

## Print labels - Mail Merge

Written by Administrator

Tuesday, 18 November 2008 16:25 -

---

1. Open Writer
2. File - New - Database
3. Connect to existing database
4. Select spreadsheet
5. Browse to your OpenOffice.org spreadsheet with your mailing list
6. Hit Next
7. Uncheck "open database file for editing"
8. Finish - save the new database that points to your spreadsheet
9. Verify that the database is set up as a data source. Hit F4 and you'll see a list of data sources - it should be there. Hit F4 again to close.
10. Still in Writer: File - New - Labels
11. Option -Entire Page and Synchronize
12. General - pick the vendor (e.g. Avery) and label number
13. click New Document
14. click Synchorize
15. File - Print
16. respond "Yes" when asked about printing a form letter