



Figure 337: Adjust layout

You now have a Writer document into which you can type the contents of the letter. To merge the fields and print the letters, choose **File > Print** on the Menu bar. A message pops up, asking if you want to print a form letter. Click **Yes**.

The Mail Merge dialog (Figure 321) is now displayed, where you can optionally select records to include or exclude (in the top section) and, in the *Output* section, choose to print the letters immediately (**Printer**) or save them (**File**) for further editing or printing at a later time.

If you choose **File**, you can then choose whether to save the output as a single document (containing all of the letters) or save the letters as individual documents, and you can specify the name, location, and format of the files. Click **OK** to save the letters. You can now open the letters and edit them individually as you would edit any other document.