OpenOffice, LibreOffice

This article contains specific information on mail merge with OpenOffice Writer.

General information on mail merge can be found in the main article Mail merge with ... write .

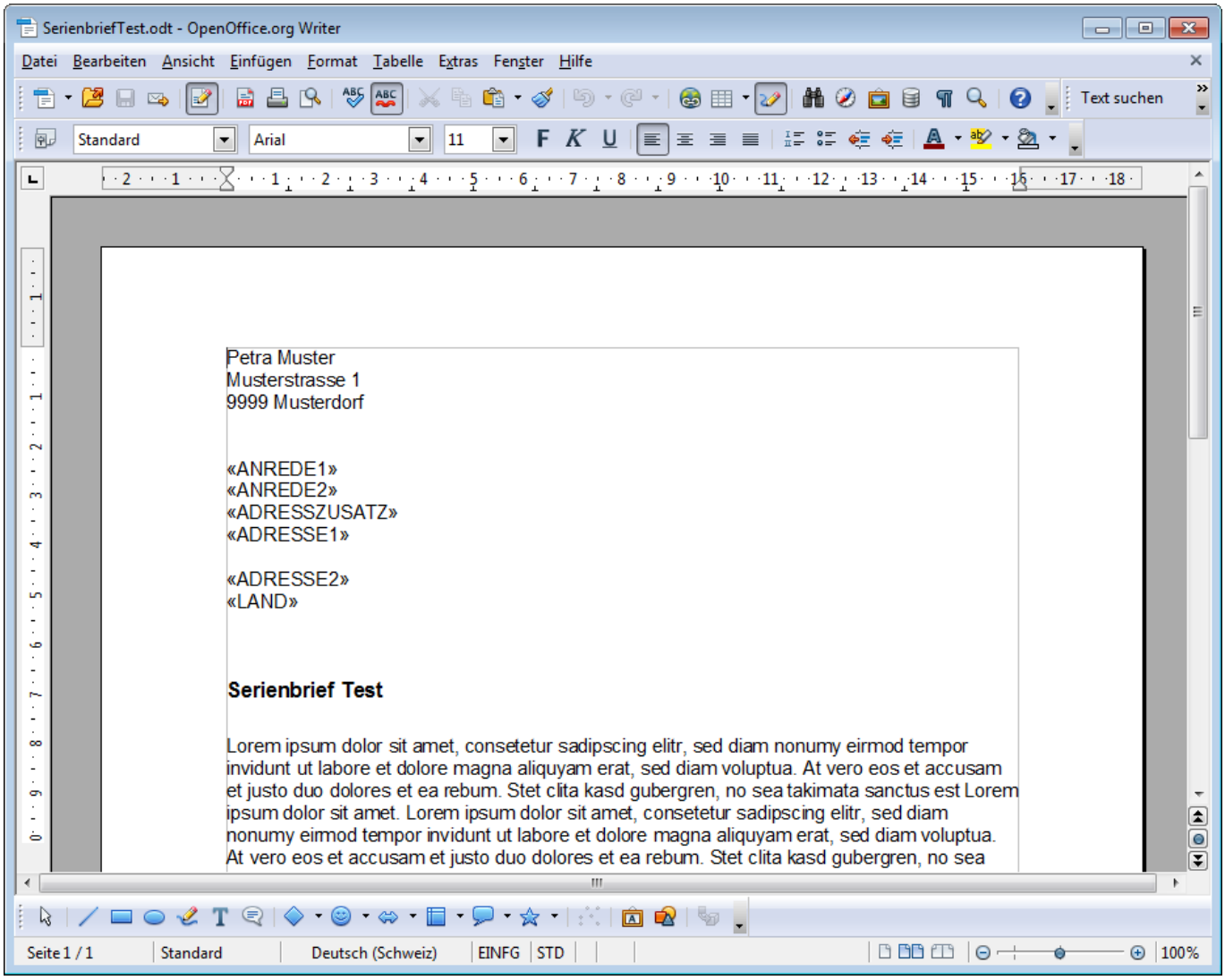
Main dialogue / Default settings

See main article Hauptdialog

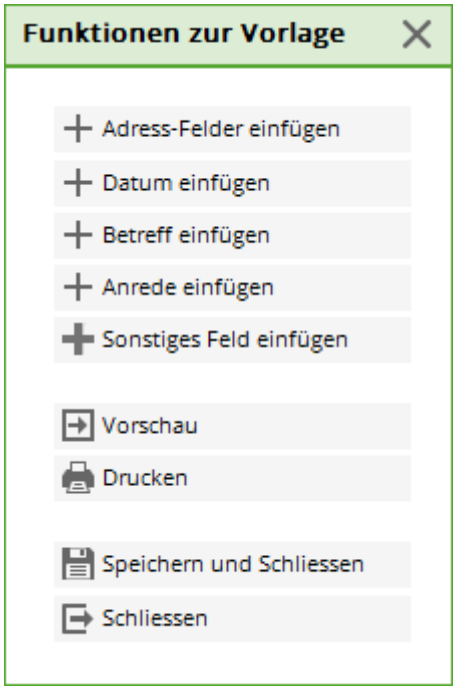
See main article Voreinstellungen

Edit / use mail merge

Continuation of the main article Edit / use mail merge



A dialogue for controlling the mail merge functions appears next to the document.



The following buttons can be used to add additional data fields at the current cursor position:

- **Insert address fields**
- **Insert date**
- **Insert subject**

For further data fields you can click on **Insert other field** button.

About **Preview** you get to the preview of the mail merge. More on this in the section Mail merge preview

About **Print** takes you to the print dialogue. More on this in the section Print mail merge

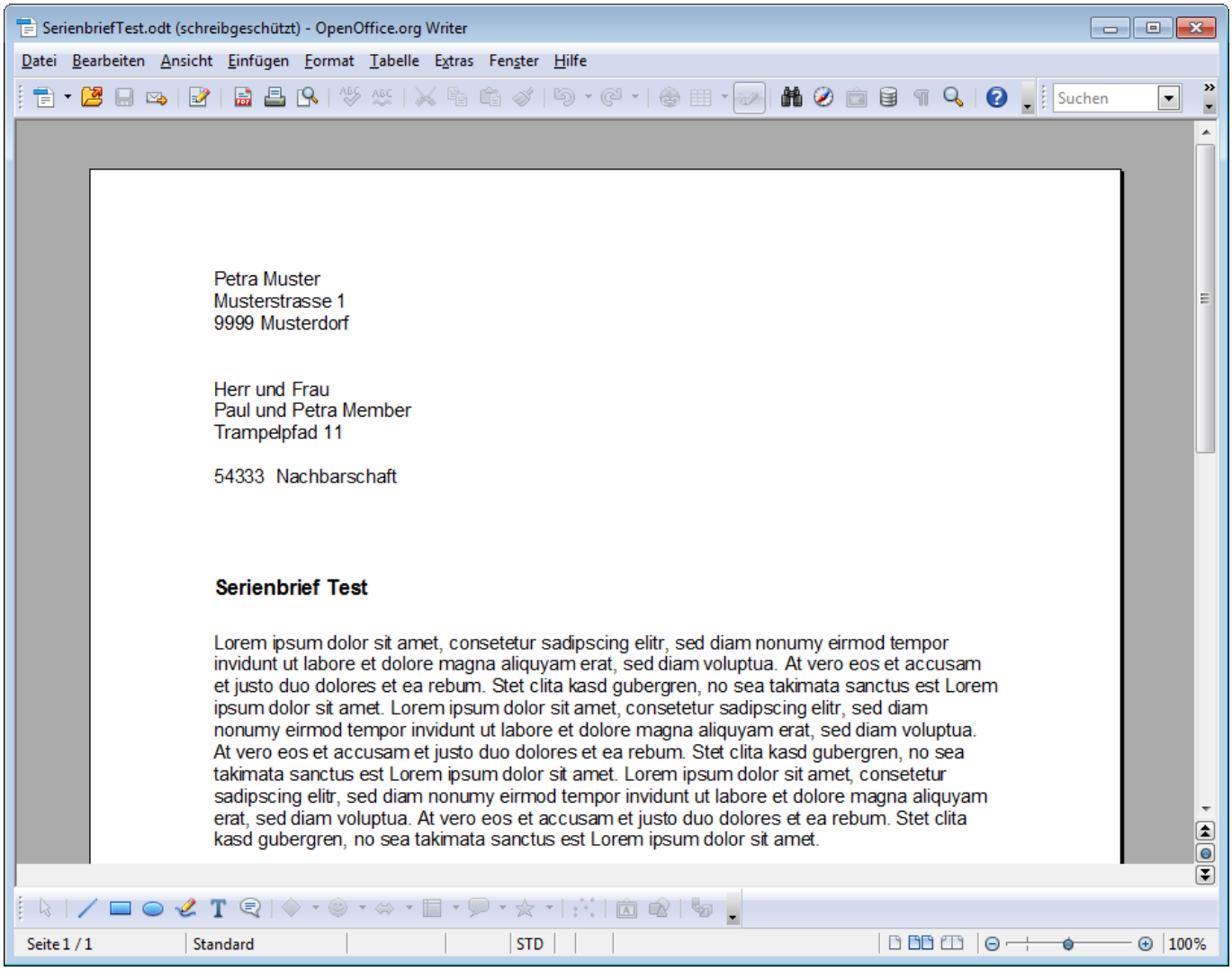
With **Close** the document is closed. If the document has been changed, you will be prompted to save it.

When **Save and close** the document is saved and closed without prompting.

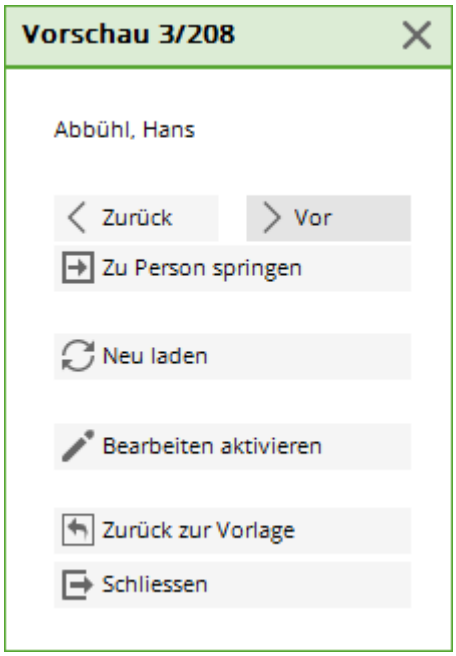
Mail merge preview

The preview is used to check the template with completed data fields. The documents are printed in the same way as they are displayed in the preview.

If you want to change texts for certain persons, you can activate the activate the editing mode.



A dialogue for controlling the preview functions appears next to it.



Back and **Forward** the preview switches between the persons.

Jump to person opens a selection of people you can jump to. An orange circle is displayed for

documents of people who are in edit mode.

Reload Regenerates the preview based on the template.

Activate edit Starts the editing mode.

Back to preview switches back to the preview.

Close closes the preview and the dialogue.

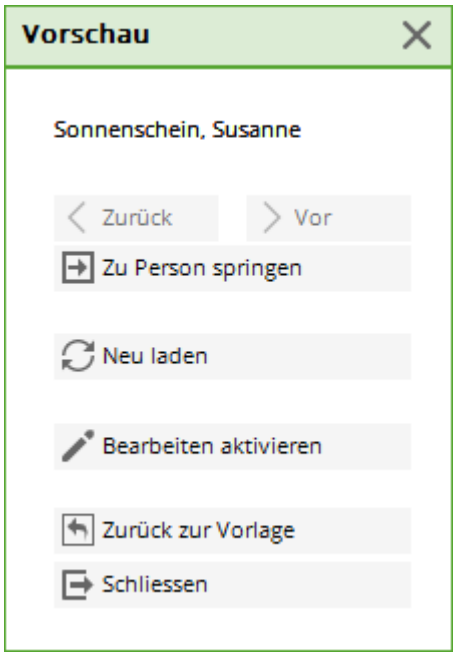
Edit mode

The editing mode is used to change the text, images, etc. for specific persons.

If edit mode is activated, the preview of the current person is saved in a file (see Document storage locations) and the write protection is cancelled. You can now make the changes.

ALL CHANGES THAT ARE NOW MADE TO THE TEMPLATE ARE NO LONGER APPLIED TO THIS PERSON!!!!

In addition, a slightly different function dialogue is displayed:



Reload is deactivated.

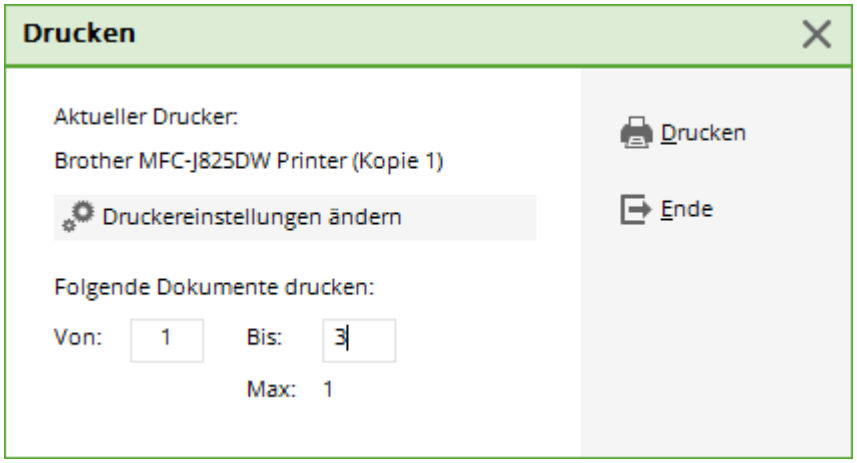
Deactivate editing Deletes the edited document and switches back to the normal preview.

The other buttons do not change their function.

Print mail merge

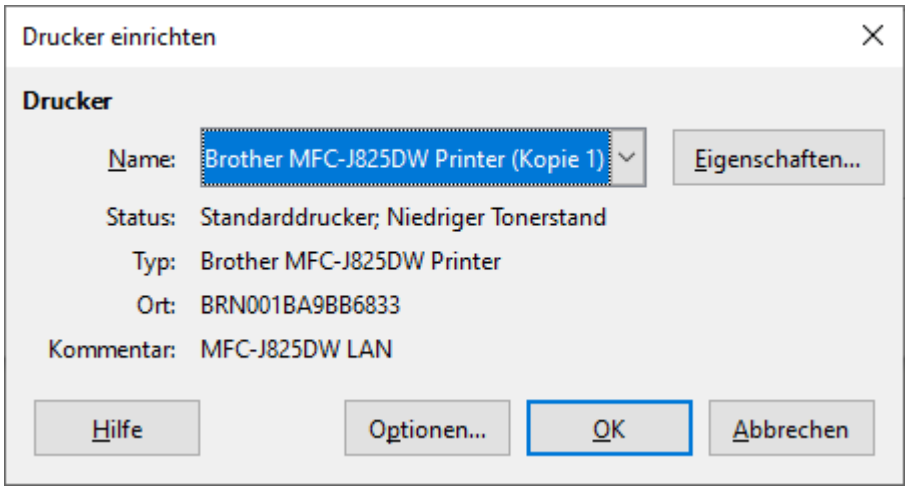
Continuation of the main article Print mail merge

This function can be used to print the mail merge.



Change printer settings opens the ***Install printer*** dialogue of OpenOffice.

The other dialogues are locked until this dialogue has been confirmed.



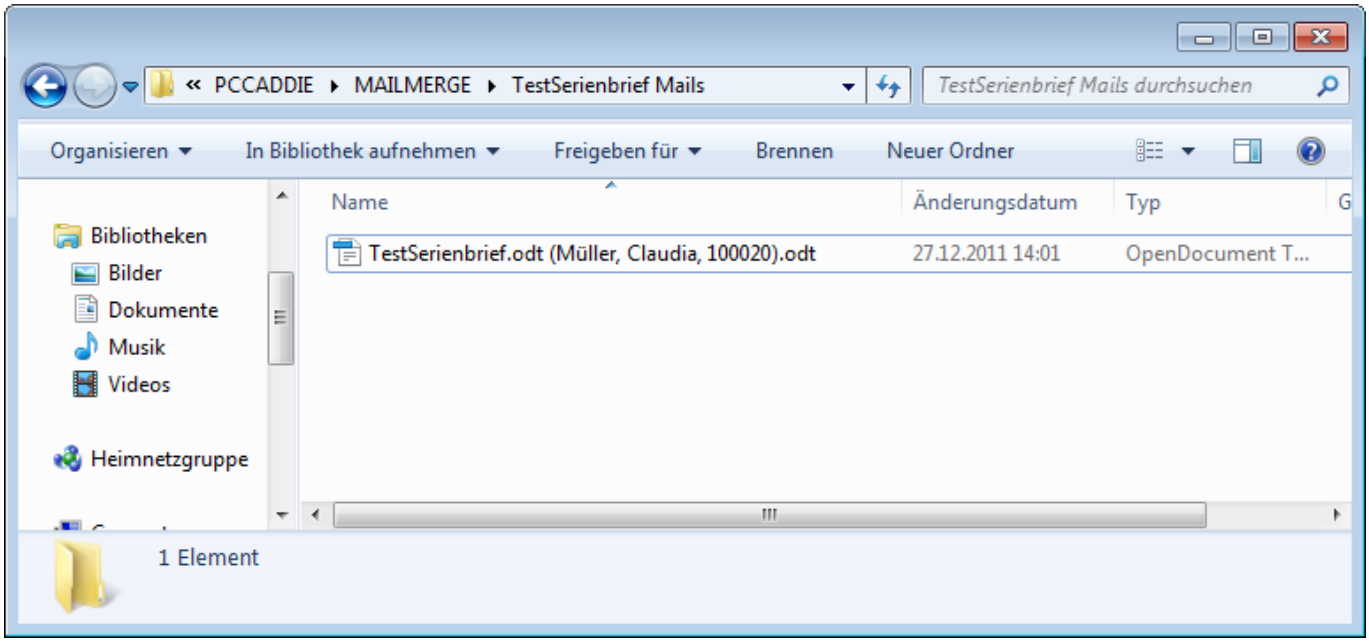
Storage locations of the documents

Continuation of the main article Document storage locations

In OpenOffice there are additional folders within **Mailmerge** for mail merges where documents have been customised for specific people (editing mode). The customised documents are then located within the folder.

The folder name is composed of the document file name and „ Mails“.

The file names of the edited documents consist of the document file name and the last name, first name and member number written in brackets.


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