

# Labels and mail-merge

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# Labels

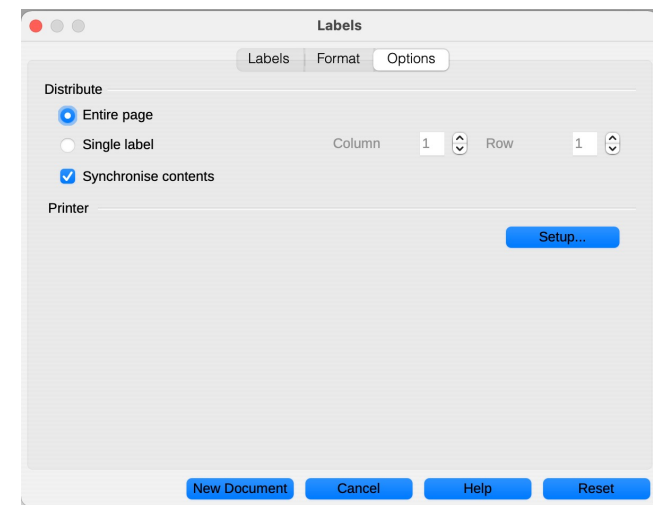
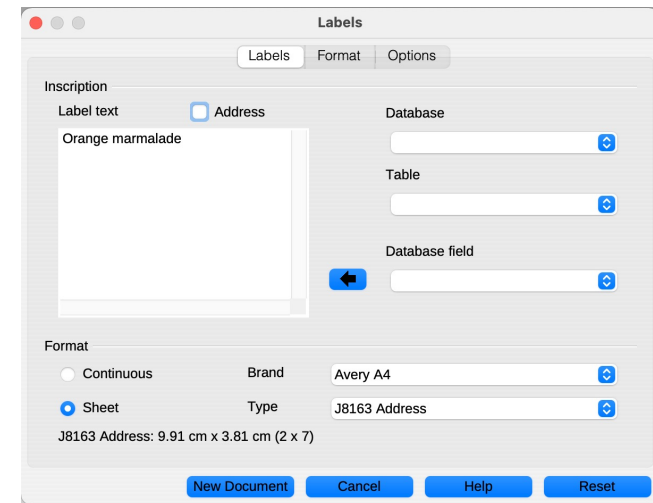
## Before you start

- Before you start you will need to know the make and model of your labels, or the size. Here are the standard sizes for A4 rectangular labels;

No per sheet	Size	No per sheet	Size
1	210mm x 297mm	21	63.5mm x 38.1mm
4	99.1mm x 139mm	40	45.7mm x 25.4mm
8	99.1mm x 67.7mm	65	38.1mm x 21.2mm
12	63.5mm x 72mm	84	46mm x 11.1mm
14	99.1mm x 38.1mm		

# How to create a page of labels

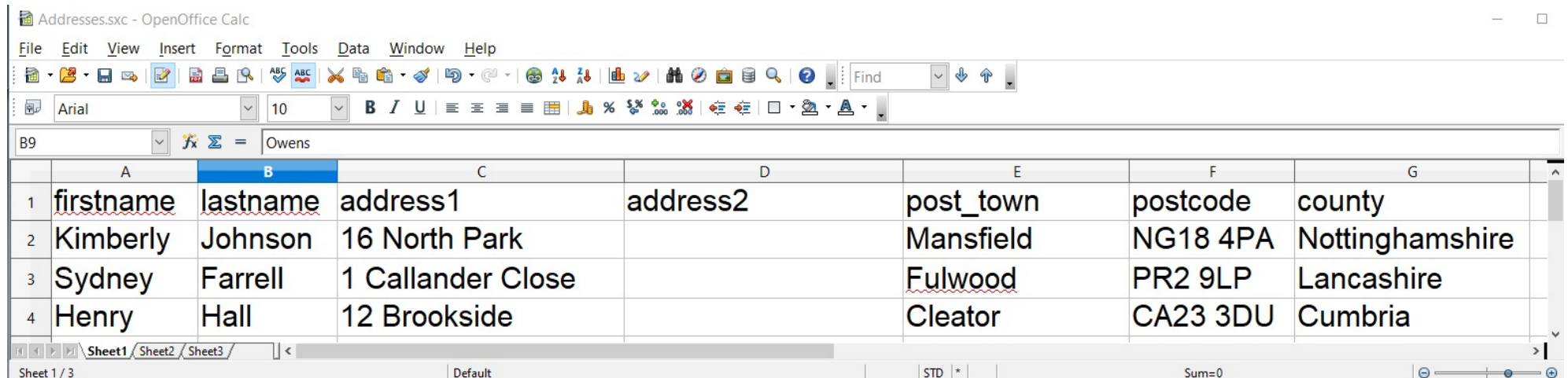
- Open OpenOffice Writer
- Select File>new>labels (e.g. Avery J8163)
- Chose your label brand and type and select sheet
- Type in the label text
- Go to the options tab and select Entire page and Synchronise contents
- Click on New Document
- Edit and format the top left label, then click on Synchronise labels
- Save the document and print it.



# Mail-merge labels

# What is mail-merge?

- Mail-merge fills values in a starter document with names addresses or other data from a database or list. For example to produce a page of address labels or a standard letter to many recipients.
- The simplest database starts with a spreadsheet with the names of the fields in the first row.



The screenshot shows an OpenOffice Calc spreadsheet titled 'Addresses.sxc'. The spreadsheet contains a table with 7 columns and 4 rows of data. The first row contains field names: 'firstname', 'lastname', 'address1', 'address2', 'post\_town', 'postcode', and 'county'. The following three rows contain sample data for Kimberly Johnson, Sydney Farrell, and Henry Hall.

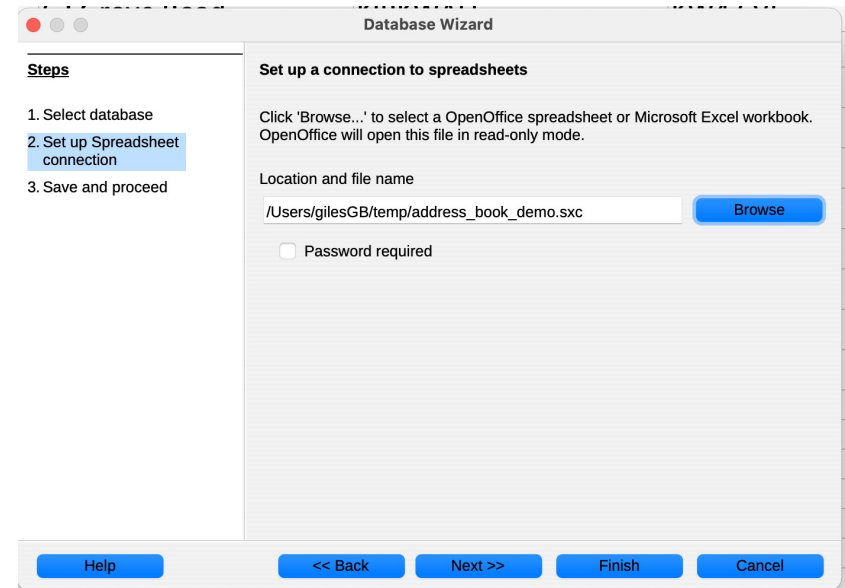
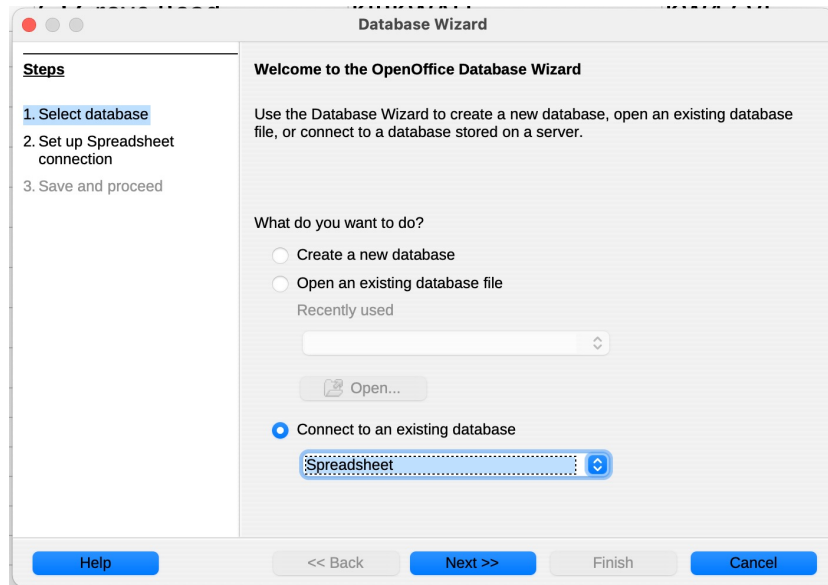
	A	B	C	D	E	F	G
1	<u>firstname</u>	<u>lastname</u>	address1	address2	post_town	postcode	county
2	Kimberly	Johnson	16 North Park		Mansfield	NG18 4PA	Nottinghamshire
3	Sydney	Farrell	1 Callander Close		<u>Fulwood</u>	PR2 9LP	Lancashire
4	Henry	Hall	12 Brookside		Cleator	CA23 3DU	Cumbria

## Preparing the data source - 1

	A	B	C	D	E
1	<b>First_name</b>	<b>Last_name</b>	<b>Address_1</b>	<b>Address_2</b>	<b>Postcode</b>
2	Gabby	Cass	62 Grove Road	KIRKWALL	KW4 6VF

- Create a spreadsheet with the field names as the first row
  - Do not include spaces in fieldnames, use \_ instead to make them more readable
  - Do not start them with a number e.g. instead of 1address use address\_1
  - Rename the sheet from Sheet1 to something more useful (optional)
  - Save the file as a .sxc format, there is an example here;  
[https://godartbrowncom.ipage.com/MCC/docs/examples/OpenOffice/address\\_book\\_demo.sxc](https://godartbrowncom.ipage.com/MCC/docs/examples/OpenOffice/address_book_demo.sxc)

## Preparing the data source - 2

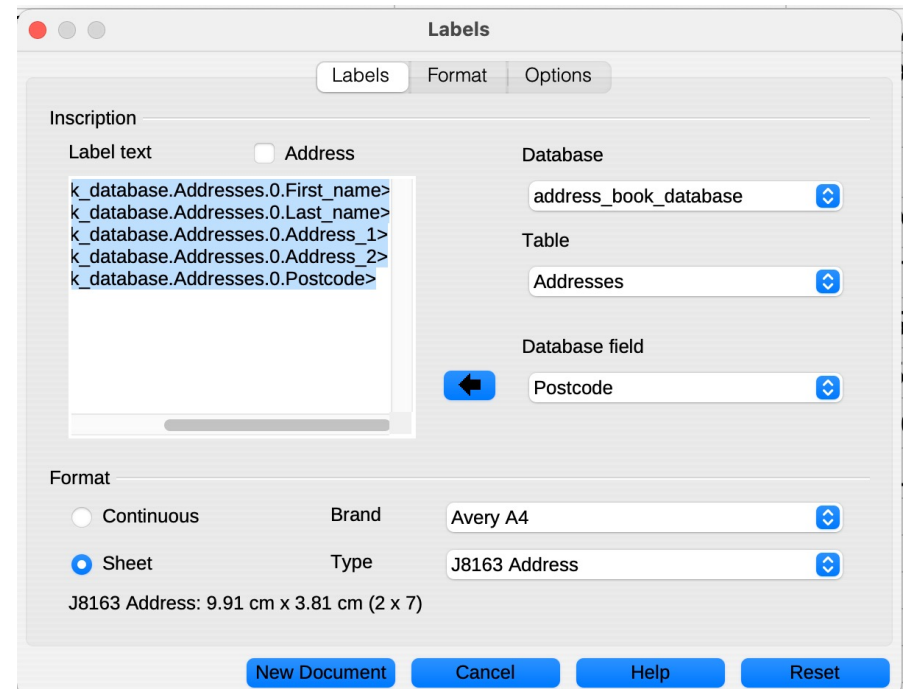


- Turn this into a database that the writer can use as a source
  - Stay in calc and do File>New database
  - Select connect to an existing database and chose spreadsheet
  - Click next and chose the name of the spreadsheet you just created, next and finish



# Merging the source into labels

- Open OpenOffice writer and select File->New->Labels
- On the Labels tab
  - Select the database you just created and the table name (the name of the workbook – default is Sheet1)
  - For each database field you want on the label, click the arrow to copy it over to the label text box, don't forget to add spaces, returns and other text
  - Check synchronise labels on the **Options** page as before
  - Click on New document
  - Then edit as before



Mail-merge letter

# Create a mail-merge letter - 1

There is a Mail-merge wizard, but OpenOffice does not recommend you use it, instead follow the steps below.

1. Prepare the database as before
2. Start to create your document with gaps for the fields you have in your database
3. Select View>Data sources and select the database and table you created earlier

	First_name	Last_name	Address_1	Address_2	Postcode
▶	Gabby	Cass	62 Grove Road	KIRKWALL	KW4 6VF
	Nathan	Mattie	67 Victoria Street	CANTERBURY	CT98 6XH
	Cary	Everette	87 Grange Road	YORK	YO16 9KP
	Ralph	Cassen	619 Manchester Road	BRIGHTON	BN29 9PT
	Kody	Kallah	41 New Street	TELFORD	TF66 7MG
	Alfred	Katie	50 Richmond Road	COLCHESTER	CO32 6TA

Record 1 of 10

1 2 3 4 5 6 7 8 9 10 11

Dear  
Thanks  
Giles

## Create a mail-merge letter - 2

4. Drag and drop the column headings to where you want them to appear on your letter

The screenshot shows a mail merge software interface. On the left, a tree view displays the 'address\_book\_database' with folders for 'Queries', 'Tables', and 'Bibliography'. The 'Tables' folder is expanded to show the 'Addresses' table. In the center, a data table is displayed with the following columns and rows:

	First_name	Last_name	Address_1	Address_2	Postcode
▶	Gabby	Cass	62 Grove Road	KIRKWALL	KW4 6VF
	Nathan	Mattie	67 Victoria Street	CANTERBURY	CT98 6XH
	Cary	Everette	87 Grange Road	YORK	YO16 9KP
	Ralph	Cassen	619 Manchester Road	BRIGHTON	BN29 9PT
	Kody	Kallah	41 New Street	TELFORD	TF66 7MG
	Alfred	Katie	50 Richmond Road	COLCHESTER	CO32 6TA

Below the table, it shows 'Record 1 of 10'. On the right, a letter template is shown with the following text:

<Address\_1>  
<Address\_2>  
<Postcode>  
  
Dear <First\_name> <Last\_name>  
Thanks  
Giles

## Create a mail-merge letter - 3

5. Select File>Print to either print the document or create a new document containing the merged information – you will see a warning that the document contains database fields, click Yes.
6. If you select file, you can create a single file containing all of the letters or one containing them all

