

Selecting the data source (address list)

- 1) If the current address list, identified beneath the **Select Different Address List** button in section 1 (Figure 330), is not the one you wish to use, click the button to open the Select Address List dialog (Figure 331) for choosing a data source.

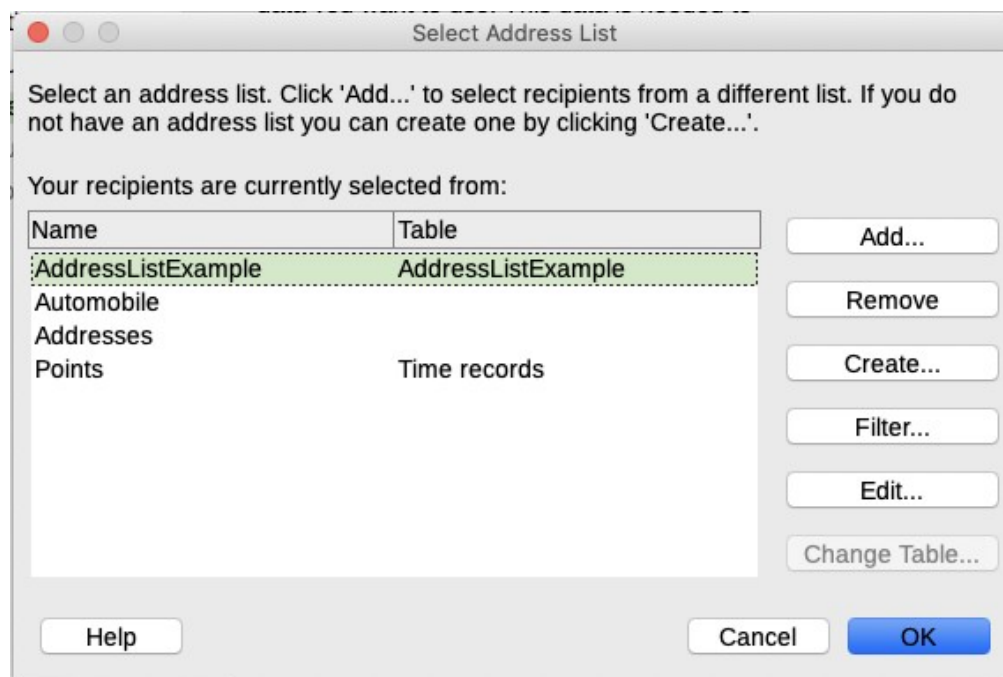


Figure 331: Select address list dialog

If you have not already created the address list, you may click **Create** to do so now. This step will allow you to create a .csv (Comma Separated Values) file with a new list of address records. If you have an address list that is not registered in LibreOffice, but which you wish to use, click **Add** and select the file from the location in which it is saved.

In each of these cases a new data source (.odb file) will be created and registered.

- 2) Select the address list and click **OK** to return to the Insert Address Block dialog. We retain Addresses as our address book for this example. The wizard can also exclude certain records; click **Filter** to choose them.

Selecting and optionally editing the address block

- 1) In section 2 (Figure 330), select the address block to appear on the letter, define its appearance, and choose the fields it contains. The main page gives two choices. Click **More** to open the Select Address Block dialog for more choices.
- 2) The Select Address Block dialog (Figure 332) displays the original two blocks plus other choices for the format of the address block (you may need to scroll down to see all of the choices). You can also optionally include or exclude the country (for example, only include the country if it is not England) in the *Address Block Settings* section. The formats provided are relatively common, but they might not exactly match your preference. If this is the case, select the address block that is closest to what you want and click **Edit**, which opens the Edit Address Block dialog.
- 3) In the Edit Address Block dialog (Figure 333), you can add or delete address elements using the arrow buttons between the boxes. To move elements around, use the arrow buttons on the right. For example, to add an extra space between the first and the last names in Figure 333, click <Last Name> and then click the **Move right** arrow button on the right-hand side.