

What is mail merge?

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

Variable data is typically derived from a data source, as discussed below. If all output is to be the same (for example, return address labels), the merge can use manually entered text or images.

This chapter describes the mail merge process. The steps include:

- 1) Create and register a data source.
- 2) Create and print form letters, mailing labels, and envelopes.
- 3) Optionally, save the output in an editable file instead of printing it directly.

Creating and registering an address data source

An address data source is a database containing the name and address records from which mailing labels and envelopes can be derived. LibreOffice can create the database from spreadsheets, text files including Writer documents, and databases such as MySQL. If the information to be used in the mail merge is currently in a format that LibreOffice cannot access directly, you need to convert it, for example by exporting to a comma-separated values (CSV) file.

For a data source to be directly accessible from within a Writer document, it must be registered. You need to do this only once.

- 1) From within a Writer document, or from the LibreOffice Start Center, choose **File > Wizards > Address Data Source**.
- 2) The choices on the first page of the wizard (Figure 312) vary with your operating system. Select the appropriate type of external address book. For a spreadsheet, it is **Other external data source**. Depending on your choice, the list of steps on the left may change. Click **Next**.

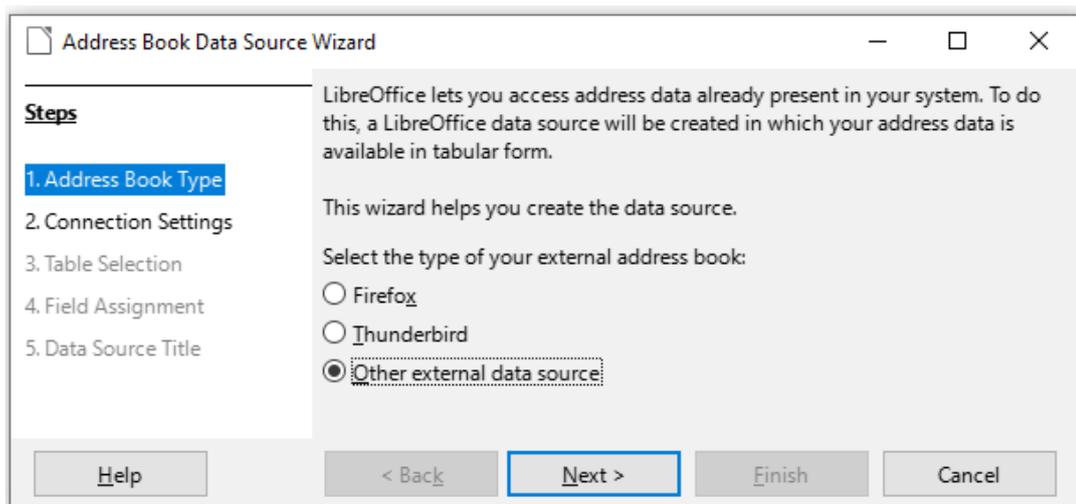


Figure 312: Select type of external address book