Labels and Mail-merge

Mendlesham Computer Club

By Giles Godart-Brown

Labels

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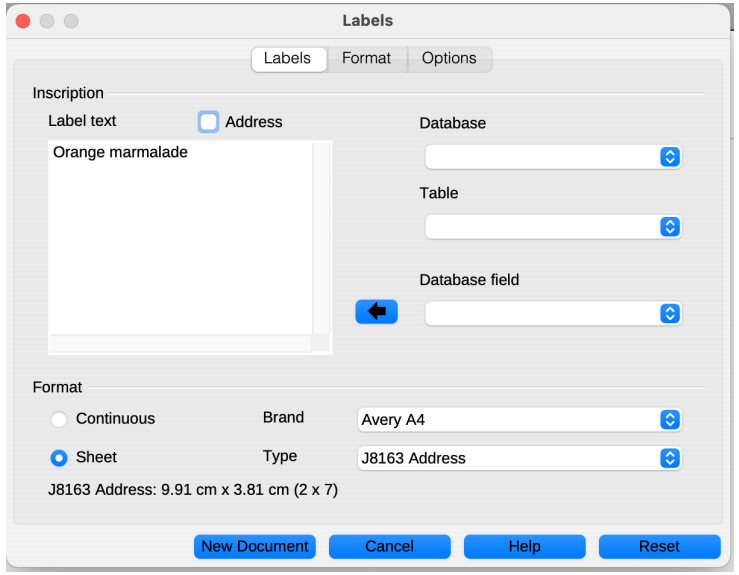
Before you start

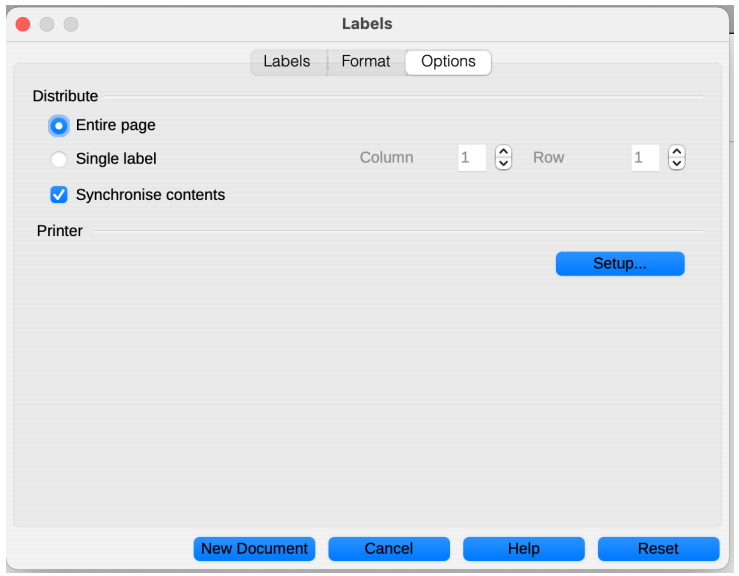
- Before you start you will need to know the make and model of your labels, or the size. Here are the standard sizes for A4 rectangular labels;

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

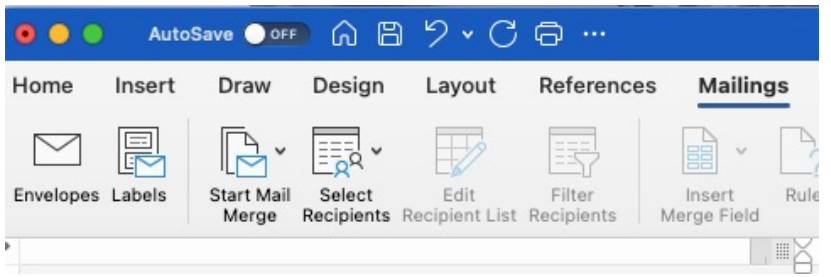
- Open OpenOffice Writer
- Select File>new>labels (e.g. Avery J8163)
- Chose your label brand and type and select sheet
- Type in the label text
- Go to the options tab and select Entire page and Synchronise contents
- Click on New Document
- Edit and format the top left label, then click on Synchronise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





How to create a page of labels in Word

- Go to Mailings > Labels.
- Select Options and choose a label vendor and product to use.
- Type an address or other information in the Address box (text only).
- To change the formatting, select the text, right-click, and make changes with Font or Paragraph.
- Select OK.
- Save the document and print it.
- NOTE. There is no ‘refresh’ ability in Word, you can either open Mailings>Labels gain of copy and paste all of the cells



Mail-merge labels

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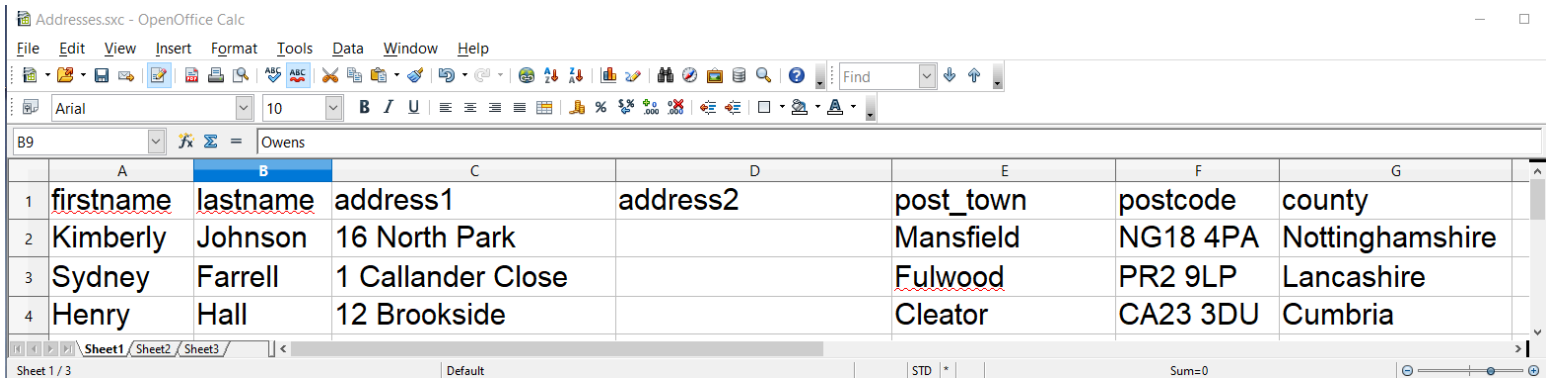
By Giles Godart-Brown

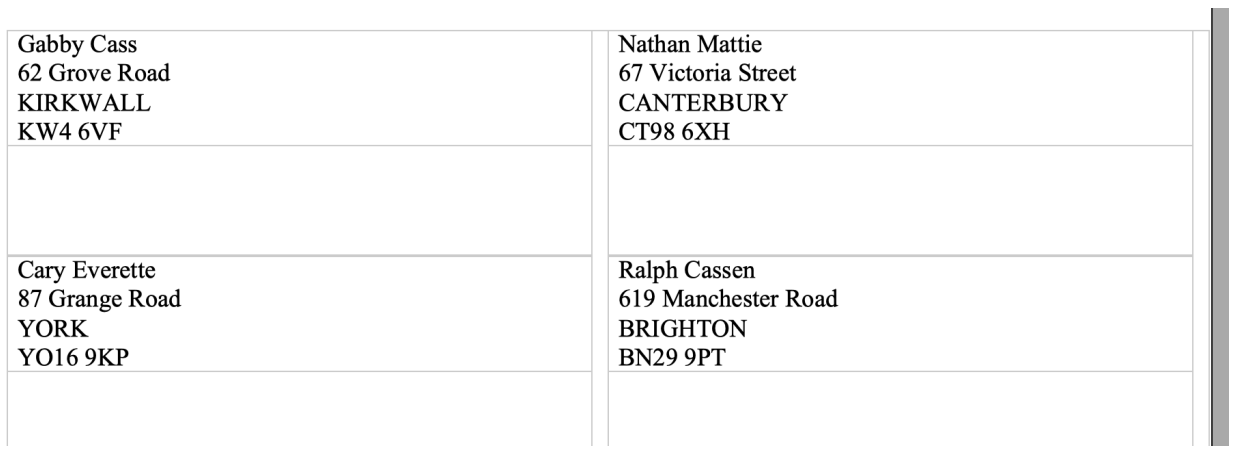
What is Mail-merge?

- Mail-merge fills values in a template 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.
- From this



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

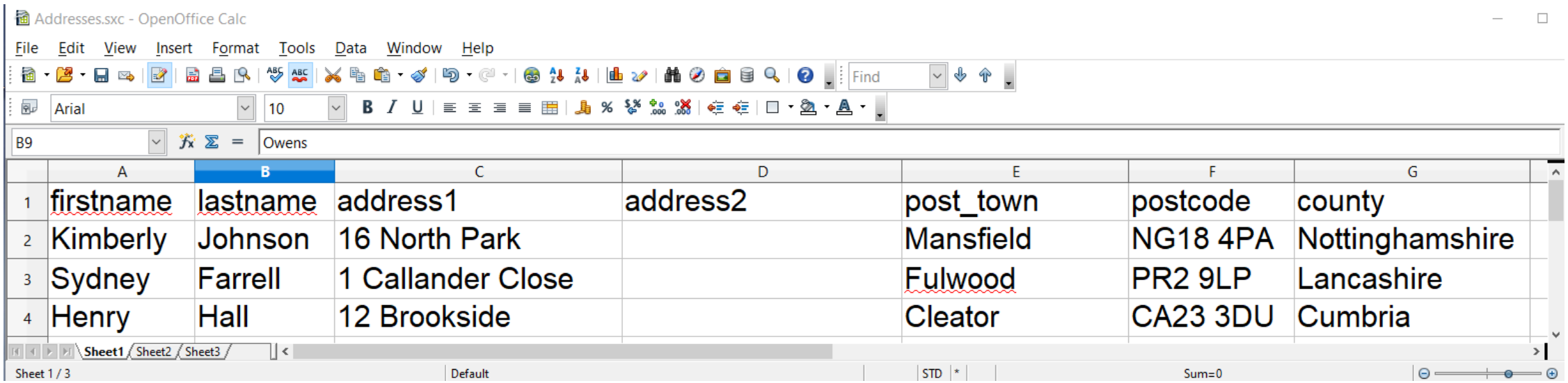
- To this



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

What is Mail-merge?

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



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4	Henry	Hall	12 Brookside		Cleator	CA23 3DU	Cumbria

Preparing the data source - 1

	A	B	C	D	E
1	**First_name**	**Last_name**	**Address_1**	**Address_2**	**Postcode**
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 spreadsheet

In OpenOffice

- Save the file as a .sxc format, there is an example here; https://godartbrowncom.ipage.com/MCC/docs/examples/OpenOffice/address_book_demo.sxc

In Microsoft Excel

- Save the spreadsheet as usual

Open Office instructions

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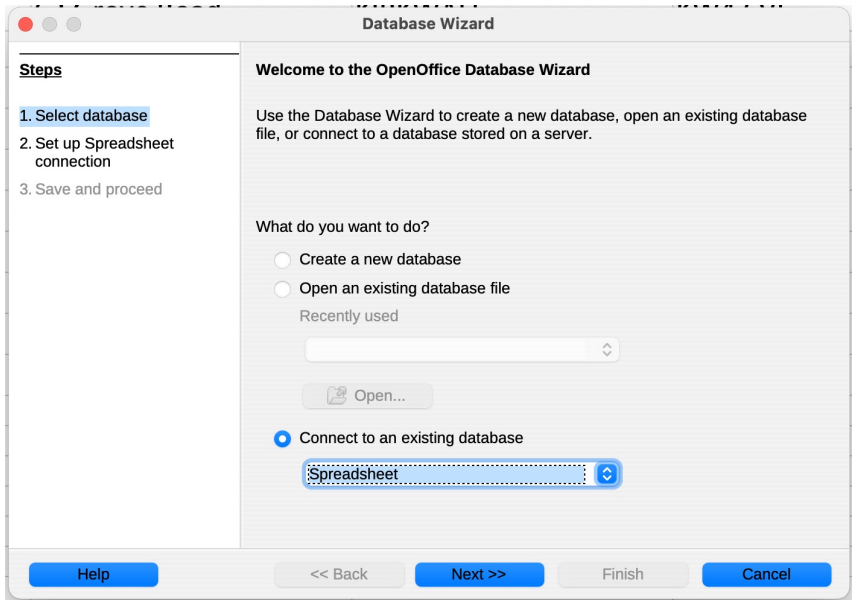
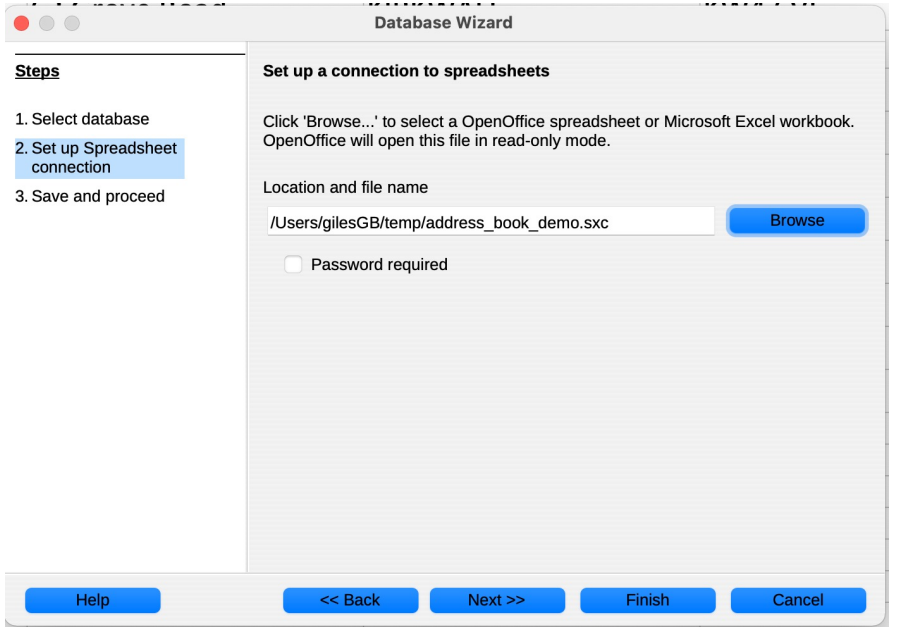
Preparing the data source in OpenOffice

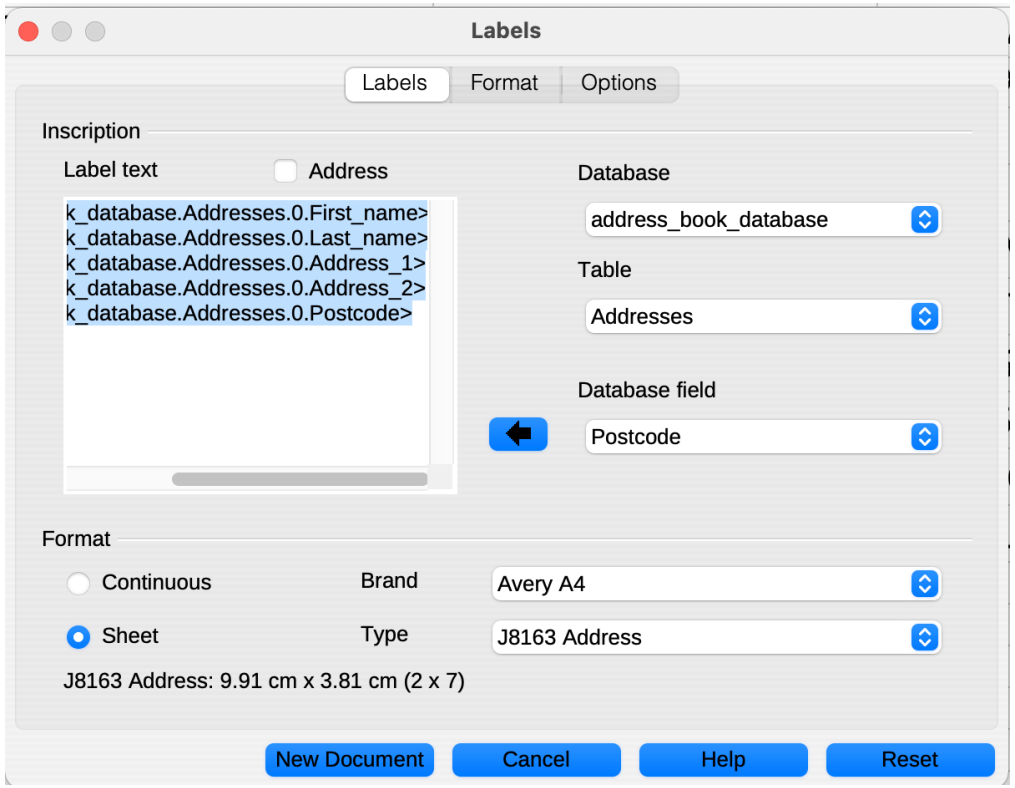




- Turn this into a database that the writer can use as a source
  - Stay in calc and do File>New database
  - Select connect to an existing database and chose spreadsheet
  - Click next and chose the name of the spreadsheet you just created, next, save the file as an .odb and finish
  - You can close the window it then opens

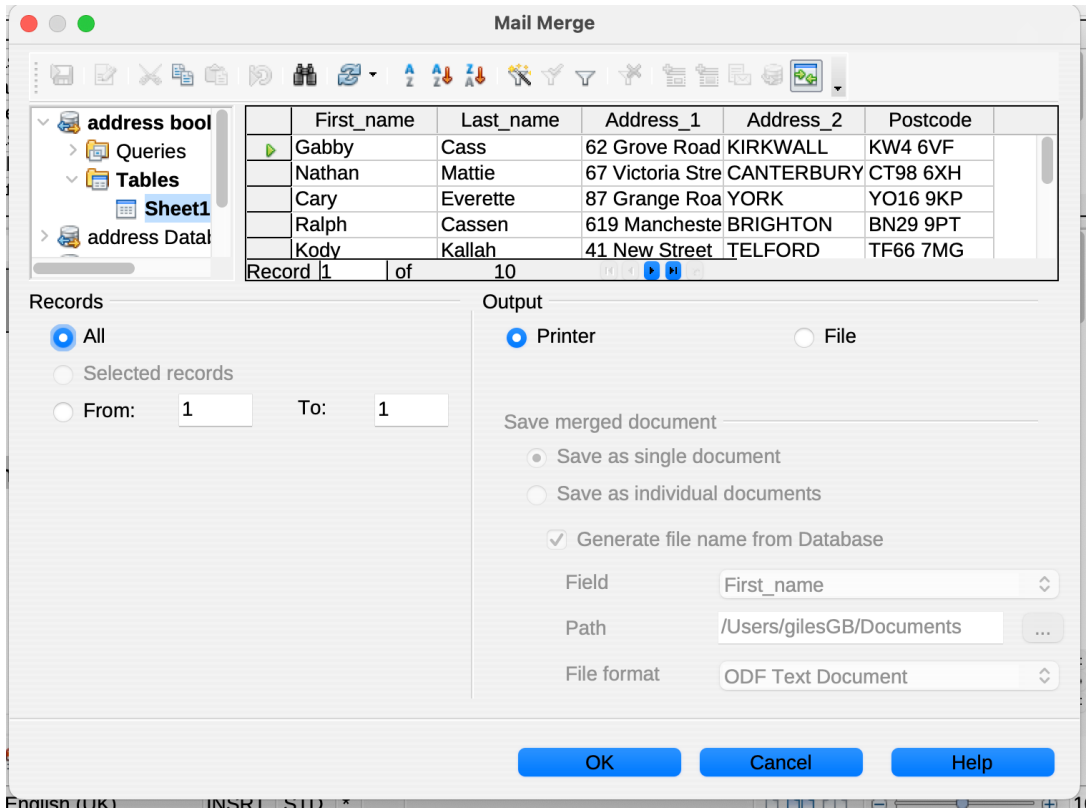
Merging the source into labels in OpenOffice

- 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
  - You wont see the actual data, only the field names
  - Then edit as before and hit print
  - Select yes when it asks if you are printing a form letter



Printing the labels in OpenOffice

- On the popup that appears
  - Select All if you want all of the addresses included, otherwise just chose the rows you want
  - Select file to create a new document containing all of the labels, otherwise select printer and they will print to your printer



Microsoft Office instructions

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Create labels and attach your spreadsheet to the document

- Save your spreadsheet as usual
- Create a new document in Word
- Select Mailings>Labels
- Chose the correct label format (Avery A4/A5 J8163) and click OK
- Chose Select recipients>Use an existing list and browse to your spreadsheet and click Open
- Don’t worry that all the cells contain <<next record>> except the first one
- Put your cursor in the top left box and click on Insert Merge field to copy the field you want to the page, add any spaces or returns and repeat for all of the fields you want, then add any formatting you need.
- Click on Update labels to copy the formatted fields to the remaining cells
- Click on Preview Results to see what it will look like with the data filled in
- When its OK, click on Finish and merge to either print directly or create a file containing the final document.

Creating a Mail-merge letter in OpenOffice

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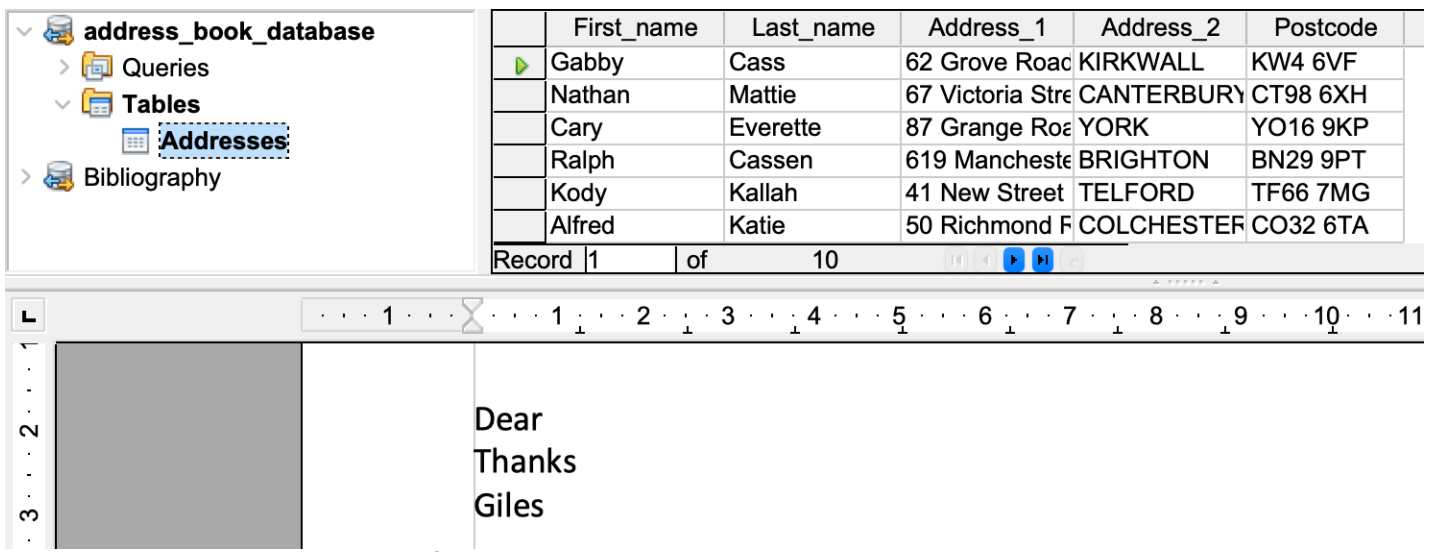
Create a mail-merge letter in OpenOffice - 1

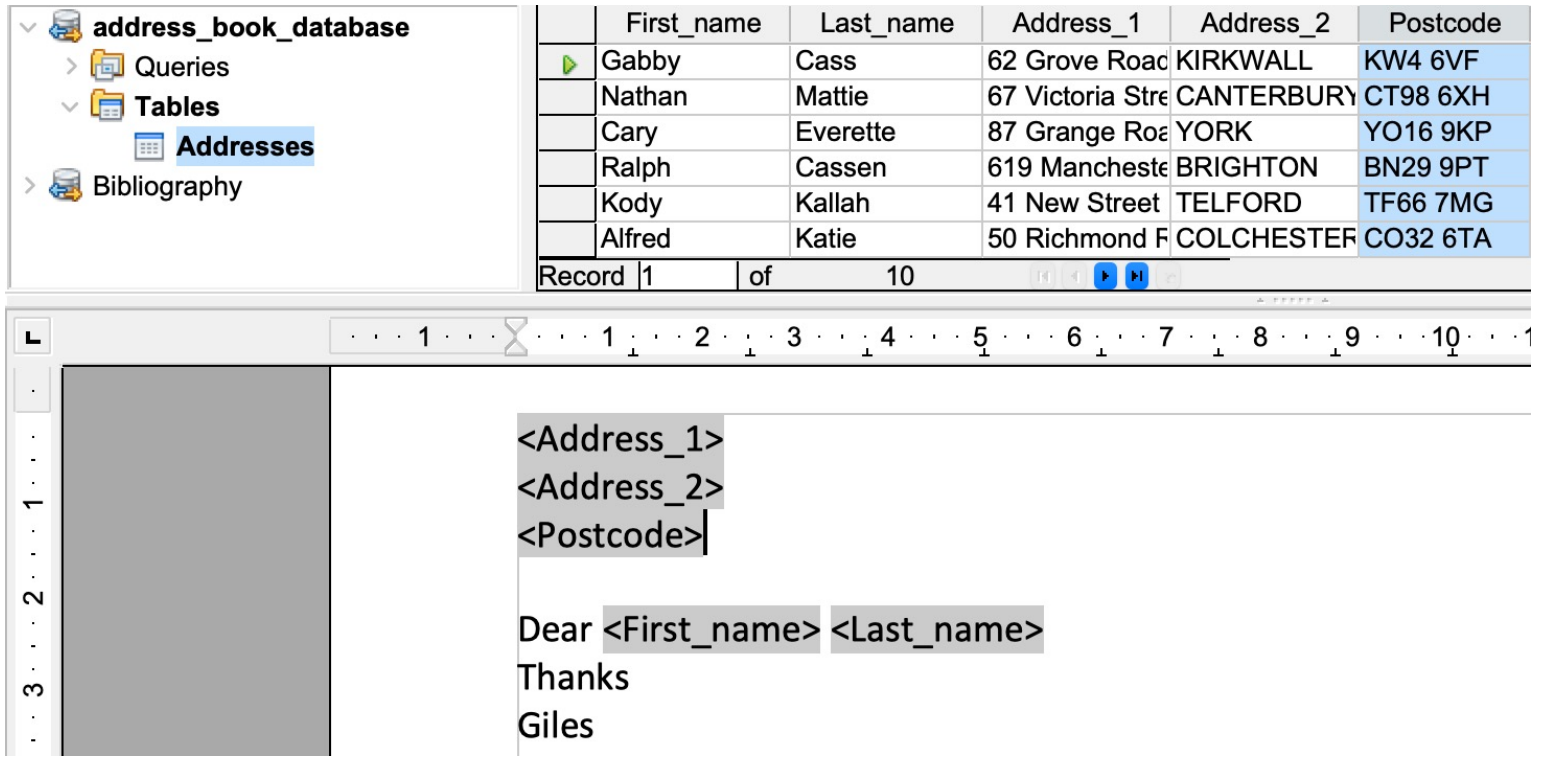
There is a Mail-merge wizard, but OpenOffice does not recommend you use it, instead follow the steps below.

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



Create a mail-merge letter in OpenOffice - 2

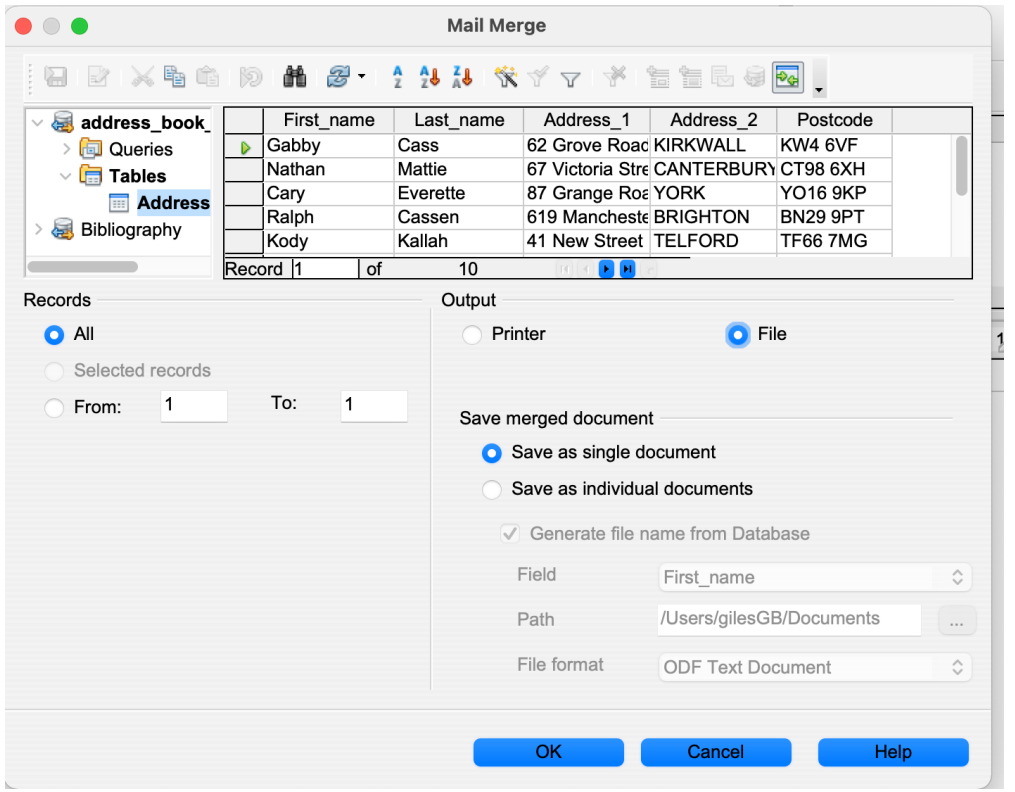
4. Drag and drop the column headings to where you want them to appear on your letter



Create a mail-merge letter in OpenOffice - 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



Creating a Mail-merge letter in Microsoft Office

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Caveat

NOTE: Microsoft has changed the way this works over the years and it may be slightly different in your version.

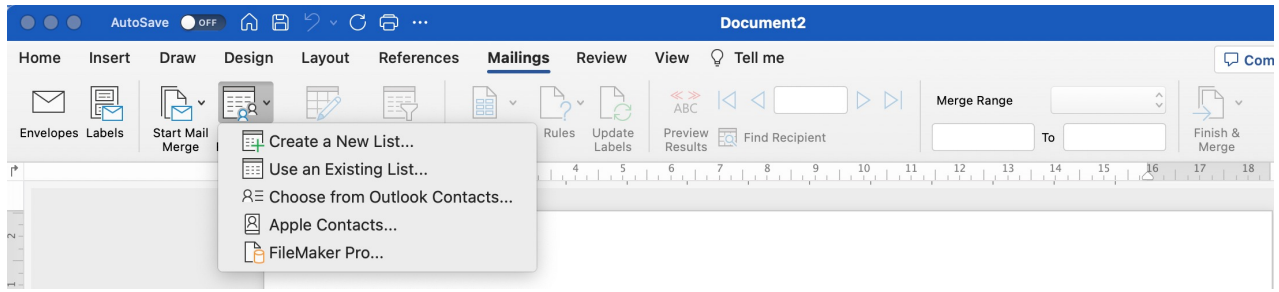
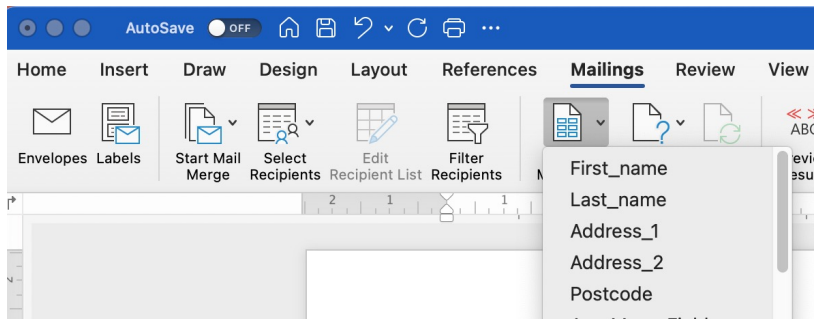
Preparing the data source

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

- Create a spreadsheet in Excel 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 normally

Creating your merge document

1. Create your document as normal
2. Click on the Mailings tab chose Design>Use an existing list
3. Navigate to your spreadsheet and accept the defaults



4. Optionally add a filter if you don't want the whole list to get the letter
5. Navigate in your document to where you want the merged field and select Mailings>Insert Merge Field and chose the field to insert.
6. Optionally preview the results
7. Finally chose Mailings>Finish & Merge>Edit individual documents. This will produce an individual document for each recipient.