

**OpenOffice and NeoOffice/J
Form Letter/Mail Merge Tutorial**
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You can do these in any order you like, though it is best to first create your data source. Unless you already have a data source from some other program other than OpenOffice, open a new Spreadsheet by clicking **File->New->Spreadsheet** and enter in a sheet like below:

First	Last	Street	City	State	Zip	Pets
John	Doe	1234 Soick St	Hometown	CA	91312	Mutant Valley Girls
Marry	Muffit	113 Her Tuffit	Curdsnway	NW	80012	Spiders
Dorothy	Toto	163 Westwitch	Nottin	KA	61324	Flying Monkeys

OpenOffice 2.0 Beta and newer has a true Data Base Manager that you can, and should, use instead. Some of the steps below will be different if you use OpenOffice 2.0's DBM instead of a spreadsheet.

The first line of your sheet starting on row 1 will serve as your field names, the following lines is your data. Save your spreadsheet.

Either open an existing text document **File->Open**, or create a new text document: **File->New->Text Document**

Next, add your data source **File->Autopilot->Address Data Source** and select the **Other external data source** bubble, and then hit the **Next>>>** button then the **Settings** button. Select the data type from the drop-down list as being "Spreadsheet", click the **...** button next to the Data Source URL text field, and browse through and select the spreadsheet you saved to disk, now hit the **Ok** button, then **Next>>>** then **Create** buttons.

Hit **F4** to pull up the data source window. Click on the box next to "Address" (small white box with a dot in it), click on the box next to "Tables" and then click on Sheet1. You can now click on the field name above your data, and drag it into your document to add fields to create a document that looks something like this:

TerrorTex: Because they're always out to get you.

Sly Jerk
Exterminator
1235 Insect Ln
Pesky, ID 1235

<First> <Last>
<Street>
<City>, <State> <Zip>

Dear <First> <Last>:

We have reports that your area will be suffering from an infestation of <Pests> in the next few weeks. You must call us right away if you do not want unwelcome house guests. Even if those <Pests> normally are not found in your area, they will be. Trust us, we're *never* wrong-- we make sure of that! Har! Har! Har!

To print the form letters, hit the Mail Merge icon. It will look like a stack of three letters in OpenOffice, or a letter on top of a paper in NeoOffice/J 1.1 Beta in the far right on the bar just above your data. The name of the icon will appear if you hover the mouse pointer over it.