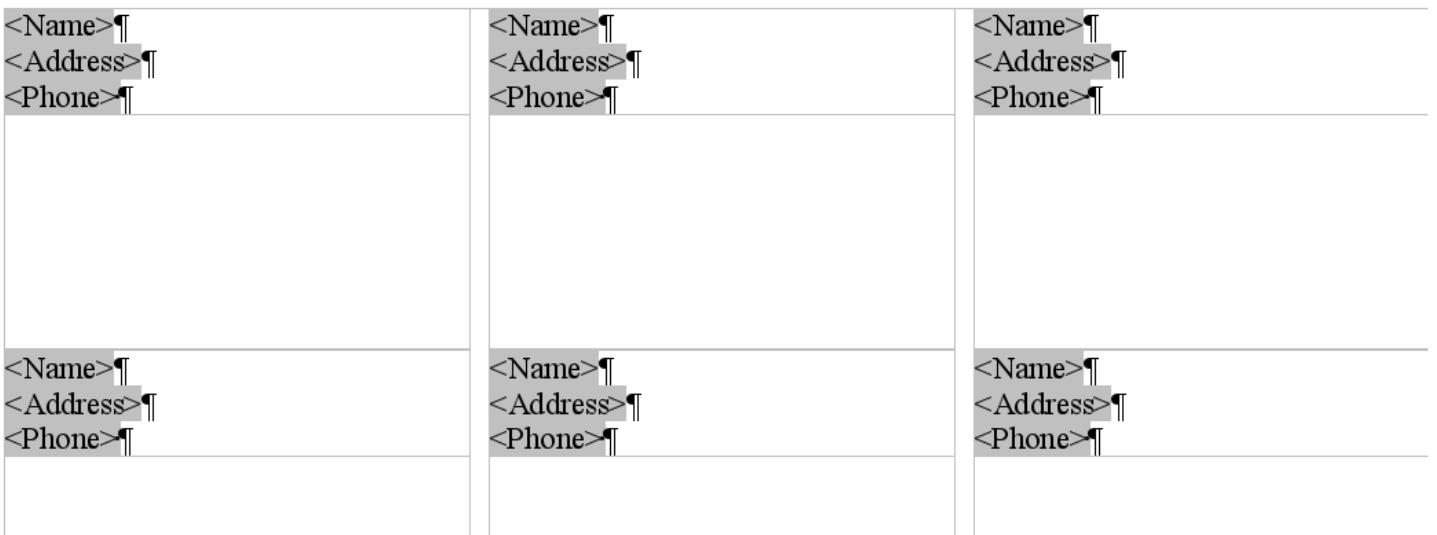


7. When you have inserted all the fields in the first label, including the Next Record field, close the insert fields box (click on 'Close'),



8. On the floating toolbar, click the "Synchronise Labels" button.

and you should then be able to see the fields in each label of your document, something like the screen shot below:

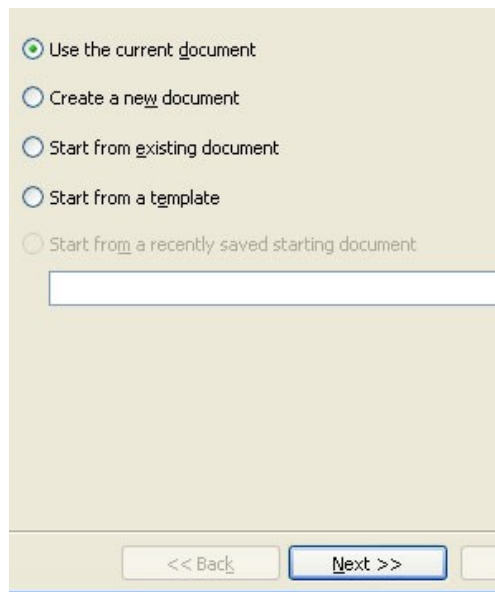


Now you are ready to merge.

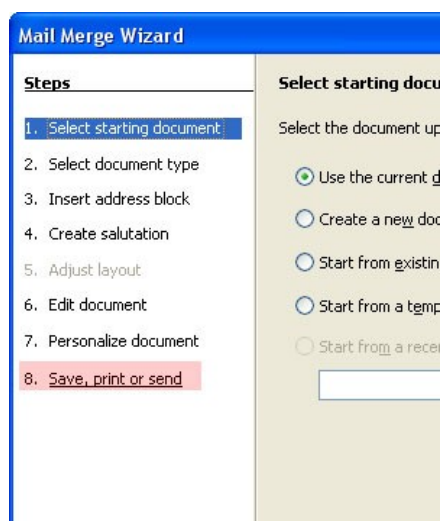
## STEP 5: Perform the Merge

Select Tools → Mail Merge Wizard

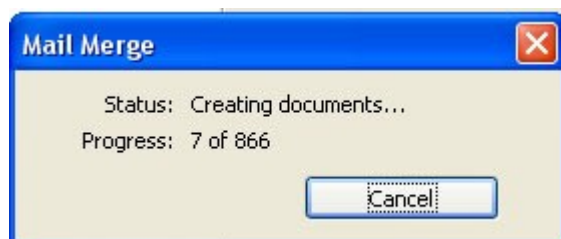
When the wizard window pops up, select ‘Use the current document’



Then on the left side of the box, click on ‘Save, print or send’ (highlighted below).



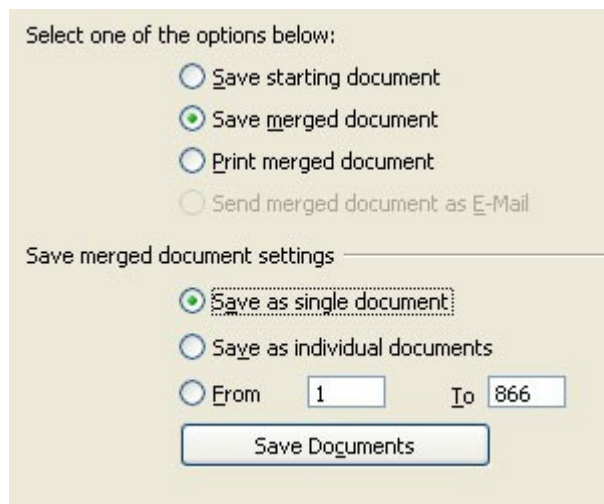
You will then get a window that states ‘creating documents...’



## Step 6: Saving and Printing the merged document(s)

Now save as one large document or just print - it's entirely up to you.

My usual tendency is to save the merged document as one document, that way I can do global replace or fiddle if I need to do anything prior to printing. Once finished I usually delete the merged document.



Select one of the options below:

- Save starting document
- Save merged document
- Print merged document
- Send merged document as E-Mail

Save merged document settings

- Save as single document
- Save as individual documents
- From  To

*A word of warning. If you save the document and close it, then re-open it you will get a dialog box that says "Update Links?". If so, always say NO, else it will overwrite every single label with the contents of the first record.*