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;

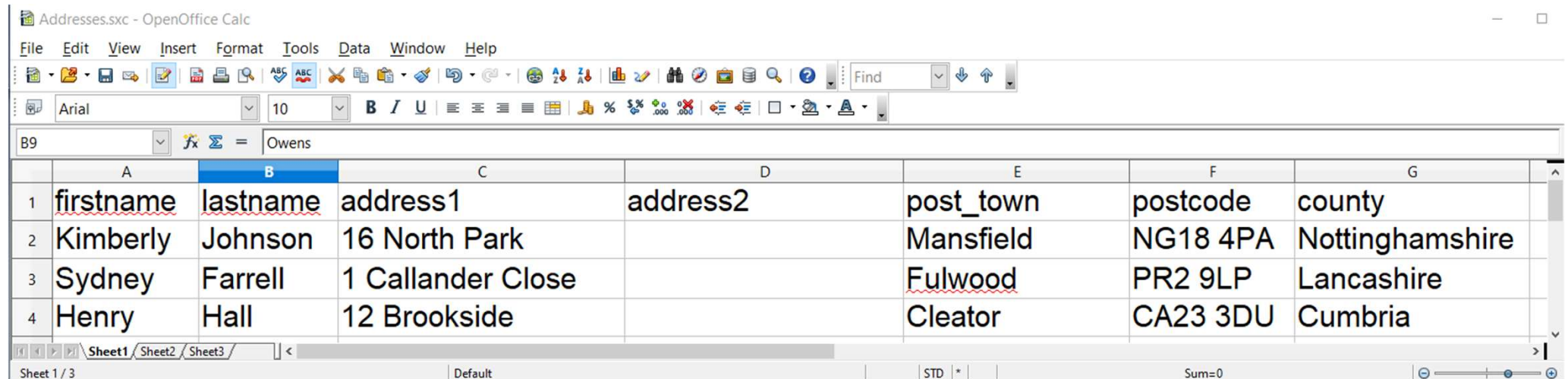| No per sheet	Size	No per sheet	Size
1	210mm x 297mm	21	63.5mm x 38.1mm
4	99.1mm x 139mm	40	45.7mm x 25.4mm
8	99.1mm x 67.7mm	65	38.1mm x 21.2mm
12	63.5mm x 72mm	84	46mm x 11.1mm
14	99.1mm x 38.1mm		

Open Office Writer create a page of labels

- Open OpenOffice Writer

- Select File>new>labels

- 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

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.

- The simplest database starts with a spreadsheet with the names of the fields in the first row.

A simple mail-merge letter – preparing the data source

- 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.
- 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

A simple mail-merge letter – creating the letter

- The easiest way is to use the wizard. Create a new Openoffice Writer document and write your letter with gaps where then data is to be inserted. Select tools Mail-merge wizard.
  - Select use existing document, next, letter and next
  - You will then be on the insert address block page.
    - First click on select address list and it will show you the name of the database you just created, select it and click OK
    - Make sure the 'This document must include an address block' is selected and that the left hand block has all the fields you want
    - Click on match fields and match the fieldnames in your database to the titles it presents and click OK
    - Check that the address data matches and click next
  - Click next and then adjust the address block and salutation position and click next
  - You can now preview and edit the document, click next on the personalise page
  - Save the starting document and the merged document, then finish
- You can then open these documents to edit them as you see fit

Mail-merge from scratch - labels

- Create your database as per the instructions for a mail merge letter above
- 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
  - Click on New document
- Edit the label starter page (e.g. change fonts and other layout)
- Run the mail-merge wizard as before to merge the starter with the addresses in your database, you can select next on all of the pages except the save merged document page where you should save the starter and the merged docs.