*Figure 316: For a spreadsheet, do **not** click the Field Assignment button*

9) On the Data Source Title page (Figure 317), the name and location of the new database (.odb) is shown in the *Location* field. You can change this name or store the database file in a different location; deselect *Embed this address book definition into the current document*, then click **Browse** to choose the location and name the file.

    You can also change the name in the *Address book name* field. This is the registered name, which LibreOffice displays in data source listings. In our example, the name *Addresses* was used for both.
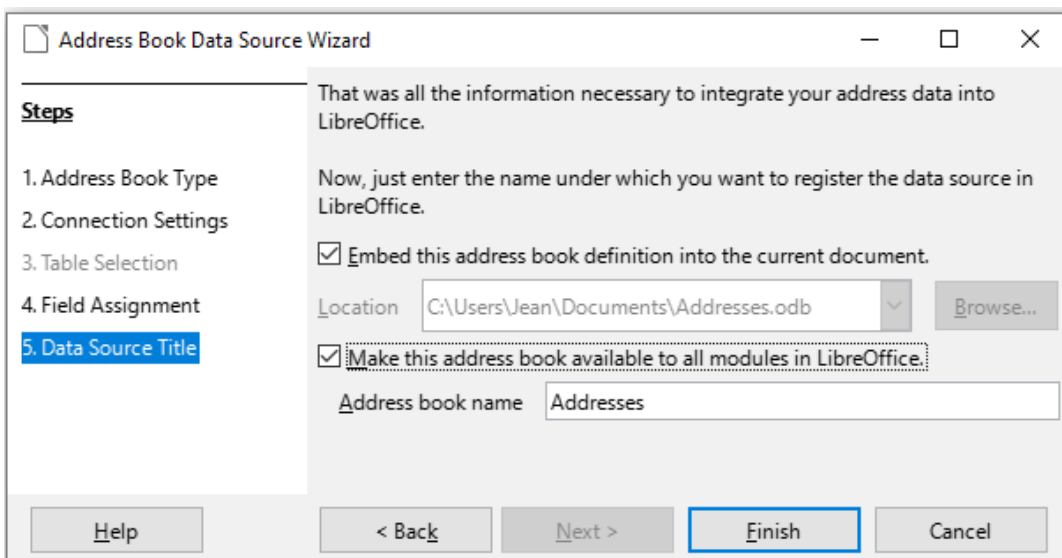

Figure 317: Name the file and the address book

10) Click **Finish**. The data source is now registered.

Creating a form letter

You can create a form letter manually—the simplest and most comprehensive method, which is described here—or you can use the Mail Merge wizard starting on page 309.

1) Create a new Writer document (**File > New > Text Document**) or open an existing form letter with **File > Open**.

2) Display the registered data sources: **View > Data Sources** (or press *Shift+Ctrl+F4*).