Unit 3: Digital Documentation Using LibreOffice Writer
Chapter 6: Understand and Apply Mail Merge

1. Mail Merge

1.1 Mail Merge is a feature in word processors like **LibreOffice Writer** that allows you to create **personalized documents** (like letters, emails, labels) for multiple recipients **using a single template** and a **data source**.

Or

Mail Merge is the process of combining a **main document** with a **data source** to generate multiple personalized documents.

Example:

Suppose you want to send a **certificate** to 50 students. Instead of typing each student's name separately, you:

- Create one **main document** (certificate format).
- Create a **data source** (list of names, roll numbers, etc.).
- Use **Mail Merge** to automatically fill each certificate with the correct student's name.

1.2 Components of Mail Merge:

1. **Main Document**
   - The template containing the general content (e.g., letter, notice).
   - Example: "Dear <Name>, Congratulations!"
2. **Data Source**
   - A table or list that contains variable data (names, addresses, emails).
   - Format: Spreadsheet, database, or table in Writer.

   Steps:
   - Click **Tools → Mail Merge Wizard**.
   - Choose **Use current document** → Click **Next**.
   - Create or select address list (data source).
3. **Merged Document**
   - The final output — multiple personalized copies (e.g., letters or emails).

Uses of Mail Merge:

- Sending invitation letters
- Certificates to participants
- Personalized email campaigns
- Creating ID cards or labels

1.3 Edit Individual Document

- Allows editing each personalized document after merging.

1.4 Save Merged Document

- After merging, click **File → Save As** to save all letters individually.

2. Print Merged Document

- After merging:
  - Click **File → Print**.
  - You will be prompted to print **form letters**.
  - Click **Yes** and follow prompts.

3. Send Email Message

- Requires setting up an email server.
- Steps:

- After completing mail merge → Select **Send merged document as email**.
- Enter subject and select data field for email address.
- Click **Send Documents**.