



DIGITAL DOCUMENTATION

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SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

Style: A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.

OpenOffice.org supports the following types of styles:

Page styles include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.

Paragraph styles control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.

Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.

Frame styles are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.

Numbering styles apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.


Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.

Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.

Presentation styles include attributes for font, indents, spacing, alignment, and tabs.

Applying styles

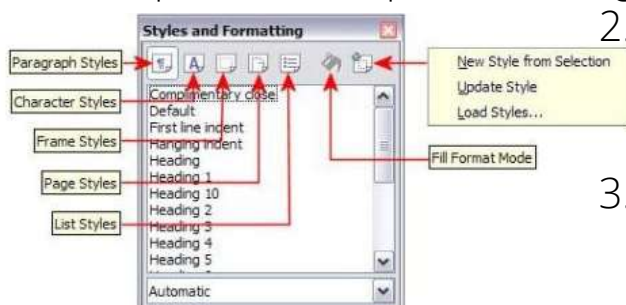
Using the Styles and Formatting window(Step by Step)

1. Click the Styles and Formatting icon  located at the left-hand end of the object bar, or click Format > Styles and Formatting, or press F11. The Styles and Formatting window shows the types of styles available for the OpenOffice (OpenOffice.org) component you are using.

2. Click on one of the icons at the top left of the Styles and Formatting window to display a list of styles in a particular category.


3. To apply an existing style (except for character styles), position the insertion point in

the paragraph, frame, or page, and then double-click on the name of the style in one of these lists. To apply a character style, select the characters first.



Using Fill Format mode

Fill format mode is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.

1. Open the Styles and Formatting window and select the style you want to apply.
2. Click the Fill Format mode icon .
3. To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters, clicking on a word applies the character style for that word. Repeat step 3 until you made all the changes for that style.
4. To quit Fill Format mode, click the Fill Format mode icon again or press the Esc key. An important point to note here is that when this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right click and thus undo actions you want to keep.

Creating New (Custom) Styles

You may want to add some new styles. You can do this in two ways:

- **Creating a new style from a selection**

You can create a new style by copying an existing manual format. This new style applies only to this document; it will not be saved in the template.

1. Open the Styles and Formatting window and choose the type of style you want to create.
2. In the document, select the item you want to save as a style.
3. In the Styles and Formatting window, click on the New Style from Selection icon.

(Refer to below figure)



Naming a new style created from a selection

4. In the Create Style dialog, type a name for the new style. The list shows the names of existing custom styles of the selected type. Click OK to save the new style.

- **Dragging And Dropping To Create A Style**

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Select some text and drag it to the Styles and Formatting window. If Paragraph Styles are active, the paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

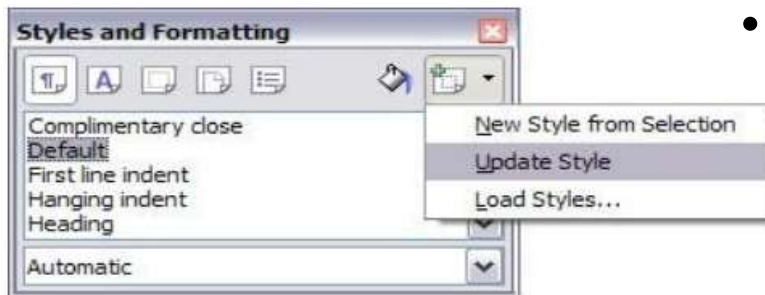
Modifying Styles

OpenOffice.org provides several ways to modify styles (both the predefined styles and custom styles that you create):

1. Updating a style from a selection
2. Load or copy styles from another document or template

Updating A Style From A Selection

- Open the Styles and Formatting window
- In the document, select an item that has the format you want to adopt as a style

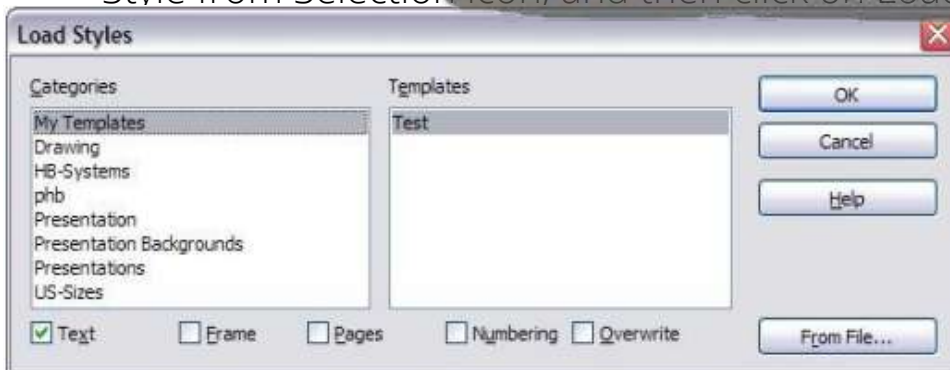


- In the Styles and Formatting window, select the style you want to update (single click, not double-click), then long-click on the arrow next to the New Style from Selection icon and click on Update Style

Loading Styles From A Template Or Document

You can copy styles by loading them from a template or another document:

- Open the document you want to copy styles into.
- In the Styles and Formatting window, long-click on the arrow next to the New Style from Selection icon, and then click on Load Styles



- On the Load Styles dialog, find and select the template you want to copy styles from.

Copying styles from a template into the open document

- Select the categories of styles to be copied. Select Overwrite if you want the styles being copied to replace any styles of the same names in the document you are copying them into.
- Click OK to copy the styles. You will not see any change on screen

To copy the styles from another document, click the From File button to open a window from which you can select the required document.

SESSION 2: INSERT AND USE IMAGES

Images can be added to a document in several ways: by inserting an image file, directly from a graphics program or a scanner, or from the Open Office Gallery.

- **Inserting An Image File**

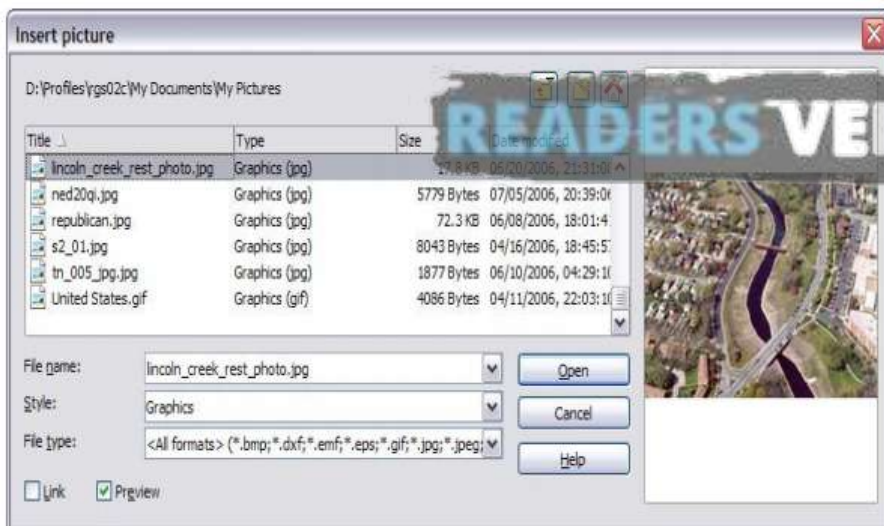
When the image is in a file stored on the computer, you can insert it into an Open Office document using either of the following methods:

- **Drag and Drop**

- Open a file browser window and locate the image you want to insert
- Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped

- **Insert Picture Dialog**

- Click in the Open Office document where you want the image to appear.
- Choose Insert > Picture > From File from the menu bar.
- On the Insert Picture dialog, navigate to the file to be inserted, select it, and click Open



At the bottom of the dialog are two options, Preview and Link.

Select Preview to view a thumbnail of the selected image on the right, so you can verify that you have the correct file. See below for the use of Link

- **Inserting An Image From The Clipboard**

Using the clipboard, you can copy images into an Open Office document from another Open Office document and from other programs. To do this:


- Open both the source document and the target document.
- In the source document, select the image to be copied
- Move the mouse pointer over the selected image and press Ctrl+C to copy the image to the clipboard.
- Switch to the target document
- Click to place the cursor where the graphic is to be inserted.
- Press Control+V to insert the image.

- **Inserting An Image Using A Scanner**

If a scanner is connected to your computer, Open Office can call the scanning application and inserted the scanned item into the Open Office document as an image.

- Insert > Picture > Scan > Select Source

- **Inserting An Image From The Gallery**

- To open the Gallery, click on the Gallery icon  (located in the right side of the Standard toolbar) or choose Tools > Gallery from the menu bar.
- Navigate through the Gallery to find the desired picture.
- To insert the picture, click and drag it from the Gallery into the Writer document. You can also right-click on the picture and choose Insert>Copy



By default, the Gallery is docked above the Writer workspace. To expand the Gallery, position the pointer over the line that divides it from the top of the workspace. When the pointer changes to parallel lines with arrows, click and drag downward. The workspace resizes in response.

Modifying An Image

We will discuss the use of the **Picture toolbar**, **resizing**, **cropping**, and a workaround to **rotate a picture**.

- **Using The Picture Toolbar**

When you insert an image or select one already present in the document, the Picture toolbar appears. You can set it to always be present (View > Toolbars > Picture). Picture control buttons from the Picture toolbar can also be added to the Standard Toolbar.

- **Graphics mode** 












You can change color images to grayscale by selecting the image and then selecting Grayscale from the Graphics mode list.

- **Flip vertically or horizontally** 

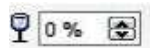
To flip an image vertically or horizontally, select the image, and then click the relevant icon.

- **Filters**

Following table includes some of the available filters in OpenOffice.

Icon	Name	Effect
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

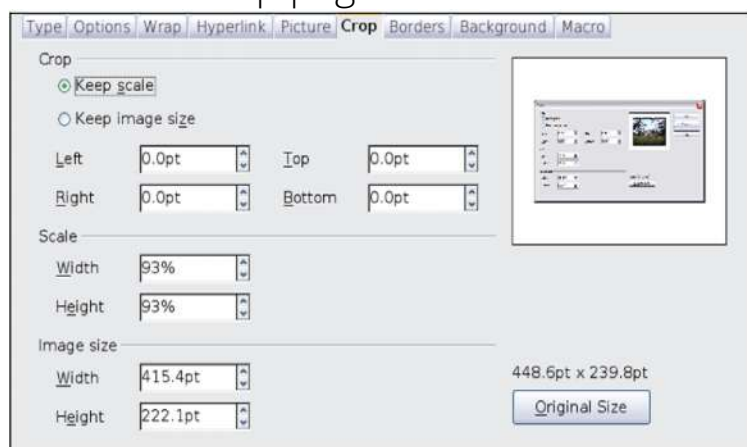
- **Transparency**



Modify the percentage value in the Transparency box on the toolbar to make the image more transparent. This is particularly useful when creating a watermark or when wrapping the image in the background.

Cropping Images

When you are only interested in a section of the image for the purpose of your document, you may wish to crop (cut off) parts of it. To start cropping the image, right click on it and select Picture from the pop-up menu. In the Picture dialog box, select the Crop page.



In the Crop page, you can control the following parameters:

- Keep scale / Keep image size
- Left, Right, Top, and Bottom
- Width and Height
- Resizing an Image

- **Keep scale / Keep image size**

When Keep scale is selected (default), cropping the image does not change the scale of the picture. When Keep image size is selected, cropping produces enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image so that the image size remains constant.

- **Left, Right, Top, and Bottom**

The image is cropped by the amount entered in these boxes. For example, a value of 3cm in the Left box cuts 3 cm from the left side of the picture.

- When Keep scale is selected, the size of the image also changes, so in this example the width will be reduced by 3 cm.
- When Keep image size is selected, the remaining part of the image is enlarged (when you enter positive values for cropping) or shrunk (when you enter negative values for cropping) so that the width and height of the image remains unchanged.

- **Width and Height**

The Width and Height fields under either Scale or Image size change as you enter values in the Left, Right, Top, and Bottom fields. Use the thumbnail next to these fields to determine the correct amount by which to crop.

- **Resizing an Image**

The inserted image might not fit perfectly into the document if it is too big or too small. In these cases, you can use Writer to resize the image.

- Click the picture, if necessary, to show the green resizing handles
- Position the pointer over one of the green resizing handles. The pointer changes shape giving a graphical representation of the direction of the resizing.
- Click and drag to resize the picture.
- Release the mouse button when satisfied with the new size.

- **Rotating a Picture**

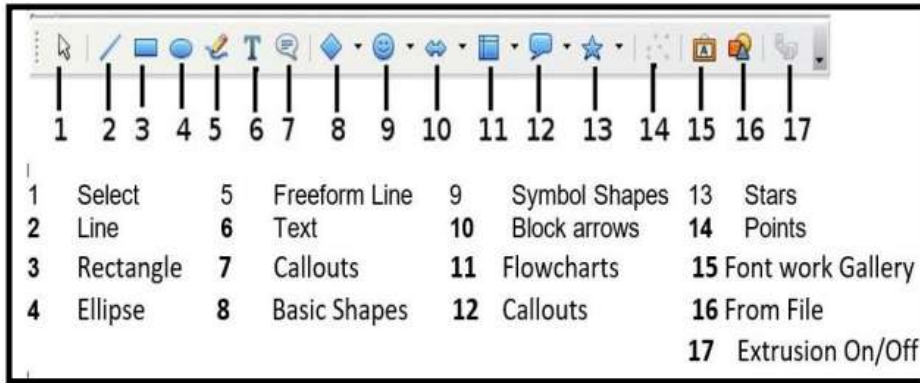
Writer does not provide a tool for rotating a picture; however, there is a simple workaround:

- Open a new Draw or Impress document (File > New > Drawing or File > New > Presentation).
- Insert the image you want to rotate. You can use any of the mechanisms described in "Error! Reference source not found." on page Error! Bookmark not defined., although there are some slight variations in the position of the menu entries and icons.
- Select the image, then in the Drawing toolbar (shown by default at the bottom of the window in Impress and Draw), select the Rotate icon from the Effects tear off toolbar.
- Rotate the image as desired. Use the red handles at the corners of the picture and move the mouse in the direction you wish to rotate. By default the picture rotates around its center (indicated by a black crosshair), but you can change the pivot point by moving the black crosshair to the desired rotation center.

- To restrict the rotation angle to multiples of 15 degrees keep the Shift key pressed while rotating the image.
- Select the rotated picture by pressing Ctrl+A, then copy the image to the clipboard with Ctrl+C.
- Finish by going back to the location of the Writer document where the image is to be inserted and pressing Ctrl+V.

○ **Creating Drawing Objects**

To begin using the drawing tools, display the Drawing toolbar, by click in View > Toolbars > Drawing.



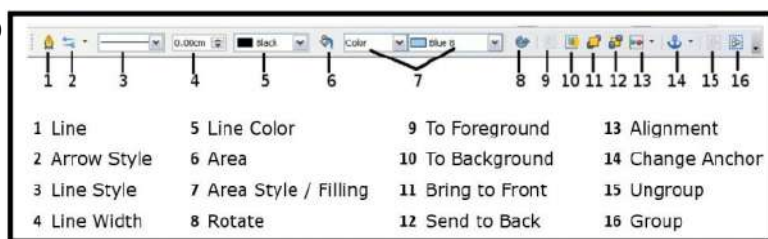
To use a drawing tool:

- Click in the document where you want the drawing to be anchored. You can change the anchor later, if necessary.
- Select the tool from the Drawing toolbar. The mouse pointer changes to a drawing-functions pointer.
- Move the cross-hair pointer to the place in the document where you want the graphic to appear and then click-and-drag to create the drawing object. Release the mouse button. The selected drawing function remains active, so you can draw another object of the same type.
- To cancel the selected drawing function, press the Esc key or click on the Select icon (the arrow) on the Drawing toolbar.
- You can now change the properties (fill color, line type and weight, anchoring, and others) of the drawing object using either the Drawing Object Properties toolbar or the choices and dialog boxes reached by right-clicking on the drawing object.

○ **Set or Change Properties For Drawing Objects**

To set the properties for a drawing object before you draw it:

- On the Drawing toolbar (Figure Given Below), click the Select tool.
- On the Drawing Object Properties toolbar, click on the icon for each property and select the value you want for that property.
- For more control, or to define new attributes, you can click on the Area or Line icons on the toolbar



The default you set applies to the current document and session. It is not retained when you close the document or close Writer, and it does not apply to any other document you open. The defaults apply to all the drawing objects except text objects.

To change the properties for an existing drawing object:

- a. Select the object.
- b. Continue as described above.

You can also specify the position and size, rotation, and slant and corner radius properties of the drawing object:

- Right-click on the drawing object and then click Position and Size from the popup menu. The Position and Size dialog box is displayed.
- Choose any properties, as required.

Resizing a Drawing Object

The same considerations for resizing an image apply also to resizing an object. For a scaled resizing, select one of the corner handles and keep the Shift key pressed while dragging the handle to its new position.

For more sophisticated control of the size of the object,

- Select Format > Object > Position and Size from the menu bar.
- Use the Position and Size dialog box to set the width and height independently.
- If the Keep ratio option is selected, then the two dimensions change so that the proportion is maintained, allowing for a scaled resizing.

Grouping Drawing Objects

To group drawing objects:

1. Select one object, then hold down the Shift key and select the others you want to include in the group. The bounding box expands to include all the selected objects.
2. With the objects selected, hover the mouse pointer over one of the objects and choose Format > Group > Group from the menu bar or right-click and choose Group > Group from the pop-up menu.

Easier Way is by choosing the objects and then using the shortcut key *ctrl + G*.

Positioning Image/Graphics Within The Text

When you add a graphic to a text document, you need to choose how to position it with respect to the text and other graphics.

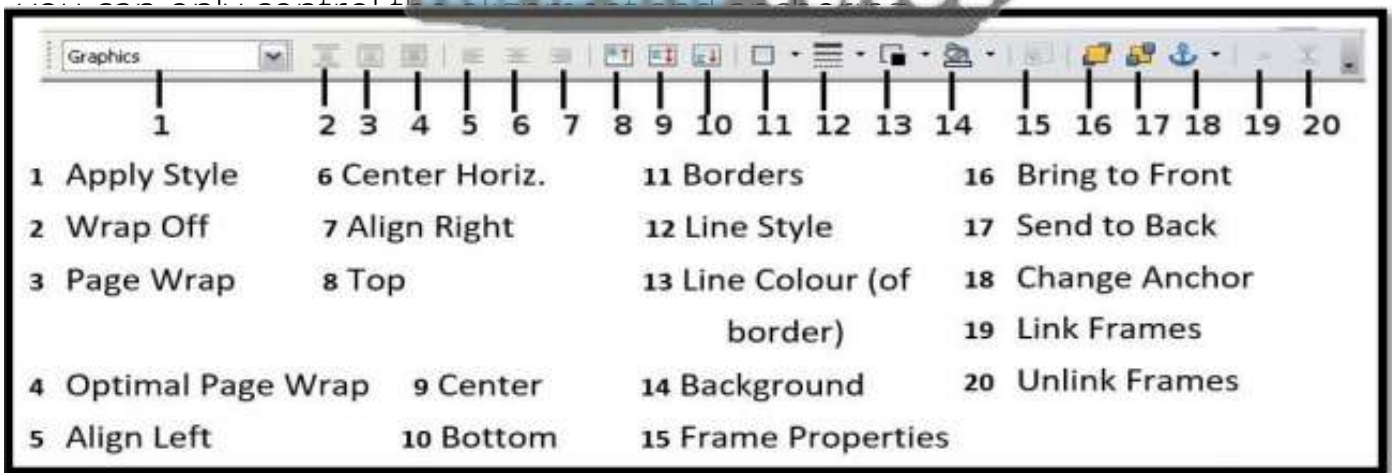
Positioning of a graphic is controlled by four settings:

- Arrangement refers to the placement of a graphic on an imaginary vertical axis. Arrangement controls how graphics are stacked upon each other or relative to the text.
- Alignment refers to the vertical or horizontal placement of a graphic in

- Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is, a paragraph, or even a character. An image always has an anchor point.
- Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.

The settings can be accessed in a number of ways, depending on the nature of the graphics:

1. From the Format menu, where you can find Alignment, Arrange, Wrap, and Anchor (both for images and drawing objects)
2. From the pop-up menu displayed when you right-click on the graphic
3. For images, from the Type and Wrapping pages of the Picture dialog box. Note that you cannot control the arrangement using the dialog box. To open the Picture dialog box, click on the image to select it and then choose Format > Picture or right-click on the graphic and choose Picture on the pop-up menu.
4. For drawing objects, from the Position and Size page of the Position and Size dialog box. To open the Position and Size dialog box, click on the drawing object to select it and then choose Format > Object > Position and Size or right-click on the graphic and choose Position and Size on the pop-up menu. Note that



SESSION 3: CREATE AND USE TEMPLATE

What is Template?

A template is a model that you use to create other documents. For Example, If your school makes your school worksheets which have same layout in all with its logo and address. How hard it would be to clone it again and again in the file with same changes. So here you can use Template which will give the logo and basic information to all the files.

Templates can contain:

- Text, Heading, Header/Footer
- Graphics(Images, Videos, etc)
- A set of styles
- Default Printer
- Language
- Toolbar settings
- Any many such more things.

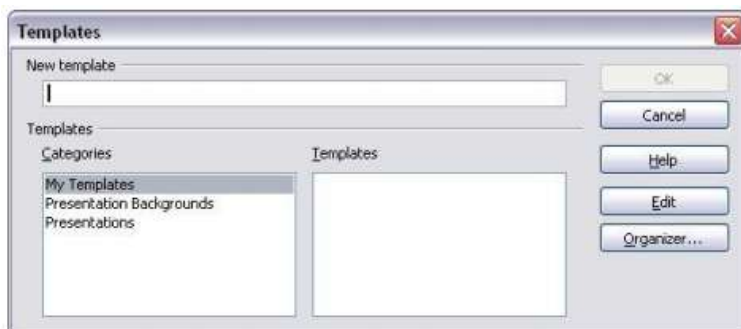
Creating a Template

You can create your own templates in two ways: from a document, and using a wizard.

• Creating A Template From A Document

To create a template from a document:

- Open a new or existing document of the type you want to make into a template
- Add the content and styles that you want.
- From the main menu, choose: File > Templates > Save.



Templates dialog box

In the new Document wherever you want to use the template follow this:

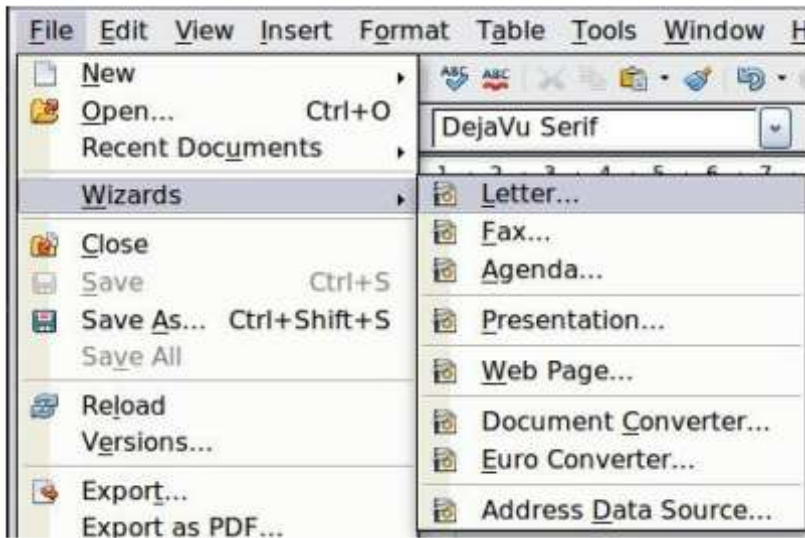
1. In the New template field, type a name for the new template.

2. In the Categories list, click the category to which you want to assign the template. The category you choose has no effect on the template itself; it is simply the folder in which you save the template. Choosing an appropriate category makes it easier to find the template when you want to use it.

3. Click OK to save the new template.

• **Creating A Template Using A Wizard**

◦ From the main menu, choose File > Wizards >>template Type



- Follow the instructions on the pages of the wizard. This process is slightly different for each type of template, but the format is very similar.
- In the last section on the wizard you decide where to store the template.
- Finally, you have the option of creating a new document from your template immediately, or manually changing the template.

Setting A Default Template

You can set any template to be the default, as long as it is in one of the folders displayed in the Template Management dialog.

To set a custom template as the default:

1. From the main menu, choose File > Templates > Organize. The Template Management dialog opens.
2. In the box on the left, select the folder containing the template that you want to set as the default, then select the template.
3. Click the Commands button and choose Set As Default Template from the dropdown menu.

Now whenever you open the document you will get the template as the one you set it default.

Resetting the default template

To reset back to default template, simply follow following steps:

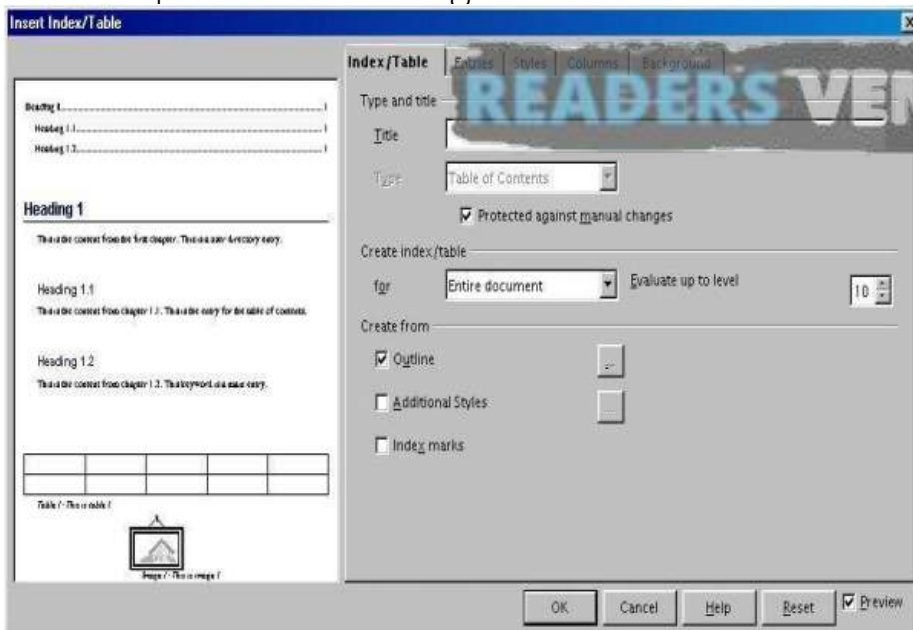
1. In the Template Management dialog, click any folder in the box on the left.
2. Click the Commands button and choose Reset Default Template from the dropdown menu.

SESSION 4: CREATE AND CUSTOMIZE TABLE OF CONTENTS

Basically here we will learn how to make index in Open Office Document. In Open Office we have a direct feature to make Table of Content. Simply follow the following steps:

1. When you create your document, use the following paragraph styles for different heading levels (such as chapter and section headings): Heading 1, Heading 2, and Heading 3. These are what will appear in your table of contents. You can use more levels of headings, but the default setting is to use only the first three levels in the table of contents.
2. Place the cursor where you want the table of contents to be inserted.
3. Select Insert > Indexes and Tables > Indexes and Tables.
4. Change nothing in the Insert Index/Table dialog. Click OK.

If you make any changes in headings or if you add some more content and your page number changes than you will need to update the Table of Content. Follow this steps to make changes in the Table of Content:



1. Place the cursor within the table of contents.
2. Right-click and select Update Index/Table from the pop-up menu.

Using the Index/Table tab

You can set Image Attribute in Table of Content/Index. This way you customize the Index.

• Setting Basic Attributes

- From the Type drop-down list in the Type and title area of the tab, select Table of Contents if it isn't already selected.
- From the drop-down list in the Create index/table area, select Entire document. In the Create from area, check the Outline check box.
- In the Create from area, clear the Index marks check box.

- **Adding A Title**

If you'd like the table of contents to have a title, enter it in the Title field. (If Writer entered a title in this field automatically, you can change it by simply typing over the value.) To delete the title, clear the Title field.

- **Protecting Against Manual Changes**

To protect the table of contents from being changed accidentally, check the Protected against manual changes check box.

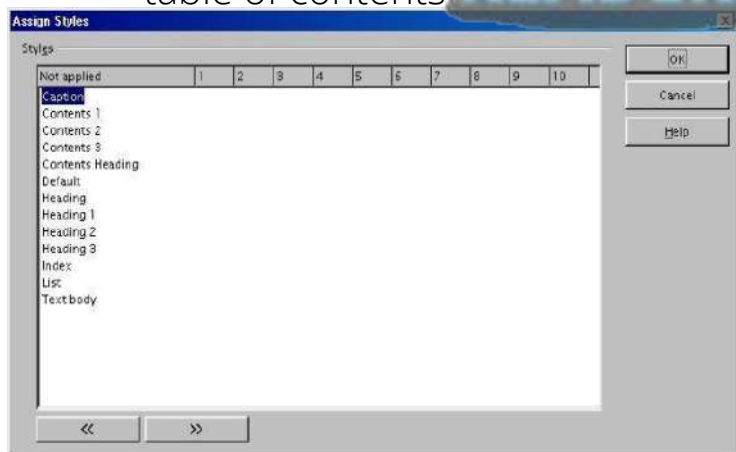
- **Changing The Number Of Levels**

By default, Writer evaluates 10 levels of headings when it builds the table of contents. To change the number of levels evaluated, enter the desired number in the Evaluate up to level spin box.

- **Assigning Custom Styles**

Writer automatically assigns to the table of contents all paragraphs formatted with the default heading styles (Heading 1, Heading 2, and so on). To assign paragraphs formatted with custom styles, follow these steps:

- In the Create from area, check the Additional Styles check box.
- Click the (...) button to the right of the check box. The Assign Styles window opens.
- In the Not applied column, click the style that you want to assign to the table of contents



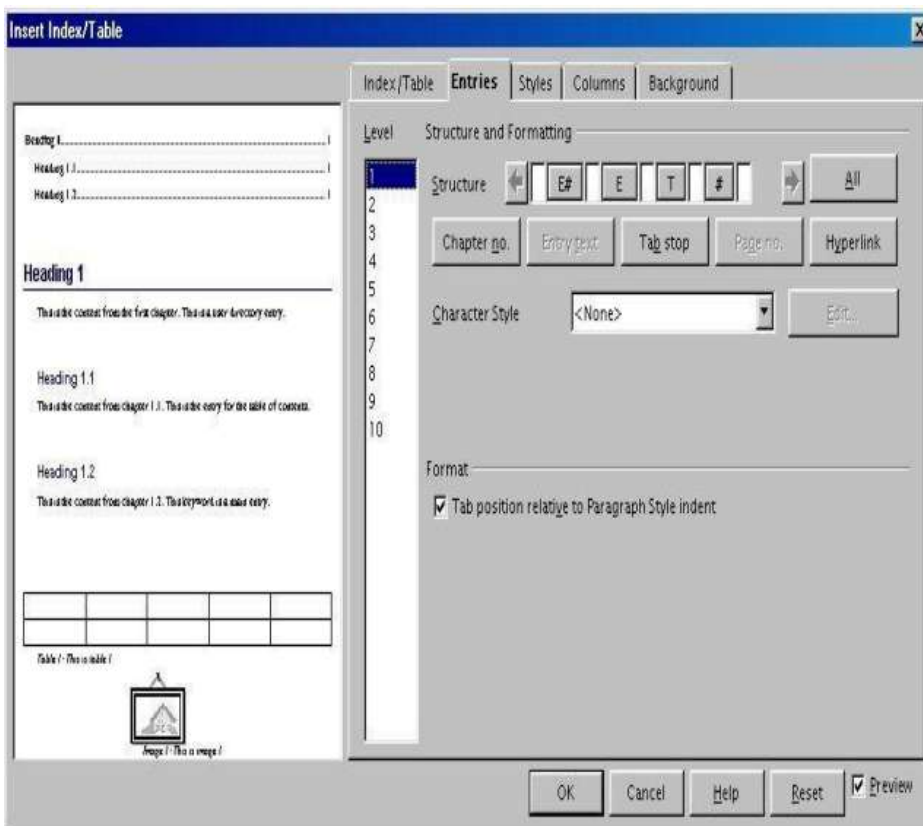
◦ Use the >> button to move the selected style to the desired outline level. For example, if you want paragraphs formatted with the selected style to appear as toplevel entries in the table of contents, click the >> button once to move the style into the 1 column. To move the style in the opposite direction, use the << button.

- Click OK to save your changes and return to the Index/Table tab. Or, click Cancel to return without saving your changes.

- **Using The Entries Tab**

Use the Entries tab, to format the entries in the table of contents. For each outline level, you can add and delete elements, such as chapter numbers, and you can also apply character styles to individual elements.

To begin, click a level number in the Level column to select the outline level whose elements you want to format. The Structure line displays the elements for entries in that level. Each button on the Structure line represents one element:



- E# -- chapter number.
- E -- entry text.
- T -- tab stop.
- # -- page number
- LS -- start of a hyperlink.
- LE -- end of a hyperlink.

Each white field on the Structure line represents a blank space.

• Deleting Elements

To delete an element from the Structure line, click the button that represents that element and then press the Delete key on your keyboard.

• Adding Elements

To add an element to the Structure line, follow these steps:

- Place your cursor in the white field to the left of where you want to insert the element.
- Click one of the five buttons that are just below the Structure line. (For example, to add a tab stop, click the Tab stop button.) A button representing the new element appears on the Structure line.

NOTE: If you insert a hyperlink, you must indicate both the beginning and end of the link.

• Applying Character Styles

To apply a character style to an element on the Structure line:

- On the Structure line, click the button that represents the element to which you want to apply a style.
- From the Character Style drop-down list, select the desired style. Writer applies the selected style to the selected element.

To view or edit the attributes of a character style, select the style from the Character Style drop-down list and then click the Edit button

- **Applying Changes To All Outline Levels**

To apply the displayed structure and formatting to all outline levels, click the all button.

- **Using The Styles Tab**

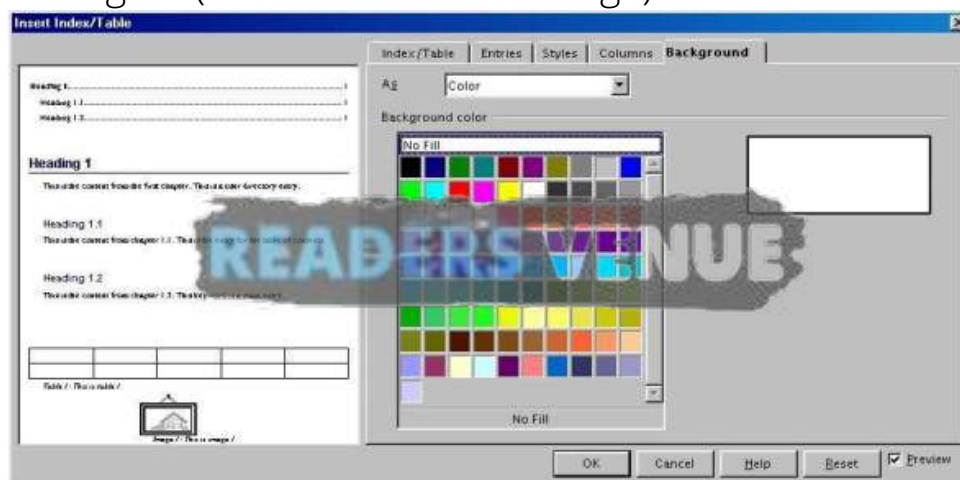
To apply a paragraph style (It's a type of style, Recall it by going to 1st page) to an outline level, follow these steps:

- In the Levels list box, select the desired outline level by clicking it.
- In the Paragraph Styles list box, click the paragraph style that you want to apply.
- Click the < button to apply the selected paragraph style to the selected outline level.

- **Using The Background Tab**

Use the Background tab, to add color or a graphic to the table background.

To add color to the background of the table of contents, simply click the desired color in the color grid. (Look at the below image)



- **Adding A Graphic**

From the As drop-down list, select Graphic. The Background tab displays the graphics options.

- Click the Browse button. The Find Graphics window opens.
- Find the graphic file that you want to use and then click the Open button. The Find Graphics window closes and the selected graphic appears in the graphic preview box on the right-hand side of the Background tab. (If you don't see the graphic, check the Preview check box underneath the graphic preview box.)
- In the Type area of the Background tab, choose how you want the background graphic to appear:
 - To position the graphic in a specific location in the background, select Position and then click the desired location in the position grid.

- To stretch the graphic so that it fills the entire background area, select Area.
- To repeat the graphic across the entire background area, select Tile.

- **Updating A Table Of Contents**

To update a document's table of contents when changes are made to the document:

- Click anywhere in the table of contents and then right click. The context menu appears.
- From the context menu, choose Update Index/Table. Writer updates the table of contents to reflect the changes in the document.

- **Deleting A Table Of Contents**

- To Delete the Table of Contents, right click on the table and then choose Delete Index/Table. Writer would delete the Table of Content.



SESSION 5: IMPLEMENT MAIL MERGE

Mail Merge: The automatic addition of names and addresses from a database to letters and envelopes in order to facilitate sending mail, especially advertising, to many addresses.

You can use Mail Merge in Printing Letters for multiple users with different names and addresses at the same time.

Create a Mail Merge Document: Letter

- Open a template, if you have one you want to use, or create a new Writer document.
- Save the document with the appropriate name, like mailmerge_openenrollment.ods or mailmerge_parents.odt.
- Write out the text that will be going to everyone, and plan where you want the fields. For instance, you might know that you are going to have an address block at the top of the letter, so you'll leave a few blank lines for that. Then you'd write something like this, know that you'd add the fields `firstname` and `years_of_service` later:

Dear ,

Remember that `next month is open enrollment for benefits`. Employees with over five

years of experience are also eligible for sabbatical; you have been with us for years so

please get your application in early if you plan to apply.

Regards,

Human Resources

- If you're doing anything complex and this is your first mail merge letter, write out the letter completely as you want it to read including sample data. Use all the text, including samples for `firstname`, `lastname`, etc. This will help you determine which fields you need to use, where you need spaces before and after fields, etc. In the following example, for instance, if you want to communicate this, you'll need to use fields from the database for `title`, `lastname`, `childs_name`, `study_area`, and `test_score`.

Dear Ms. Smithson,

Your child Jenny is such a joy to have in the classroom. Her score on her Social Studies test score last Friday was A-.

Regards,

Mr. Thomson

- Once you have the letter written out and you know what fields you need, you can delete the specific data like “Ms. Smithson” and insert the fields from the database instead.

To Make The Data Source And Entering Data

OpenOffice.org is set up with a middle-man file in the mail merge process to make merging work easily. You'll create a small file, one for each spreadsheet or other data source. Once you create it, you don't have to do it again.

- Choose File > New > Database. You'll see this window:

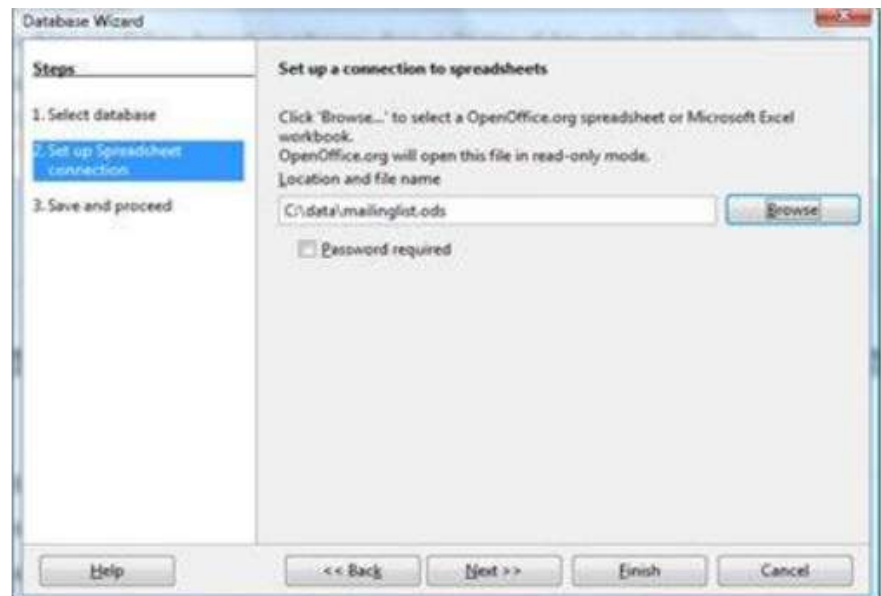


Select the type of data: spreadsheet data, text file data, your particular type of address book, or the type of database you're using like Access or mySQL. It's very important to select the right type. Click Next.

What you do here depends on what you chose as the type of data you're working with.

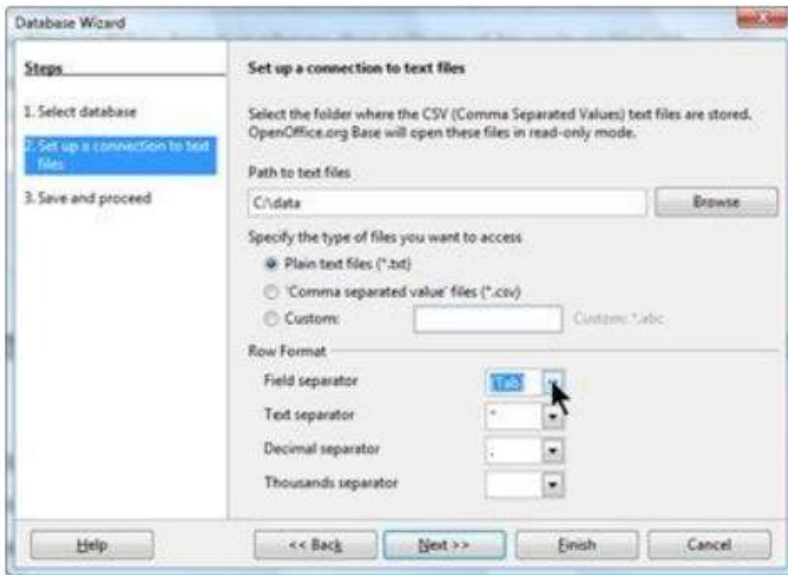
Spreadsheet

You'll see this window. Click the Browse button and find the spreadsheet containing your data. Then click Next and continue to next step.



Text File

You'll see this window(In Next Page) . Click the Browse button and find the directory containing your text files.

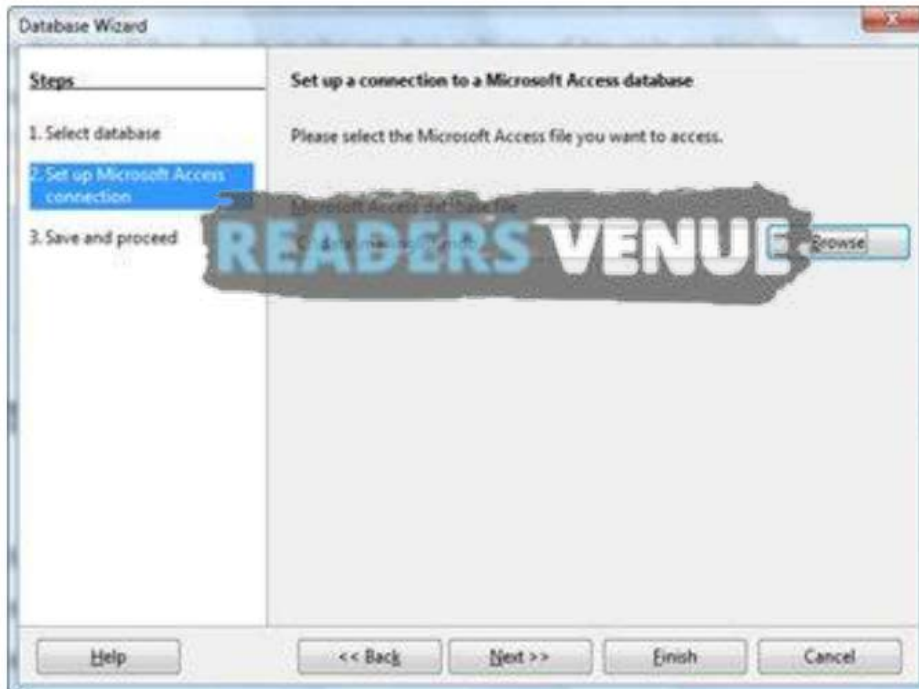


Fill out the rest of the information:

Specify the type of files you want to access: Specify whether the file name ends in .txt or .csv.

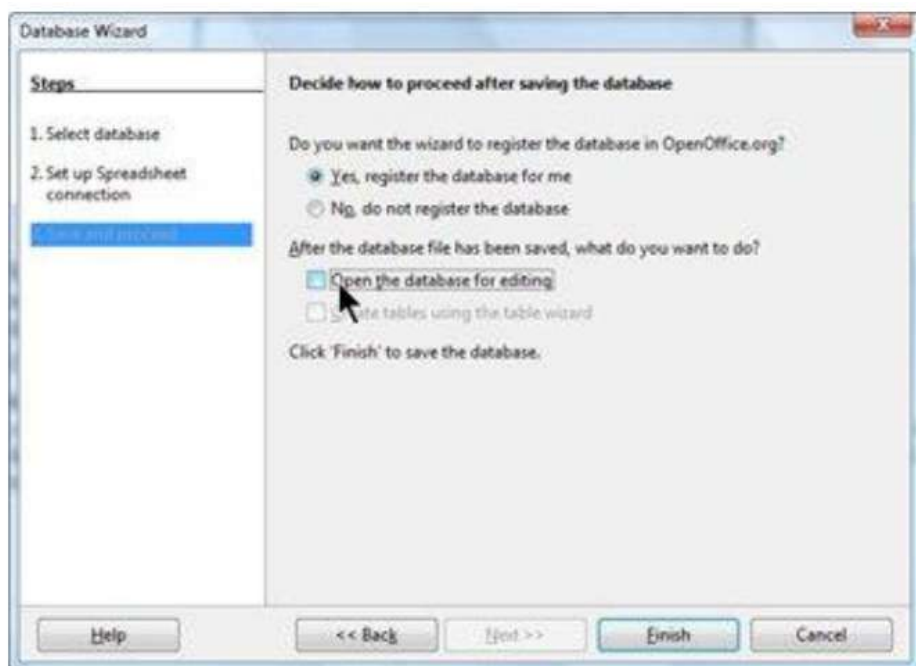
Microsoft Access

You'll see this window. Click the Browse button and find the .mdb Access file containing your data.



- In this window, just be sure to keep the option for registering selected. Unmark the selection to open the database for editing unless you want to see the database editing window. (You don't need to unless you want to make a query or other database-related item, which we haven't talked about yet.)

(IMAGE IN NEXT PAGE)



Click Finish.
You'll be prompted to *save the database file*. Name it something very descriptive; this is the name you'll be looking for when you're adding database files to your mail merge documents.



You can see your databases by pressing F4 when you're in a Writer or Calc document. Click the + icon next to the database you created to see the items named Queries and Tables. Click the + next to Tables to see the tables you created; select a table to see the data in it.

When you're done viewing your databases, press F4 again to hide the panel. You're done creating the database file. You only need to do this once for every spreadsheet, database, or directory of text files.

Merging The Data Source With Main Document

- Open the letter you want to use.
- Once you have the letter written out and you know what fields you need, you can delete the specific data like "Ms. Smithson" and insert the fields from the database instead. Press F4. Click the + next to the database you want, then click the + next to Tables and the + next to the table you want.

- Now just drag the field you want into the letter, to the place you want it.
 - a. Click and hold down on the name of the first field you want. Don't click on the data, like Smithson; click on the name of the field, like lastname.
 - b. Drag the field name into the letter to the place where you want it. The mouse will have a + attached to it as shown.



- If you didn't get it exactly where you want it, just select it, and cut and paste it to the place where you want it. The easiest way to select a field is to click on the right side of it, hold down the Shift key, and press the left keyboard key once. Then it's selected and you can cut or copy.
- Drag in all the other fields you want, the same way. If you want a field in the letter twice, you can drag it twice, or drag it in once, then copy and paste it to the other location.
- The fields should display with a gray background, as shown. It won't print; it just helps you see which text is from the database and which text you typed.
- Format the document any way you want it. The fields respond to formatting the same way that normal text does.
- You're done creating the mail merge document. You only need to do this once. The next step is to either print the letter to a printer, or "print" to a Writer file so you can see all the data merged, and so you can customize, before printing on paper. Continue to the printing step.

Editing a saved file of mailing labels

To edit a saved file of mailing labels, open the saved label file in the normal way. You will be prompted to update all links. Choose No for the following reason: The first label on the page is termed the "Master Label" and all other labels are linked to it. If you update the links, then all labels will end up containing the same data, which is probably not what you want. You can edit individual records in the normal way, by highlighting and changing the font name, for example.