UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)

SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

SESSION 2: INSERT AND USE IMAGES

SESSION 3: CREATE AND USE TEMPLATE

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SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

Styles are logical attributes. Using styles means that you stop saying "font size 14pt, Times New Roman, bold, centered", and you start saying "Title" because you have defined the "Title" style to have those characteristics. In other words, styles mean that you shift the emphasis from what the text (or page, or other element) looks like, to what the text is.

Styles help improve consistency in a document. They also make major formatting changes easy. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive. Styles make the task easy.

OpenOffice.org supports the following types of styles:

- ***Page styles*** include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.
- ***Paragraph styles*** control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- ***Character styles*** affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- ***Frame styles*** are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.
- ***Numbering styles*** apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.
- ***Cell styles*** include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- ***Graphics styles*** in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.

- ***Presentation styles*** include attributes for font, indents, spacing, alignment, and tabs.

Applying styles

OpenOffice.org provides several ways for you to select styles to apply.

Using the Styles and Formatting window

1) Click the **Styles and Formatting** icon  located at the left-hand end of the object bar, or click **Format > Styles and Formatting**, or press *F11*.
   The Styles and Formatting window shows the types of styles available for the OpenOffice (OpenOffice.org) component you are using.
   Figure 1.1 shows the window for Writer, with Page Styles visible.

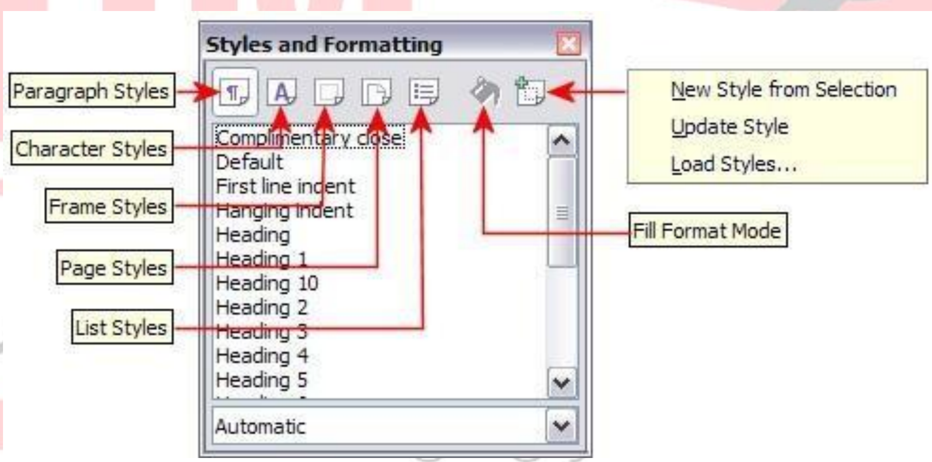


Figure1.1: The Styles and Formatting window for Writer, showing paragraph styles

   You can move this window to a convenient position on the screen or dock it to an edge (hold down the *Ctrl* key and drag it by the title bar to where you want it docked).

2) Click on one of the icons at the top left of the Styles and Formatting window to display a list of styles in a particular category.
3) To apply an existing style (except for character styles), position the insertion point in the paragraph, frame, or page, and then double-click on the name of the style in one of these lists. To apply a character style, select the characters first.

Using Fill Format mode

Fill format mode is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.

1) Open the Styles and Formatting window and select the style you want to apply.
2) Click the **Fill Format mode** icon .
3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters, clicking on a word applies the character style for that word. Repeat step 3 until you made all the changes for that style.
4) To quit Fill Format mode, click the **Fill Format mode** icon again or press the *Esc* key. An important point to note here is that when this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right click and thus undo actions you want to keep.

Creating New (Custom) Styles

You may want to add some new styles. You can do this in two ways:

Creating a new style from a selection

You can create a new style by copying an existing manual format. This new style applies only to this document; it will not be saved in the template.

1. Open the Styles and Formatting window and choose the type of style you want to create.
2. In the document, select the item you want to save as a style.
3. In the Styles and Formatting window, click on the **New Style from Selection** icon (refer Figure 1.2).

Figure 1.2: Naming a new style created from a selection

4. In the Create Style dialog, type a name for the new style. The list shows the names of existing custom styles of the selected type. Click **OK** to save the new style.

Dragging And Dropping To Create A Style

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Select some text and drag it to the Styles and Formatting window. If Paragraph Styles are active, the paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

Modifying Styles

OpenOffice.org provides several ways to modify styles (both the predefined styles and custom styles that you create):

- Updating a style from a selection
- Load or copy styles from another document or template

Any changes you make to a style are effective only in the current document. To change styles in more than one document, you need to change the template or copy the styles into the other documents.

Updating A Style From A Selection

To update a style from a selection:

1. Open the Styles and Formatting window.
2. In the document, select an item that has the format you want to adopt as a style.
3. In the Styles and Formatting window, select the style you want to update (single-click, not double-click), then long-click on the arrow next to the **New Style from Selection** icon and click on **Update Style**(Refer Figure 1.3)**.**

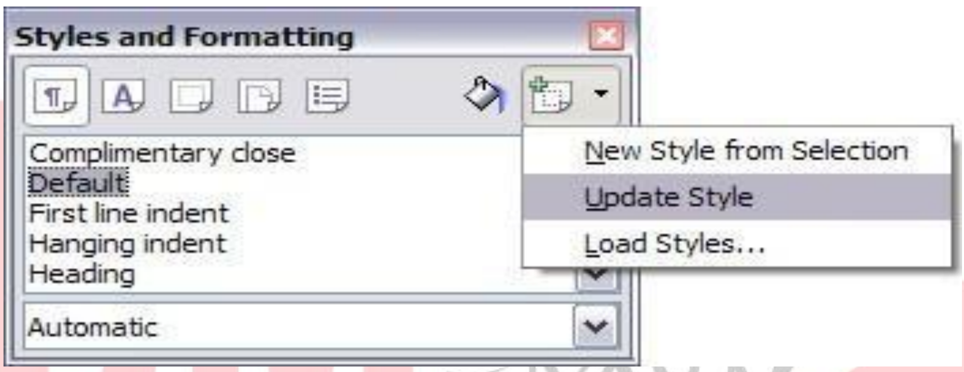


Figure 1.3: Updating a style from a selection

Loading Styles From A Template Or Document

You can copy styles by loading them from a template or another document:

1. Open the document you want to copy styles into.
2. In the Styles and Formatting window, long-click on the arrow next to the **New Style from Selection** icon, and then click on **Load Styles**.

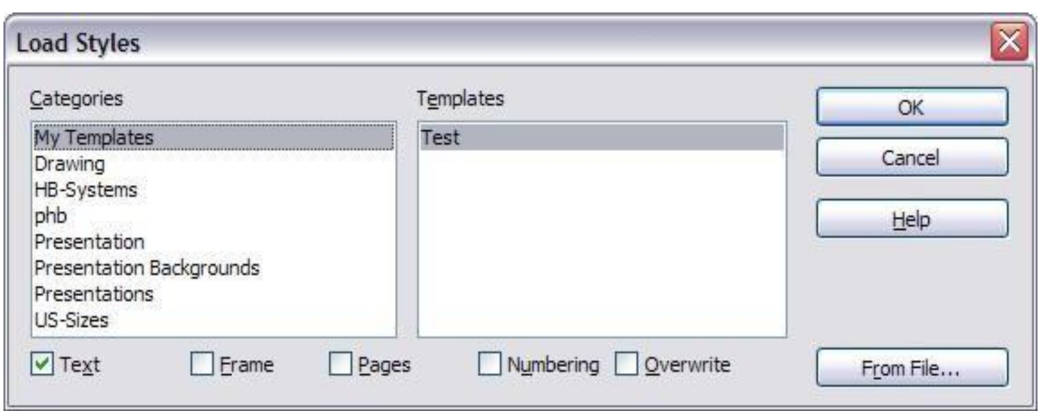


Figure 1.4. Copying styles from a template into the open document

3. On the Load Styles dialog (Figure 1.4), find and select the template you want to copy styles from.
4. Select the categories of styles to be copied. Select **Overwrite** if you want the styles being copied to replace any styles of the same names in the document you are copying them into.
5. Click **OK to copy the styles**. You will not see any change on screen.

To copy the styles from another document, click the **From File** button to open a window from which you can select the required document.

ACTIVITY

1. Write your resume/ Bio Data and apply different styles on it,
2. Create a pamphlet on Cyber Awareness. Apply different styles on it

QUESTIONS

1. What are Styles ?. What are the advantages of using styles
2. Give any four styles supported by OpenOffice.org
3. How can we create our own styles

SESSION 2. INSERT AND USE IMAGES

Relevant Knowledge

Images can be added to a document in several ways: by inserting an image file, directly from a graphics program or a scanner, or from the Open Office Gallery.

Inserting An Image File

When the image is in a file stored on the computer, you can insert it into an Open Office document using either of the following methods:

Drag and Drop

1. Open a file browser window and locate the image you want to insert.
2. Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped.

This method embeds (saves a copy of) the image file in the Writer document. To link the file instead of embedding it, hold down the *Control+Shift* keys while dragging the image.

Insert Picture Dialog

1. Click in the Open Office document where you want the image to appear.
2. Choose **Insert > Picture > From File from the menu bar.**
3. On the Insert Picture dialog (see Figure 1.5), navigate to the file to be inserted, select it, and click **Open**.

At the bottom of the dialog are two options, **Preview** and **Link**. Select **Preview** to view a thumbnail of the selected image on the right, so you can verify that you have the correct file. See below for the use of **Link**.

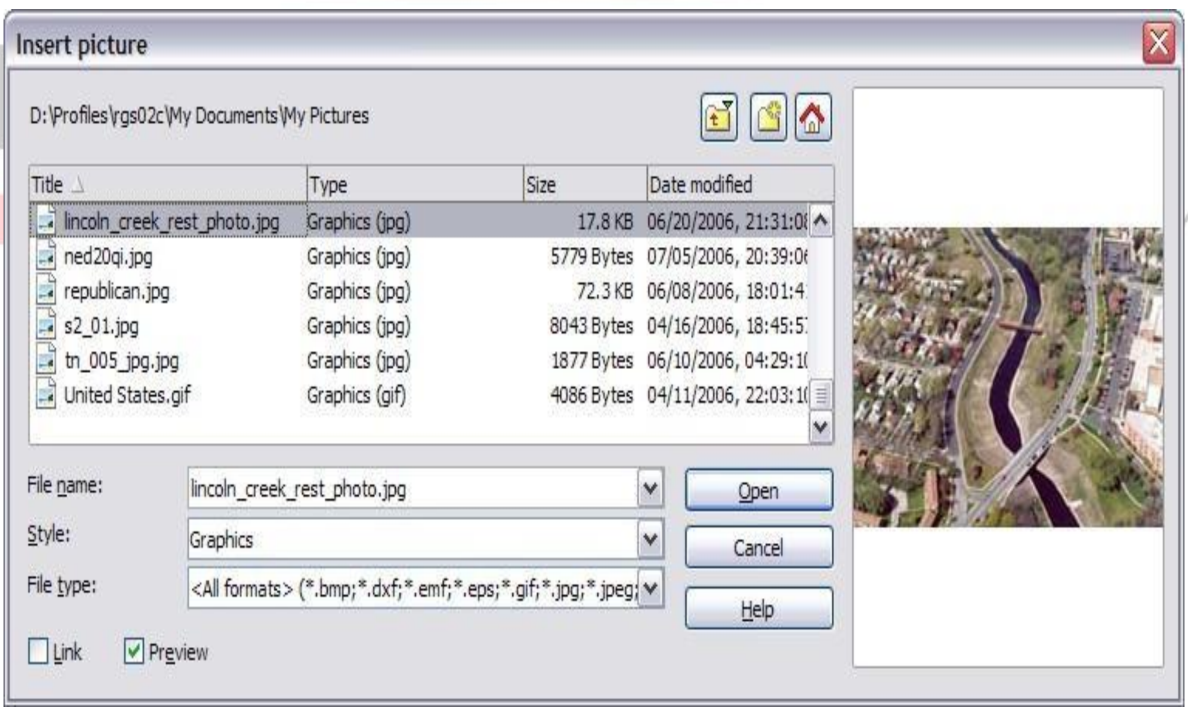


Figure 1.5. Insert picture dialog

Inserting An Image From The Clipboard

Using the clipboard, you can copy images into an Open Office document from another Open Office document and from other programs. To do this:

1. Open both the source document and the target document.
2. In the source document, select the image to be copied.
3. Move the mouse pointer over the selected image and press *Control+C* to copy the image to the clipboard.
4. Switch to the target document.
5. Click to place the cursor where the graphic is to be inserted.
6. Press *Control+V* to insert the image.

If the application from which the graphic was copied is closed before the graphic is pasted into the target, the image stored on the clipboard could **be** lost.

Inserting An Image Using A Scanner

If a scanner is connected to your computer, Open Office can call the scanning application and inserted the scanned item into the Open Office document as an image. To start this procedure, click where you want the graphic to be inserted and select **Insert > Picture > Scan > Select Source**.

Although this practice is quick and easy, it is unlikely to result in a high-quality image of the correct size. You may get better results by scanned material into a graphics program and cleaning it up there before inserting the resulting image into Open Office.

Inserting An Image From The Gallery

The Gallery provides a convenient way to group reusable objects such as graphics and sounds that you can insert into your documents. The Gallery is available in all components of Open Office. It does not come with many graphics, but you can add your own pictures or find extensions containing more graphics. To insert a Gallery image into a Writer document:

1. To open the Gallery, click on the **Gallery** icon (located in the right side of the Standard toolbar) or choose **Tools** > **Gallery** from the menu bar.
2. Navigate through the Gallery to find the desired picture.
3. To insert the picture, click and drag it from the Gallery into the Writer document. You can also right-click on the picture and choose **Insert**>**Copy**.

Figure 1.6 shows an example of an image dragged from the Gallery.

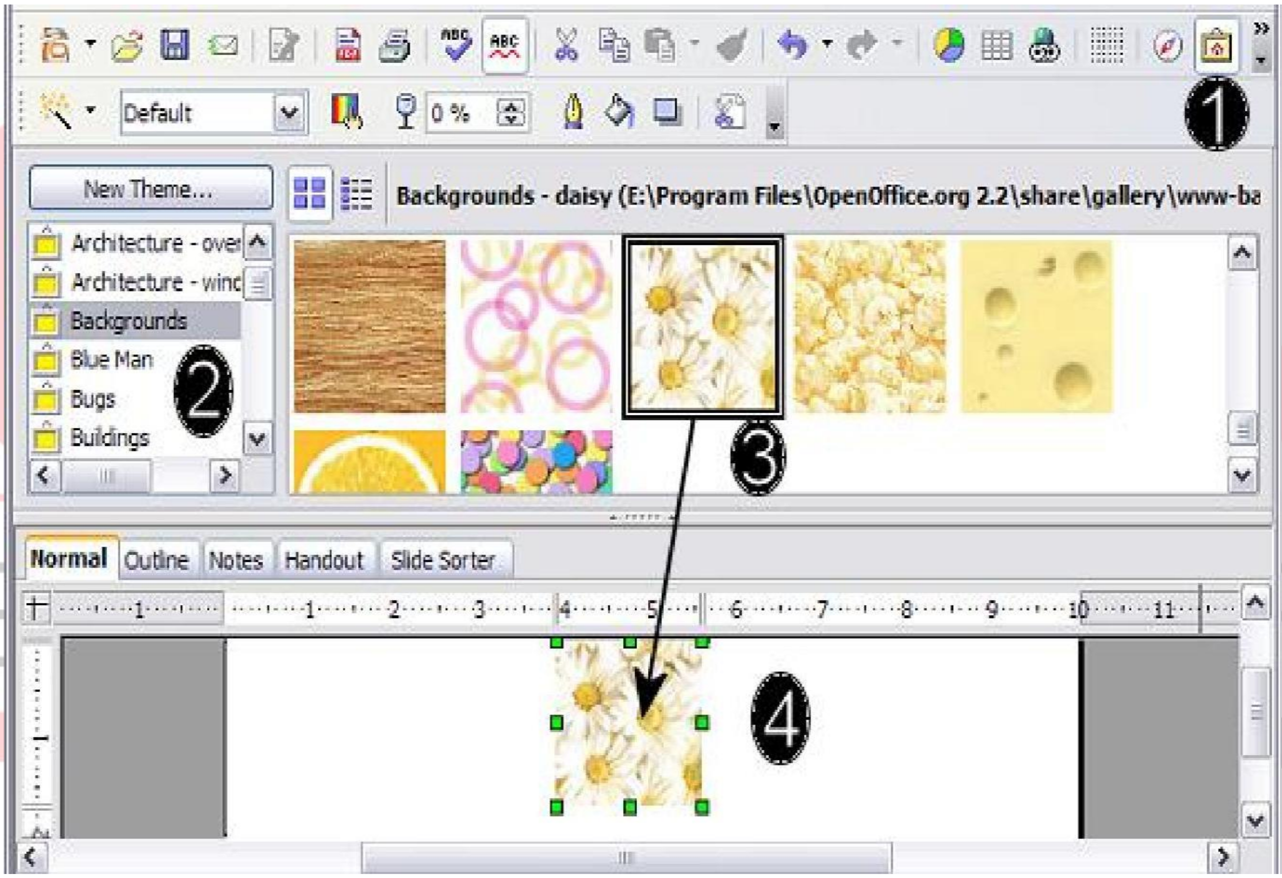


Figure 1.6. Inserting an image from the Gallery

By default, the Gallery is docked above the Writer workspace. To expand the Gallery, position the pointer over the line that divides it from the top of the workspace. When the pointer changes to parallel lines with arrows, click and drag downward. The workspace resizes in response.

To expand the Gallery without affecting the workspace, undock it so it floats over the workspace. To do so, hold down the *Control* key and double-click on the upper part of the Gallery next to the View icons. Double-click in the same area while holding down the *Control* key to dock it again (restore it to its position over the workspace).

When the Gallery is docked, to hide it and view the full Writer workspace, click the in the middle of the thin bar separating the Gallery from the workspace.

To close the Gallery, choose **Tools** > **Gallery** to uncheck the Gallery entry, or click on the Gallery icon again.

Modifying An Image

When you insert a new image, you may need to modify it to suit the document. Here we will discuss the use of the Picture toolbar, resizing, cropping, and a workaround to rotate a picture.

Using The Picture Toolbar

When you insert an image or select one already present in the document, the Picture toolbar appears. You can set it to always be present (**View** > **Toolbars** > **Picture**). Picture control buttons from the Picture toolbar can also be added to the Standard Toolbar.

Two other toolbars can be opened from this one: the Graphic Filter toolbar, which can be torn off and placed elsewhere on the window, and the Color toolbar, which opens as a separate floating toolbar.

From these three toolbars, you can apply small corrections to the graphic or obtain special effects.

Graphics mode 

You can change color images to grayscale by selecting the image and then selecting **Grayscale** from the Graphics mode list.

Flip vertically or horizontally 

To flip an image vertically or horizontally, select the image, and then click the relevant icon.

Filters

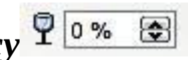
Table 1 provides a short description of the available filters, however the best way to understand them is to see them in action. Feel free to experiment with the different filters and filters settings, remembering that you can undo all the changes by pressing *Ctrl+Z*or *Alt+Backspace*or by selecting **Edit > Undo**.

Color

Use this toolbar to modify the individual RGB color components of the image (red, green, blue) as well as the brightness, contrast, and gamma of the image. If the result is not satisfactory, you can press *Ctrl+Z* to restore the default values.

Table 1: Graphic filters and their effects

Icon	*Name*	*Effect*
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

Transparency 

Modify the percentage value in the *Transparency* box on the Picture toolbar to make the image more transparent. This is particularly useful when creating a watermark or when wrapping the image in the background.

Using The Formatting Toolbar And Picture Dialog

When an image is selected, you can customize some aspects of its appearance using the tools available on the Formatting toolbar as well as in the dialog that is shown by right-clicking on the image and selecting **Picture**. You can, for example, create a border around the image, selecting style and color; or you can (in the **Borders** page of the Picture dialog) add a shadow to the image.

Cropping Images

When you are only interested in a section of the image for the purpose of your document, you may wish to crop (cut off) parts of it. To start cropping the image, right click on it and select **Picture** from the pop-up menu. In the Picture dialog box, select the **Crop** page (see Figure 1.7).

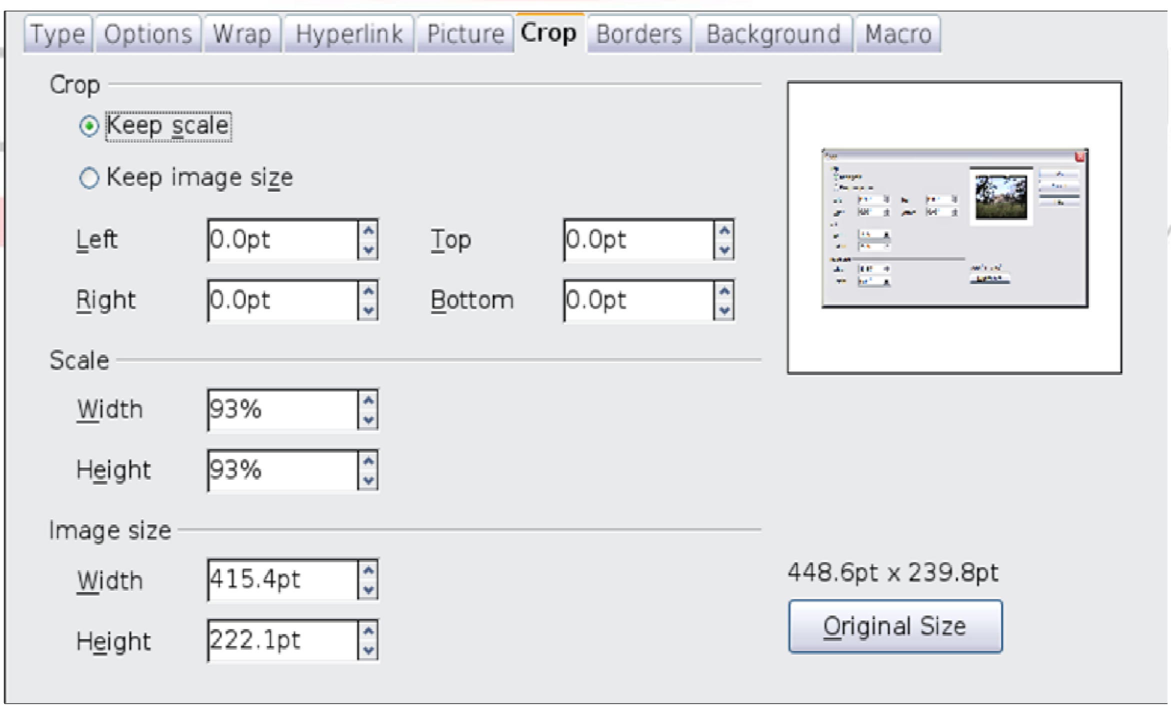


Figure 1.7: The options available when cropping a picture

In the Crop page, you can control the following parameters:

Keep scale / Keep image size

When **Keep scale** is selected (default), cropping the image does not change the scale of the picture.

When **Keep image size** is selected, cropping produces enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image so that the image size remains constant.

Left, Right, Top, and Bottom

The image is cropped by the amount entered in these boxes. For example, a value of **3cm** in the *Left* box cuts 3 cm from the left side of the picture.

- When **Keep scale** is selected, the size of the image also changes, so in this example the width will be reduced by 3 cm.
- When **Keep image size** is selected, the remaining part of the image is enlarged (when you enter positive values for cropping) or shrunk (when you enter negative values for cropping) so that the width and height of the image remains unchanged.

Width and Height

The Width and Height fields under either Scale or Image size change as you enter values in the Left, Right, Top, and Bottom fields. Use the thumbnail next to these fields to determine the correct amount by which to crop.

Resizing an Image

The inserted image might not fit perfectly into the document if it is too big or too small. In these cases, you can use Writer to resize the image.

1. Click the picture, if necessary, to show the green resizing handles.
2. Position the pointer over one of the green resizing handles. The pointer changes shape giving a graphical representation of the direction of the resizing.

3. Click and drag to resize the picture.
4. Release the mouse button when satisfied with the new size.

The corner handles resize both the width and the height of the graphic object simultaneously, while the other four handles only resize one dimension at a time.

To retain the original proportions of the graphic, *Shift+click* one of the corner handles, then drag. Be sure to release the mouse button **before** releasing the *Shift* key.

Be aware that re-sizing a bit-mapped (raster) image will adversely affect the resolution, causing some degree of blurring. It is better to externally size your picture correctly before insertion into your presentation, if possible.

Figure 1.8 shows three examples of an image inserted into a document and resized.

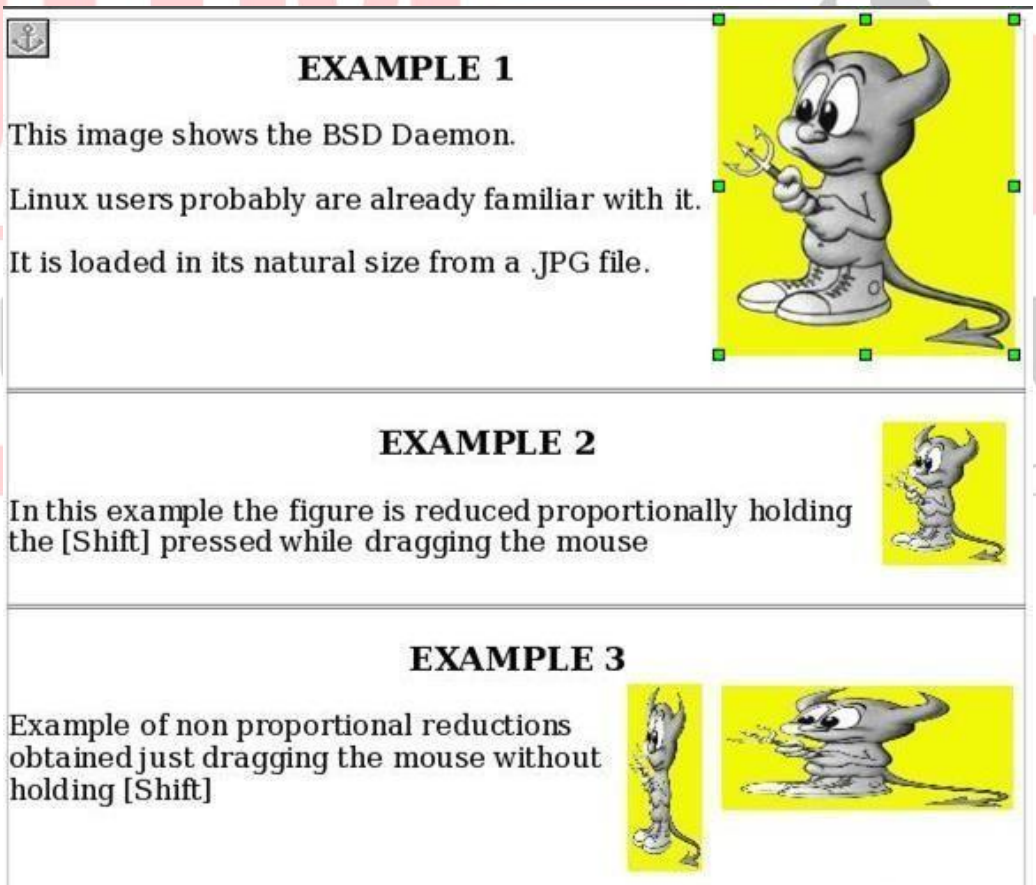


Figure 1.8. Three examples of resized images, plus the original image

For more accurate resizing, use either the **Crop** page of the Picture dialog box (Figure 1.7) or, for images, the **Type** page of the Picture dialog box. On the **Crop** page you can adjust the following settings:

- **Scale Width** and **Height**: specify in percentages the scaling of the picture. The size of the image changes accordingly. For a scaled resizing, both values should be identical.
- **Image size**: specify the size of the image in your preferred unit of measurement. The image enlarges or shrinks accordingly.
- **Original size** button: when clicked, restores the image to its original size.

In the **Type** page of the Picture dialog box, select the **Relative** option to toggle between percentage and actual dimension. For a scaled resizing, select the **Keep ratio** option. As for the **Crop** page, clicking on the **Original Size** button restores the original image size.

Rotating a Picture

Writer does not provide a tool for rotating a picture; however, there is a simple workaround:

1. Open a new *Draw* or *Impress* document (**File** > **New** > **Drawing** or **File** > **New** > **Presentation**).
2. Insert the image you want to rotate. You can use any of the mechanisms described in "**Error! Reference source not found.**" on page **Error! Bookmark not defined.**, although there are some slight variations in the position of the menu entries and icons.
3. Select the image, then in the Drawing toolbar (shown by default at the bottom of the window in Impress and Draw), select the **Rotate** icon from the **Effects** tear-off toolbar .
4. Rotate the image as desired. Use the red handles at the corners of the picture and move the mouse in the direction you wish to rotate. By default the picture rotates around its center (indicated by a black crosshair), but you can change the pivot point by moving the black crosshair to the desired rotation center.

To restrict the rotation angle to multiples of 15 degrees keep the *Shift* key pressed while rotating the image.

5. Select the rotated picture by pressing *Ctrl+A*, then copy the image to the clipboard with *Ctrl+C*.
6. Finish by going back to the location of the Writer document where the image is to be inserted and pressing *Ctrl+V*.

Creating Drawing Objects

To begin using the drawing tools, display the Drawing toolbar (Figure 1.9), by clicking **View > Toolbars > Drawing**.

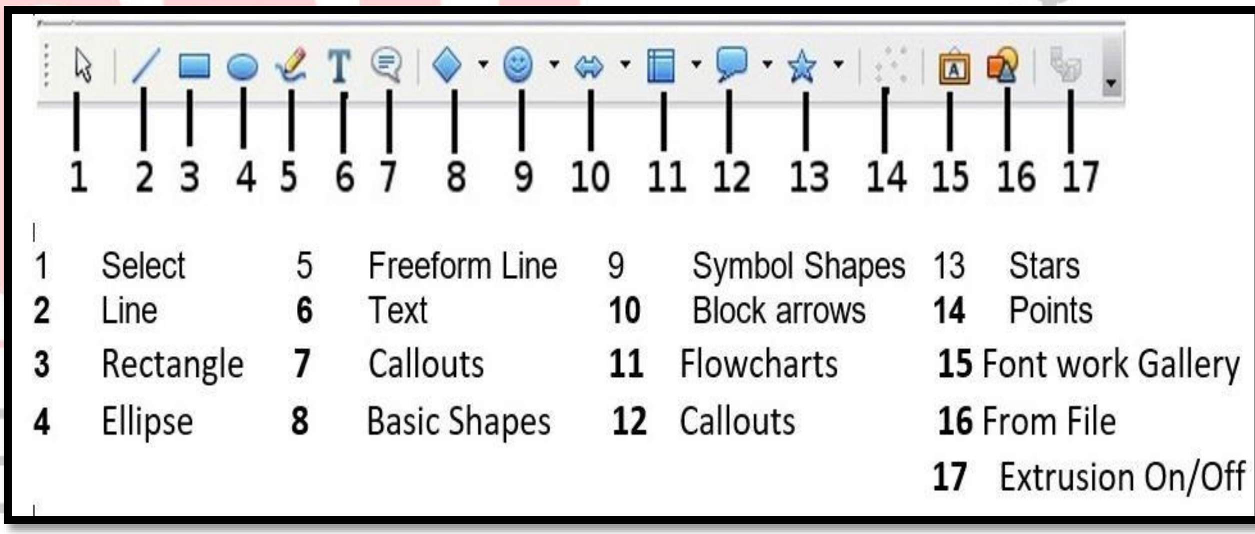


Figure 1.9. The Drawing toolbar

To use a drawing tool:

1. Click in the document where you want the drawing to be anchored. You can change the anchor later, if necessary.
2. Select the tool from the Drawing toolbar (Figure 7). The mouse pointer changes to a drawing-functions pointer .
3. Move the cross-hair pointer to the place in the document where you want the graphic to appear and then click-and-drag to create the drawing object. Release the mouse button. The selected drawing function remains active, so you can draw another object of the same type.

4. To cancel the selected drawing function, press the Esc key or click on the Select icon (the arrow) on the Drawing toolbar.
5. You can now change the properties (fill color, line type and weight, anchoring, and others) of the drawing object using either the Drawing Object Properties toolbar or the choices and dialog boxes reached by right-clicking on the drawing object.

Set or Change Properties For Drawing Objects

To set the properties for a drawing object before you draw it:

1. On the Drawing toolbar (Figure 9), click the **Select** tool.
2. On the Drawing Object Properties toolbar (Figure 1.10), click on the icon for each property and select the value you want for that property.
3. For more control, or to define new attributes, you can click on the **Area** or **Line** icons on the toolbar to display detailed dialog boxes.

The default you set applies to the current document and session. It is not retained when you close the document or close Writer, and it does not apply to any other document you open. The defaults apply to all the drawing objects except text objects.

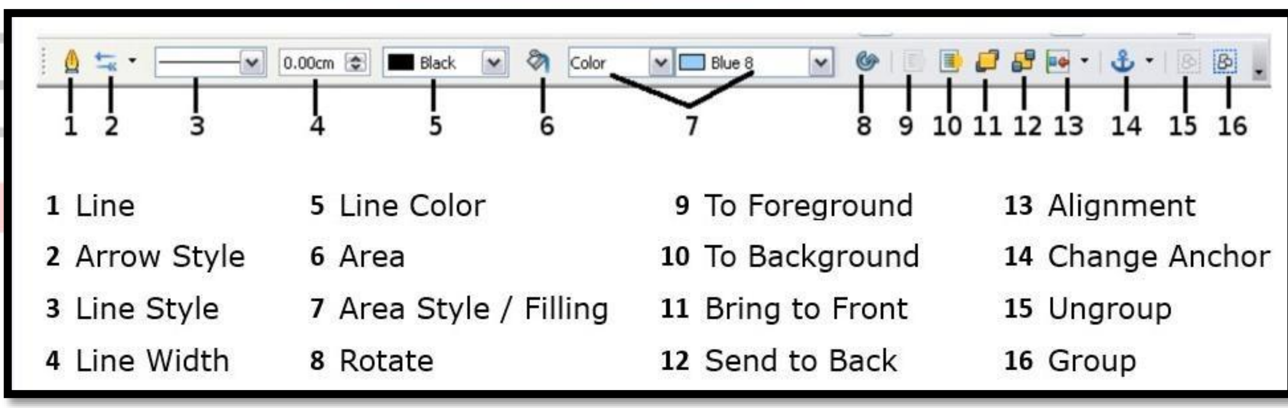


Figure 1.10. Drawing Object Properties toolbar

To change the properties for an existing drawing object:

1. Select the object.
2. Continue as described above.

You can also specify the position and size, rotation, and slant and corner radius properties of the drawing object:

1. Right-click on the drawing object and then click Position and Size from the pop-up menu. The *Position and Size* dialog box is displayed.
2. Choose any properties, as required.

Resizing a Drawing Object

The same considerations for resizing an image apply also to resizing an object. Select the object, click on one of the eight handles around it and drag it to its new position. For a scaled resizing, select one of the corner handles and keep the *Shift* key pressed while dragging the handle to its new position.

For more sophisticated control of the size of the object,

- Select **Format > Object > Position and Size** from the menu bar.
- Use the Position and Size dialog box to set the width and height independently.
- If the **Keep ratio** option is selected, then the two dimensions change so that the proportion is maintained, allowing for a scaled resizing.

Grouping Drawing Objects

To group drawing objects:

1. Select one object, then hold down the Shift key and select the others you want to include in the group. The bounding box expands to include all the selected objects.
2. With the objects selected, hover the mouse pointer over one of the objects and choose **Format > Group > Group** from the menu bar or right-click and choose **Group > Group** from the pop-up menu.

You cannot include an embedded or linked graphic in a group with drawing objects.

Positioning Image/Graphics Within The Text

When you add a graphic to a text document, you need to choose how to position it with respect to the text and other graphics. The positioning of graphics is often rather time consuming and may be very frustrating for both inexperienced and experienced users. As Writer is a word processor rather than a desktop publishing program, there are some limitations to the flexibility in positioning images and it takes time to get things exactly as you would like them.

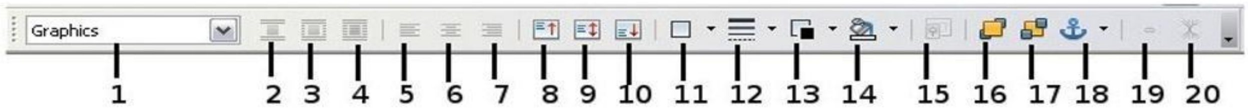
Positioning of a graphic is controlled by four settings:

1. Arrangement refers to the placement of a graphic on an imaginary vertical axis. Arrangement controls how graphics are stacked upon each other or relative to the text.
2. Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
3. Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is, a paragraph, or even a character. An image always has an anchor point.
4. Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.

The settings can be accessed in a number of ways, depending on the nature of the graphics:

1. From the Format menu, where you can find Alignment, Arrange, Wrap, and Anchor (both for images and drawing objects).
2. From the pop-up menu displayed when you right-click on the graphic.
3. From the Object toolbar shown in Figure 1.11.
4. For images, from the Type and Wrapping pages of the Picture dialog box. Note that you cannot control the arrangement using the dialog box. To open the Picture dialog box, click on the image to select it and then choose Format > Picture or right-click on the graphic and choose Picture on the pop-up menu.
5. For drawing objects, from the Position and Size page of the Position and Size dialog box. To open the Position and Size dialog box, click on the drawing object to select it and then choose Format > Object > Position and Size or right-

click on the graphic and choose Position and **Size** on the pop-up menu. Note that you can only control the alignment and anchoring.



1 Apply Style
2 Wrap Off
3 Page Wrap
4 Optimal Page Wrap
5 Align Left
6 Center Horiz.
7 Align Right
8 Top
9 Center
10 Bottom
11 Borders
12 Line Style
13 Line Colour (of border)
14 Background
15 Frame Properties
16 Bring to Front
17 Send to Back
18 Change Anchor
19 Link Frames
20 Unlink Frames

Figure 1.11. Object toolbar (graphical control of positioning for images)

ACTIVITY

1. Create a New Year card using images
2. Create a Poster on Health and Hygiene

QUESTIONS

1. Explain any four Graphic filters.
2. Explain Image Cropping
3. List any three methods of inserting images in a text document.
4. What do you understand by the terms:
   a. Text Wrapping
   b. Anchoring

SESSION : 3 CREATE AND USE TEMPLATE

Relevant Knowledge

A template is a model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page.

Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization.

All documents in OpenOffice.org are based on templates. You can create a specific template for any document type (text, spreadsheet, drawing, presentation). If you do not specify a template when you start a new document, then the document is based on the default template for that type of document. If you have not specified a default template, Open Office uses the blank template for that type of document that is installed with Open Office.

Creating a Template

You can create your own templates in two ways: from a document, and using a wizard.

Creating A Template From A Document

To create a template from a document:

1. Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).
2. Add the content and styles that you want.
3. From the main menu, choose
   File > Templates > Save.

Template Dialog

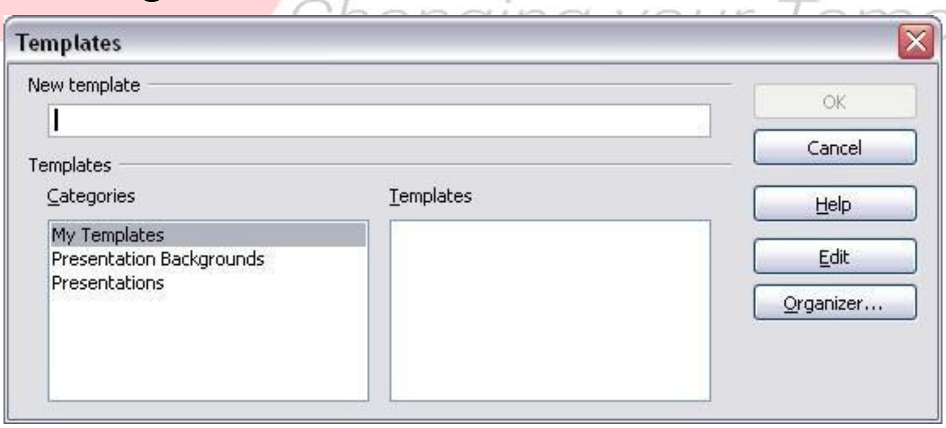


Figure 1.12: Saving a new template

The Templates dialog opens (see Figure 1.12).

1. In the New template field, type a name for the new template.
2. In the Categories list, click the category to which you want to assign the template. The category you choose has no effect on the template itself; it is simply the folder in which you save the template. Choosing an appropriate category makes it easier to find the template when you want to use it. For example, you might save Impress templates under the Presentations category.
3. Click OK to save the new template.

Any settings that can be added to or modified in a document can be saved in a template. For example, below are some of the settings that can be included in a Writer document and then saved as a template for later use:

1. Printer settings: which printer, single sided / double sided, and paper size, and so on
2. Styles to be used, including character, page, frame, numbering and paragraph styles
3. Format and settings regarding indexes, tables, bibliographies, table of contents

Templates can also contain predefined text, saving you from having to type it every time you create a new document. For example, a letter template may contain your name, address and salutation.

Creating A Template Using A Wizard

You can use wizards to create templates for letters, faxes, agendas, presentations, and Web pages. For example, the Fax Wizard guides you through the following choices:

1. Type of fax (business or personal)
2. Document elements like the date, subject line (business fax), salutation, and complementary close
3. Options for sender and recipient information (business fax)
4. Text to include in the footer (business fax)

Creating a template using a wizard:

1. From the main menu, choose **File > Wizards >**[**type of template required**](see Figure 1.13).

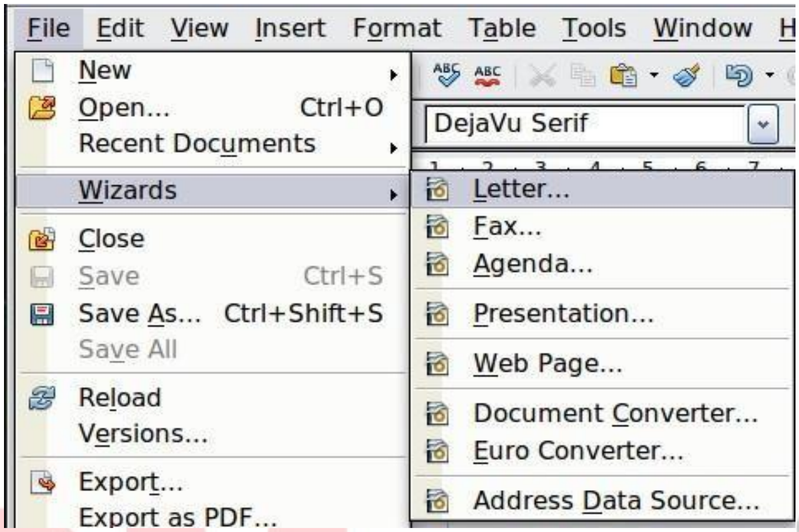


Figure 1.13. Creating a template using a wizard

1. Follow the instructions on the pages of the wizard. This process is slightly different for each type of template, but the format is very similar.
2. In the last section of the wizard, you can specify the name and location for saving the template. The default location is your user templates directory, but you can choose a different location if you prefer.
3. Finally, you have the option of creating a new document from your template immediately, or manually changing the template. For future documents, you can reuse the template created by the wizard, just as you would use any other template.

Setting A Default Template

If you create a document by choosing **File > New > Text Document (or Spreadsheet, Presentation, or Drawing)** from the main menu, Open Office creates the document from the Default template for that type of document. You can, however, set a custom template to be the default. You can reset the default later if you choose.

Setting a custom template as the default

You can set any template to be the default, as long as it is in one of the folders displayed in the Template Management dialog.

To set a custom template as the default:

1. From the main menu, choose **File** > **Templates** > **Organize.** The Template Management dialog opens.
2. In the box on the left, select the folder containing the template that you want to set as the default, then select the template.
3. Click the Commands button and choose Set As Default Template from the drop-down menu.

The next time that you create a document by choosing **File** > **New,** the document will be created from this template.

Resetting the default template

To re-enable Open Office's Default template for a document type as the default:

1. In the Template Management dialog, click any folder in the box on the left.
2. Click the Commands button and choose Reset Default Template from the drop-down menu.

The next time that you create a document by choosing **File** > **New,** the document will be created from Open Office's Default template for that document type.

Using The Template

To use a particular template, choose *File* > *New* > *Templates and Documents*. You'll see the templates window and your templates; if you don't, select the *Templates* icon at the left.

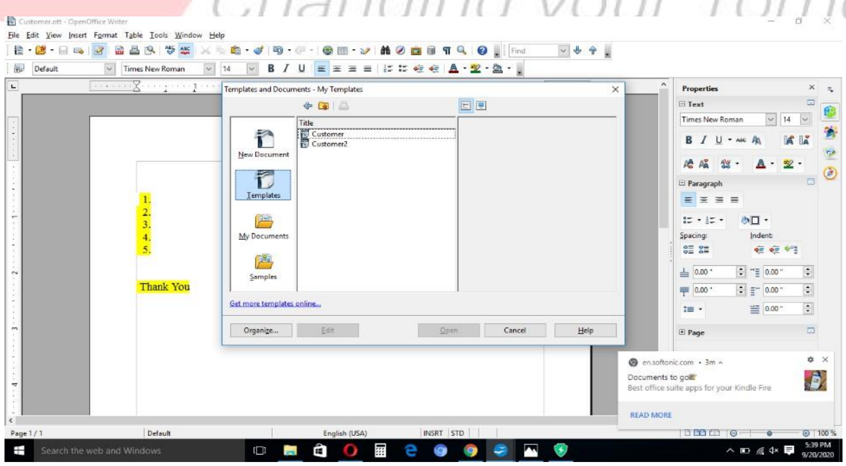


Figure 1.14. Opening templates

Select the template you want. Any information about the template will be displayed.

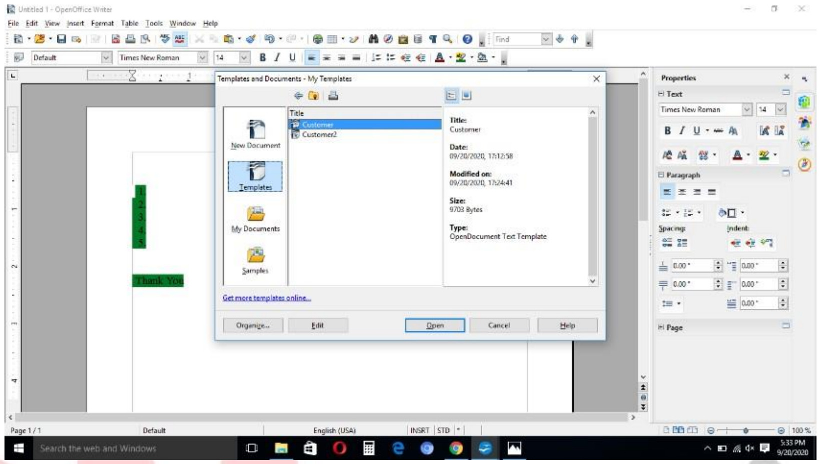


Figure 1.15. Using a template

Double-click the template or click on open to open it. Now you can use the template according to your choice.

Changing To A Different Template

To change to a different template, choose *File > New > Templates and Documents*. You'll see the templates window and your templates; if you don't, select the *Templates* icon at the left.

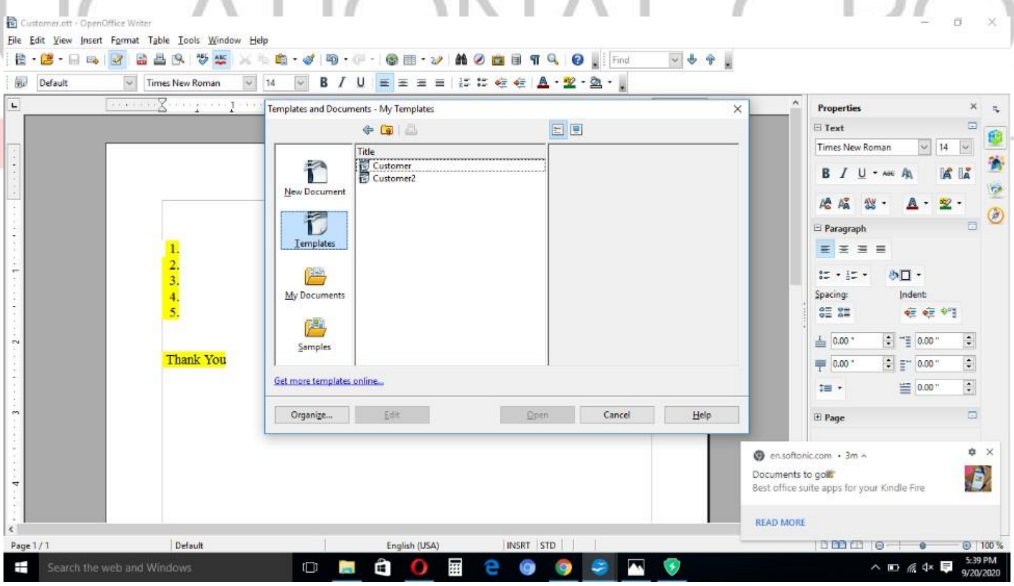


Figure 1.16. Opening templates

Select the template you want. Any information about the template will be displayed.

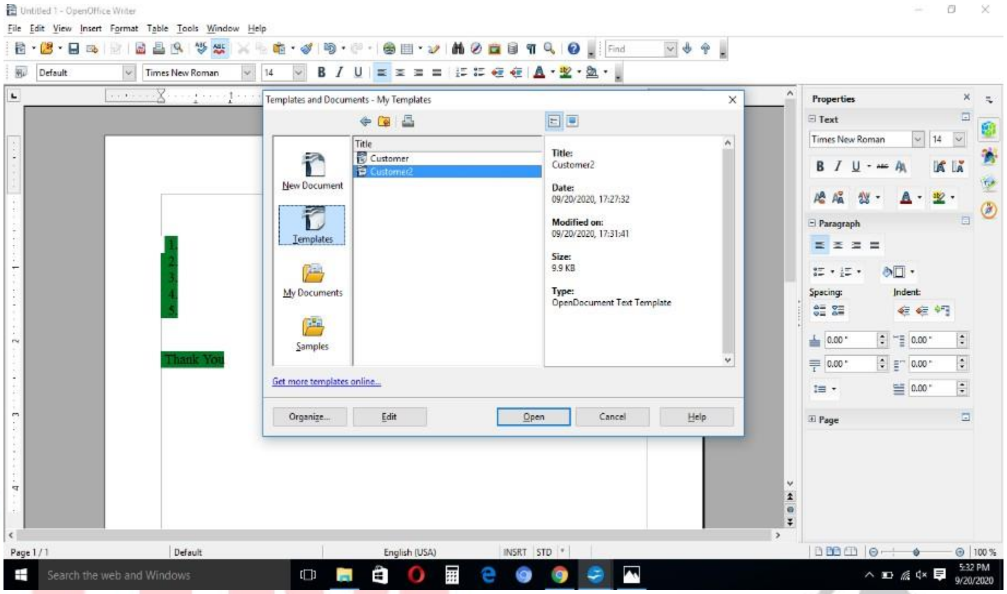


Figure 1.17. Changing to a different template

Double-click the template or click on open to open it. Now you can use the template according to your choice.

Updating a Document

To update a document simply goto File→ Save As and all changes made to the document will be saved.

ACTIVITY

Create your own template for any topic of your subject.

QUESTIONS:

1. What are templates? What are the advantages of using templates?
2. What is the difference between styles and templates?
3. Explain different ways of creating a template.

SESSION 4. CREATE AND CUSTOMIZE TABLE OF CONTENTS

Creating a Table of Contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your document. Before you start, make sure that the headings are styled consistently. For example, you can use the *Heading 1* style for chapter titles and the *Heading 2* and *Heading 3* styles for chapter subheadings.

Opening Writer's Table Of Contents Feature

Although tables of contents can be customized extensively in Writer, often the default settings are all you need. Creating a quick table of contents is simple:

1. When you create your document, use the following paragraph styles for different heading levels (such as chapter and section headings): *Heading 1*, *Heading 2*, and *Heading 3*. These are what will appear in your table of contents. You can use more levels of headings, but the default setting is to use only the first three levels in the table of contents.
2. Place the cursor where you want the table of contents to be inserted.
3. Select **Insert > Indexes and Tables > Indexes and Tables**.
4. Change nothing in the Insert Index/Table dialog. Click **OK**.

If you add or delete text (so that headings move to different pages) or you add, delete, or change headings, you need to update the table of contents. To do this:

1. Place the cursor within the table of contents.
2. Right-click and select **Update Index/Table** from the pop-up menu.

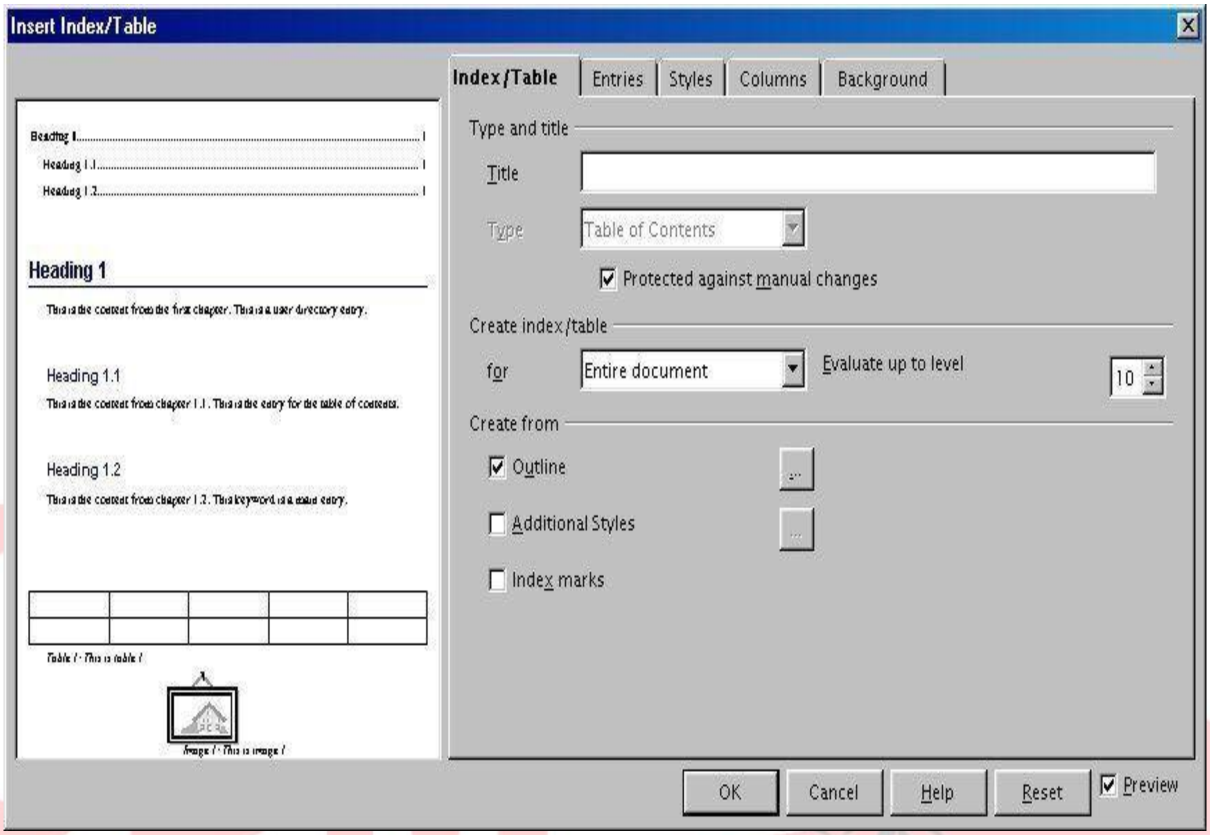


Figure 1.14. The Index/Table tab.

Using the Index/Table tab

Use the **Index/Table** tab, pictured in Illustration 1 on page 1, to set the table's attributes.

Setting Basic Attributes

To set the table's basic attributes:

1. From the **Type** drop-down list in the Type and title area of the tab, select **Table of Contents** if it isn't already selected.
2. From the drop-down list in the Create index/table area, select **Entire document.**
3. In the Create from area, check the **Outline** check box.
4. In the Create from area, clear the **Index marks** check box.

Adding A Title

If you'd like the table of contents to have a title, enter it in the **Title** field. (If Writer entered a title in this field automatically, you can change it by simply typing over the value.) To delete the title, clear the **Title** field.

Protecting Against Manual Changes

To protect the table of contents from being changed accidentally, check the **Protected against manual changes** check box.

If this box is checked, the table of contents can only be changed using the context menu or the Insert Table/Index window.

If the box isn't checked, the table of contents can be changed directly on the document page, just like other text.

Changing The Number Of Levels

By default, Writer evaluates 10 levels of headings when it builds the table of contents.

To change the number of levels evaluated, enter the desired number in the **Evaluate up to level** spin box.

Assigning Custom Styles

Writer automatically assigns to the table of contents all paragraphs formatted with the default heading styles (Heading 1, Heading 2, and so on). To assign paragraphs formatted with custom styles, follow these steps:

1. In the Create from area, check the **Additional Styles** check box.
2. Click the (**...**) button to the right of the check box. The Assign Styles window opens.

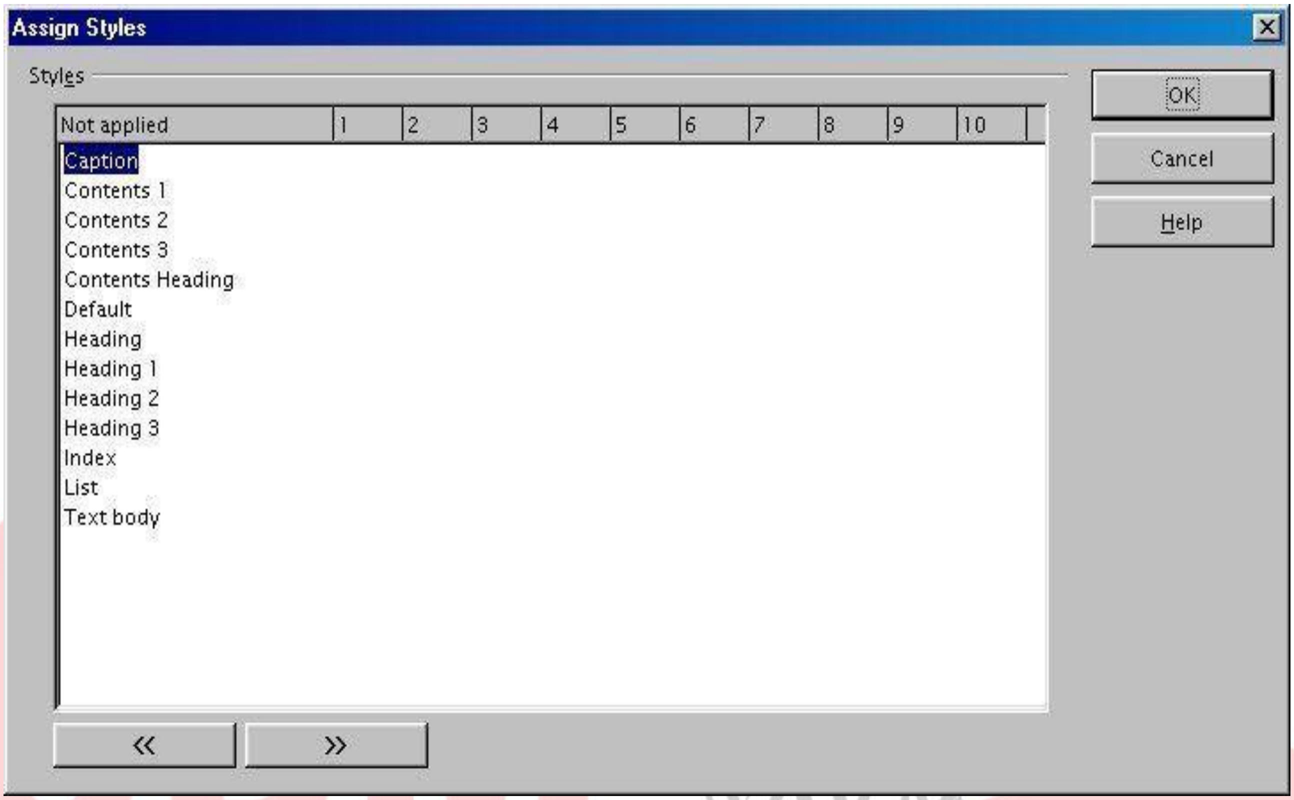


Figure 1.15. Assign Styles window

3. In the **Not applied** column, click the style that you want to assign to the table of contents.

4. Use the >> button to move the selected style to the desired outline level. For example, if you want paragraphs formatted with the selected style to appear as top-level entries in the table of contents, click the >> button once to move the style into the **1** column. To move the style in the opposite direction, use the <<button.

5. Click **OK** to save your changes and return to the Index/Table tab. Or, click **Cancel** to return without saving your changes.

Using The Entries Tab

Use the **Entries** tab, pictured in Illustration 3 on page 4, to format the entries in the table of contents. For each outline level, you can add and delete elements, such as chapter numbers, and you can also apply character styles to individual elements.

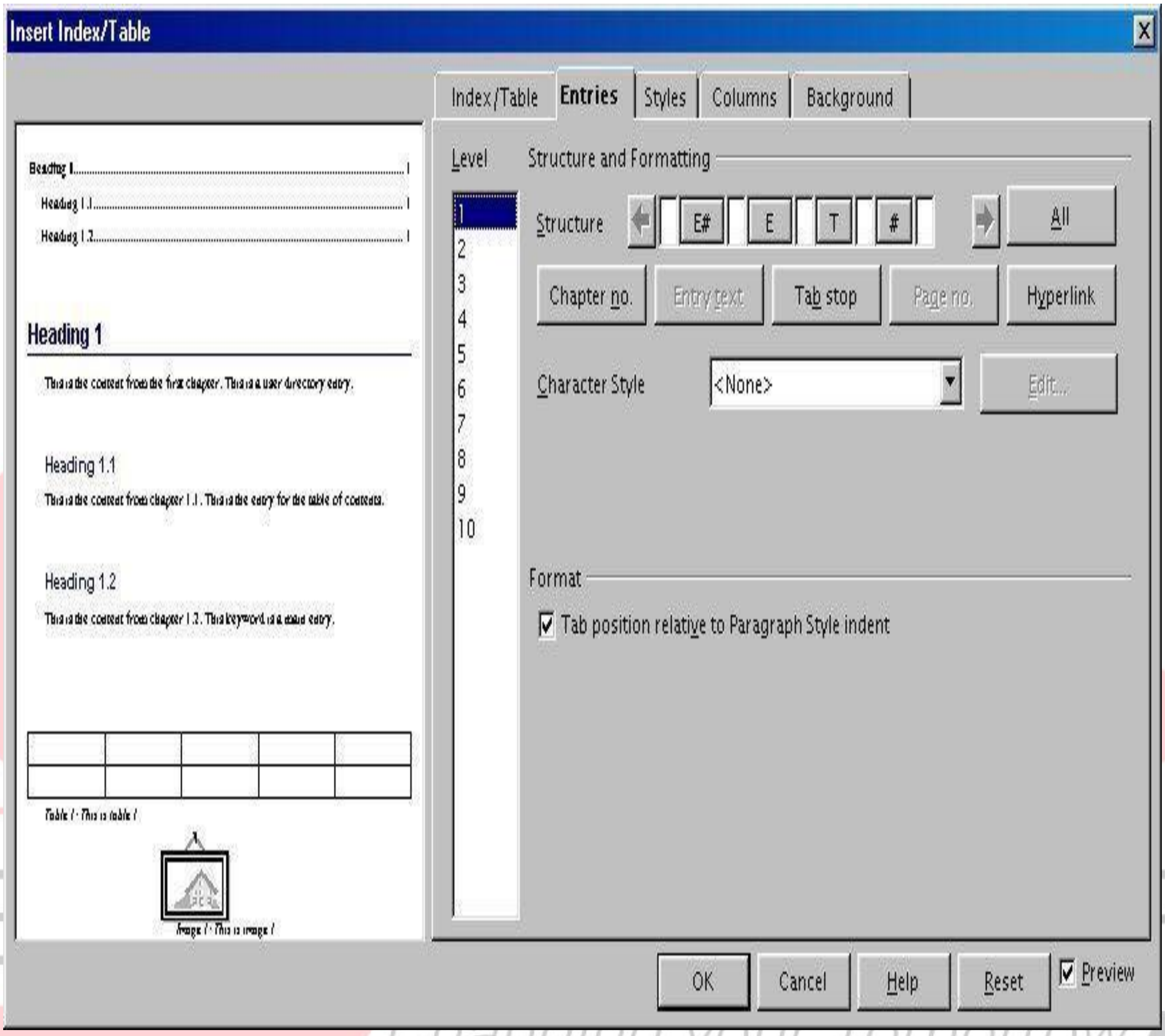


Figure 1.16. Entries tab

To begin, click a level number in the **Level** column to select the outline level whose elements you want to format. (You'll be able to apply your changes to all outline levels later.) The Structure line displays the elements for entries in that level. Each button on the Structure line represents one element:

- The **E#** button represents the chapter number.
- The **E** button represents the entry text.

- The **T** button represents a tab stop.
- The **#** button represents the page number.
- The **LS** button represents the start of a hyperlink. (This button doesn't appear on the default Structure line.)
- The **LE** button represents the end of a hyperlink. (This button doesn't appear on the default Structure line.)

Each white field on the Structure line represents a blank space.

Deleting Elements

To delete an element from the Structure line, click the button that represents that element and then press the Delete key on your keyboard. For example, to delete a tab stop, click the**T** button and then press the Delete key.

Adding Elements

To add an element to the Structure line, follow these steps:

1. Place your cursor in the white field to the left of where you want to insert the element.
2. Click one of the five buttons that are just below the Structure line. (For example, to add a tab stop, click the **Tab stop** button.) A button representing the new element appears on the Structure line.

Note that if you insert a hyperlink, you must indicate both the beginning and end of the link. For example, to change the default Structure line so that the chapter number and the entry text form a hyperlink, follow these steps:

1. On the Structure line, place your cursor in the white field to the left of the**E#** button. (Recall that the **E#** button represents the chapter number.)
2. Click the Hyperlink button. An LS button, representing the start of the hyperlink, appears on the Structure line.
3. On the Structure line, place your cursor in the white field to the right of theE button. (Recall that the E button represents the entry text.)
4. Click the Hyperlink button again. An LE button, representing the end of the hyperlink, appears on the Structure line.

Applying Character Styles

To apply a character style to an element on the Structure line:

1. On the Structure line, click the button that represents the element to which you want to apply a style.

2. From the **Character Style** drop-down list, select the desired style. Writer applies the selected style to the selected element.

To view or edit the attributes of a character style, select the style from the **Character Style** drop-down list and then click the **Edit** button.

Applying Changes To All Outline Levels

To apply the displayed structure and formatting to all outline levels, click the **All** button.

Using The Styles Tab

Use the **Styles** tab, pictured in Illustration 4 on page 6, to apply paragraph styles to the table of contents. You can apply a different paragraph style to each outline level of the table.

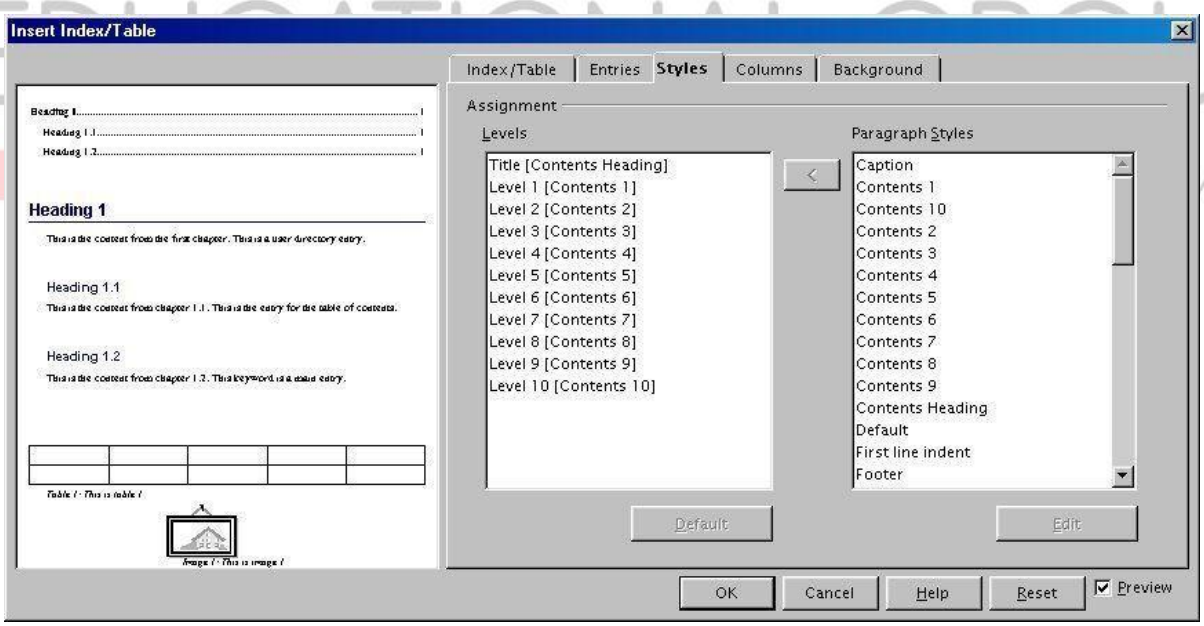


Figure 1.17. Styles tab

To apply a paragraph style to an outline level, follow these steps:

1. In the **Levels** list box, select the desired outline level by clicking it.
2. In the **Paragraph Styles** list box, click the paragraph style that you want to apply.
3. Click the < button to apply the selected paragraph style to the selected outline level.

To remove paragraph styling from an outline level:

1) In the **Levels** list box, select the desired outline level by clicking it.
2) Click the **Default** button.

To view or edit the attributes of a paragraph style, click the style in the **Paragraph Styles** list box and then click the **Edit** button.

Using The Background Tab

Use the **Background** tab, pictured in Illustration 5 on page 7, to add color or a graphic to the table background.

Adding Color

To add color to the background of th

e table of contents, simply click the desired color in the color grid.

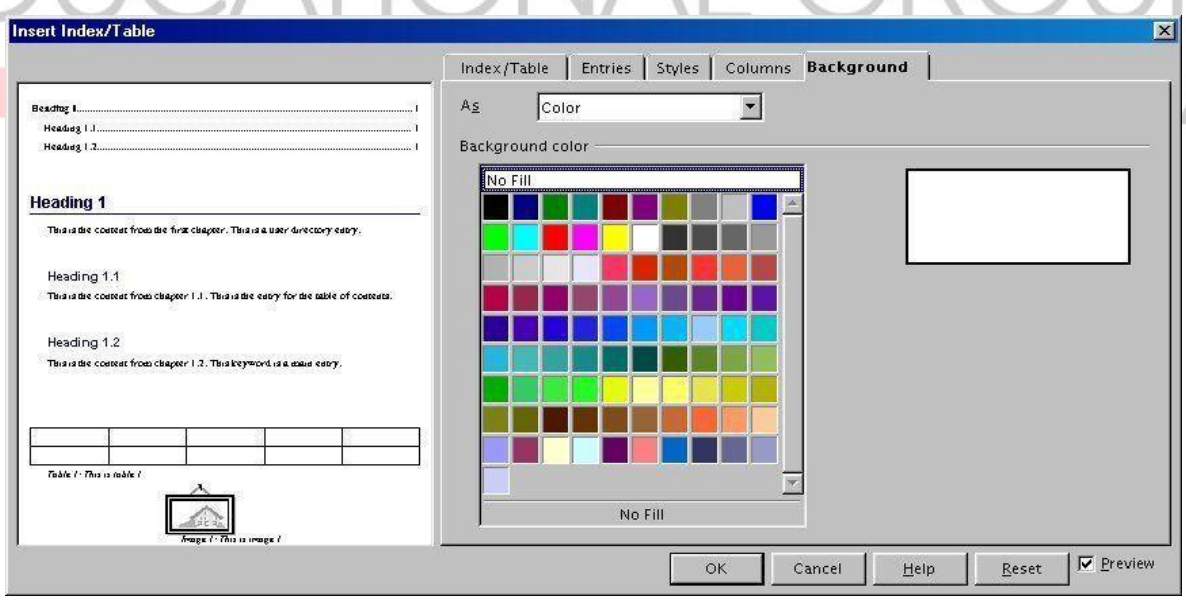


Figure 1.18. Background tab

Adding A Graphic

To add a graphic to the background of the table of contents, follow these steps:

1. From the **As** drop-down list, select **Graphic.** The **Background** tab displays the graphics options.

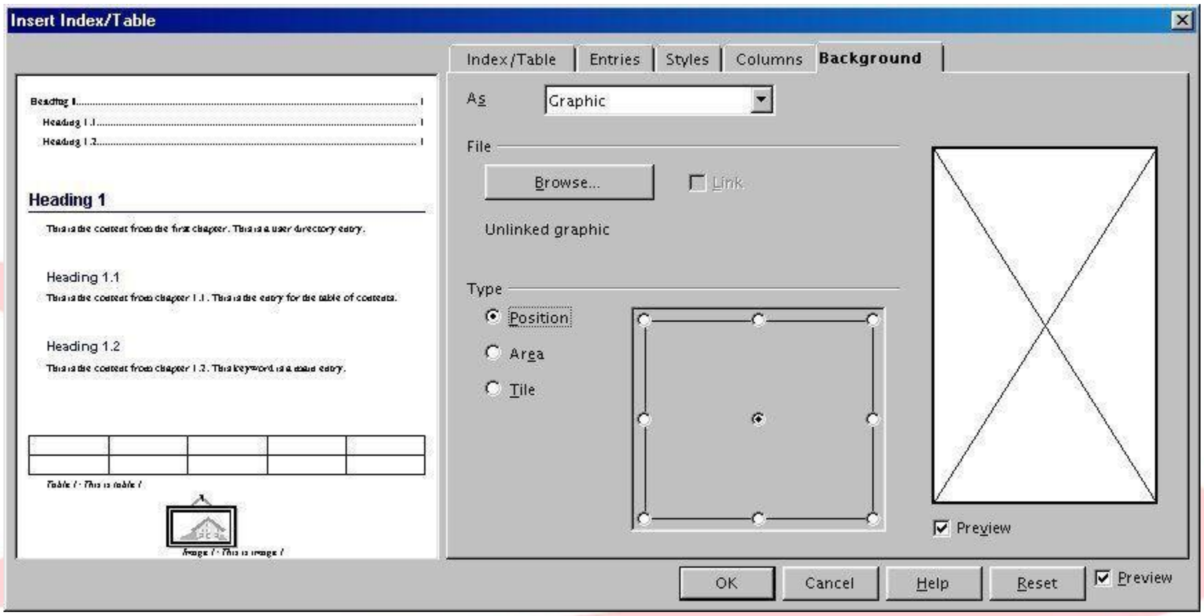


Figure 1.19. Graphics options on the Background tab

1. Click the **Browse** button. The Find Graphics window opens.

2. Find the graphic file that you want to use and then click the **Open** button. The Find Graphics window closes and the selected graphic appears in the graphic preview box on the right-hand side of the **Background** tab. (If you don't see the graphic, check the **Preview** check box underneath the graphic preview box.)

3. In the Type area of the **Background** tab, choose how you want the background graphic to appear:

   - To position the graphic in a specific location in the background, select **Position** and then click the desired location in the position grid.
   - To stretch the graphic so that it fills the entire background area, select **Area.**
   - To repeat the graphic across the entire background area, select **Tile.**

Deleting Color Or Graphics

To delete color or graphics from the table background, follow these steps:

1. From the **As** drop-down list, select **Color.**
2. Click **No Fill** on the color grid.

Saving The Table Of Contents

To save the table of contents so that the table appears in your document, click **OK.** The Insert Index/Table window closes and the table of contents appears in your document.

Maintaining A Table Of Contents Editing A Table Of Contents

To edit an existing table of contents:

1. Click anywhere in the table of contents and then right click. The context menu appears.
2. From the context menu, choose **Edit Index/Table.** The Insert Index/Table window opens and you can edit and save the table using the four tabs described in the previous chapter.

Updating A Table Of Contents

To update a document's table of contents when changes are made to the document:

1. Click anywhere in the table of contents and then right click. The context menu appears.
2. From the context menu, choose **Update Index/Table.** Writer updates the table of contents to reflect the changes in the document.

Deleting A Table Of Contents

To delete the table of contents from a document:

1. Click anywhere in the table of contents and then right click. The context menu appears.
2. From the context menu, choose **Delete Index/Table.** Writer deletes the table of contents.

Note: *Writer won't prompt you to confirm the delete! Use caution when deleting a table of contents.*

ACTIVITY

Create a table of contents for topics of any subject of your choice.

QUESTIONS:

1. Create table of contents for your project.
2. Create a document in Word on a topic of your choice of minimum 10 pages.
   Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4).
   The document should include a) A bulleted or numbered list
   b) A table containing relevant details
   c) A picture of lion using clip art gallery
   d) An example of word art
   e) A header with student name & date
   f) A footer with pagination Create a table of contents for this document.

SESSION 5. IMPLEMENT MAIL MERGE

Advance concept of mail merge in word processing

A mail merge is a way to take a letter you've written and send it to a whole bunch of people, personalizing it with information about them so they might think that you typed that letter personally for them. A mail merge can also be a quick way to take a list of people's mailing addresses and generate labels or envelopes with the address for a different person on each label or envelope. In short, it's a way to be personal, yet efficient. It's essential for any person or organization that has a lot of clients, partners, parents and children, or other people to communicate with.

Create a Mail Merge Document: Letter

1. Open a template, if you have one you want to use, or create a new Writer document.

2. Save the document with the appropriate name, like mailmerge_openenrollment.ods or mailmerge_parents.odt.

Note: Don't save it in Word format. You must save it in OpenOffice.org Writer format or the mail merge won't work.

3. Write out the text that will be going to everyone, and plan where you want the fields. For instance, you might know that you are going to have an address block at the top of the letter, so you'll leave a few blank lines for that. Then you'd write something like this, know that you'd add the fields firstname and years_of_service later:

Dear ,

Remember that next month is open enrollment for benefits. Employees with over five years of experience are also eligible for sabbatical; you have been with us for years so please get your application in early if you plan to apply.

Regards,

Human Resources

If you're doing anything complex and this is your first mail merge letter, write out the letter completely as you want it to read including sample data. Use all the text, including samples for firstname, lastname, etc. This will help you determine which fields you need to use, where you need spaces before and after fields, etc.

In the following example, for instance, if you want to communicate this, you'll need to use fields from the database for title, lastname, childs_name, study_area, and test_score.

Dear Ms. Smithson,

Your child Jenny is such a joy to have in the classroom. Her score on her Social Studies test score last Friday was A-.

Regards,

Mr. Thomson

4. Once you have the letter written out and you know what fields you need, you can delete the specific data like "Ms. Smithson" and insert the fields from the database instead.

To Make The Data Source And Entering Data

OpenOffice.org is set up with a middle-man file in the mail merge process to make merging work easily. You'll create a small file, one for each spreadsheet or other data source. Once you create it, you don't have to do it again.

1. Choose File > New > Database. You'll see this window:

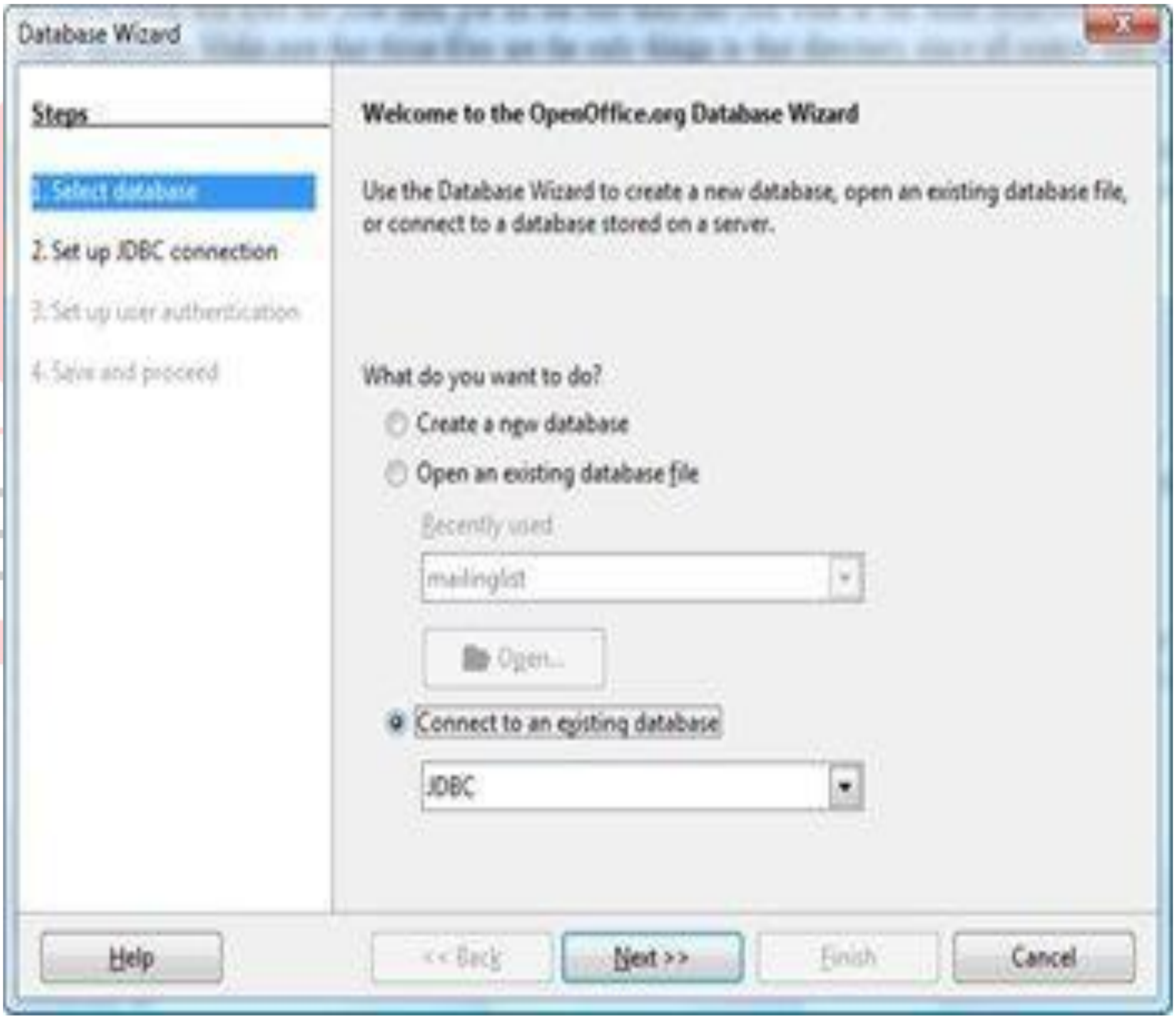


Figure 1.20 : Database Wizard

3. Select the type of data: spreadsheet data, text file data, your particular type of address book, or the type of database you're using like Access or mySQL. It's very important to select the right type.

Figure 1.21 : Selecting the database type in Database Wizard

3. Click Next.

4. What you do here depends on what you chose as the type of data you're working with.

Spreadsheet

You'll see this window. Click the Browse button and find the spreadsheet containing your data. Then click Next and continue to step 5.

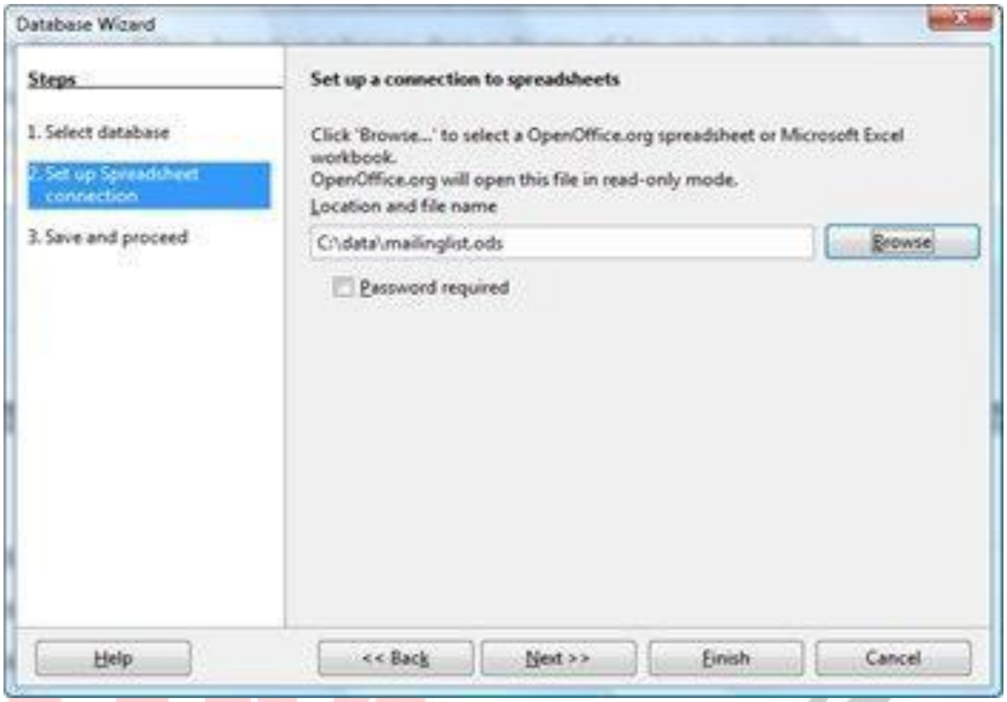


Figure 1.22 : Selecting the spreadsheet in Database Wizard

Text File

You'll see this window. Click the Browse button and find the ***directory*** containing your text files.

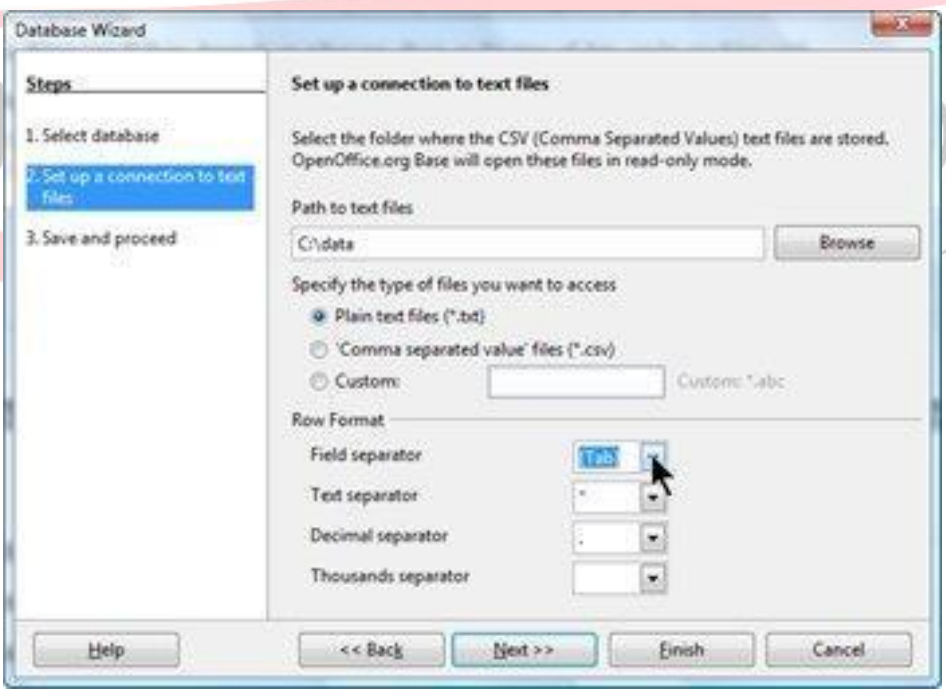


Figure 1.23: Selecting the text file in Database Wizard

Fill out the rest of the information:

Specify the type of files you want to access: Specify whether the file name ends in .txt or .csv.

Row format: In the Field Separator list, specify what character separates each column: a tab, a comma, etc. Tab and comma are common. In the other lists, if 11111you don't know the characters used to indicate each type of information, just leave the defaults as is.

Then click Next and continue to step 5.

Access

You'll see this window. Click the Browse button and find the .mdb Access file containing your data. Then click Next and continue to step 5.

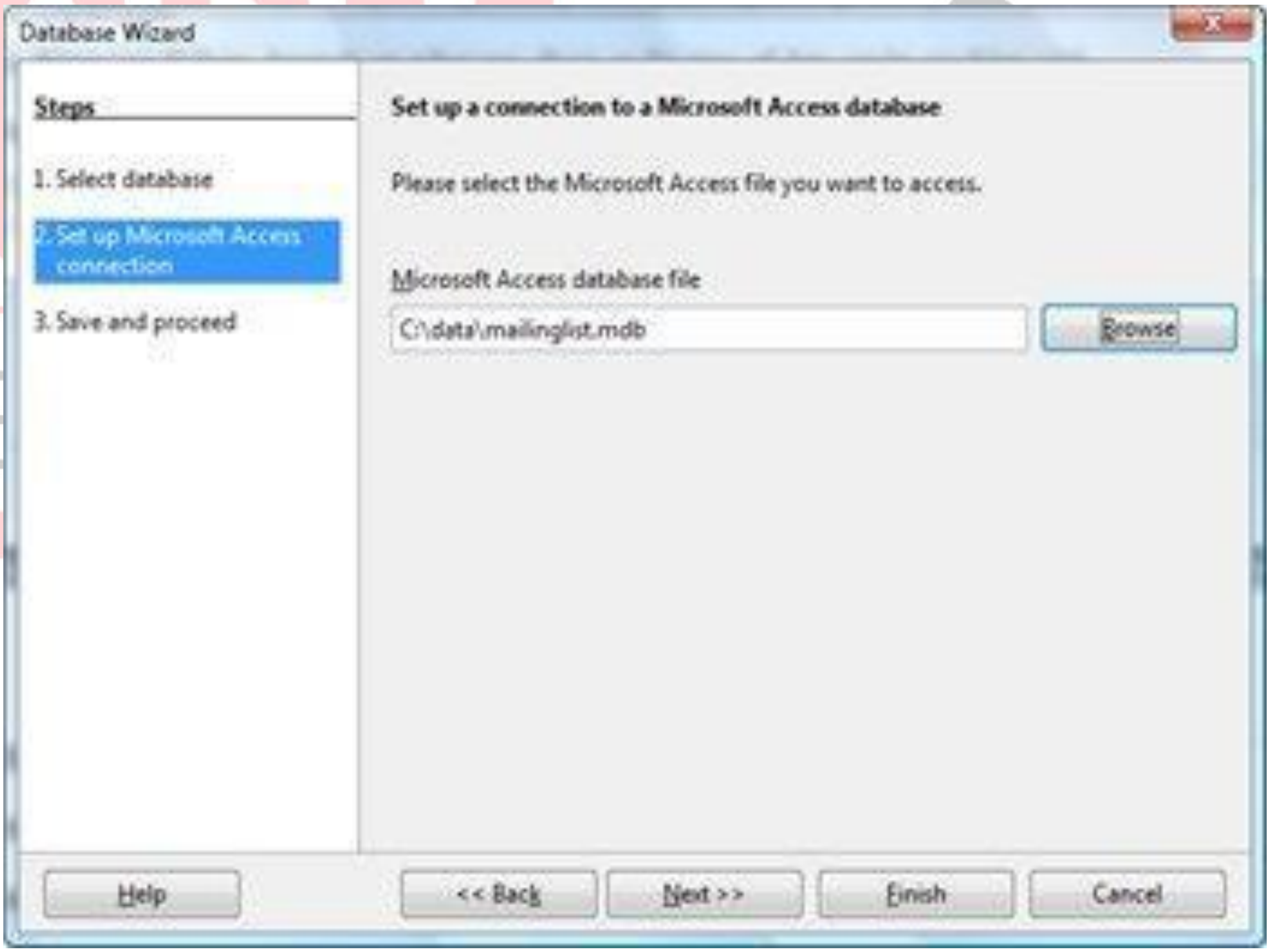


Figure 1.24 : Selecting the Access database in Database Wizard

Address book

You don’t have to specify anything if you choose to get your data from your email address book; the system automatically finds it. Continue to step 5.

5. In this window, just be sure to keep the option for registering selected. Unmark the selection to open the database for editing unless you want to see the database editing window. (You don’t need to unless you want to make a query or other database-related item, which we haven’t talked about yet.)

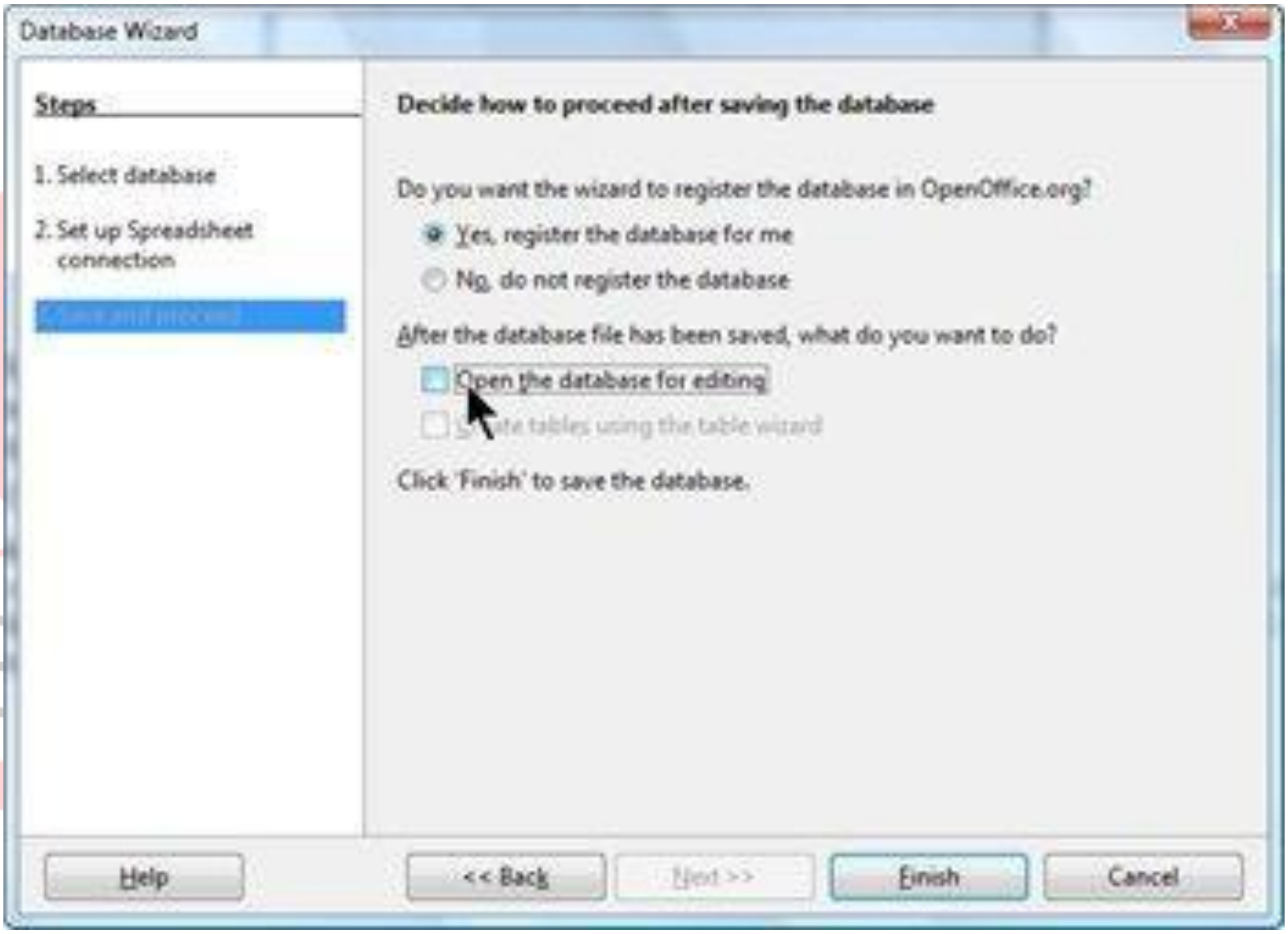


Figure 1.25 : Deciding how to proceed after saving the database in Database Wizard

Click Finish.

6. You’ll be prompted to save the database file. Name it something very descriptive; this is the name you’ll be looking for when you’re adding database files to your mail merge documents. The name can be the same as the data source that you’re basing it on, or entirely different. The file will end in **.odb** and be stored in whatever directory you choose. It doesn’t have to be in the same directory as the data.

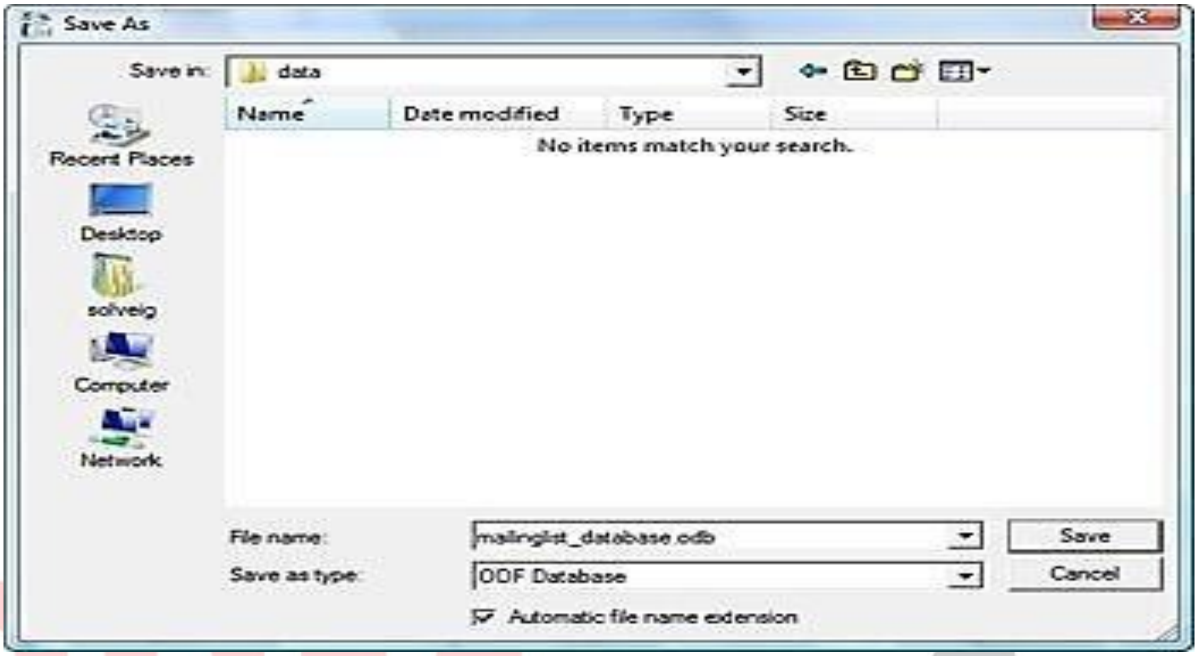


Figure 1.26 : Saving the database

7. You can see your databases by pressing F4 when you're in a Writer or Calc document. Click the + icon next to the database you created to see the items named **Queries and Tables**. Click the + next to Tables to see the tables you created; select a table to see the data in it.

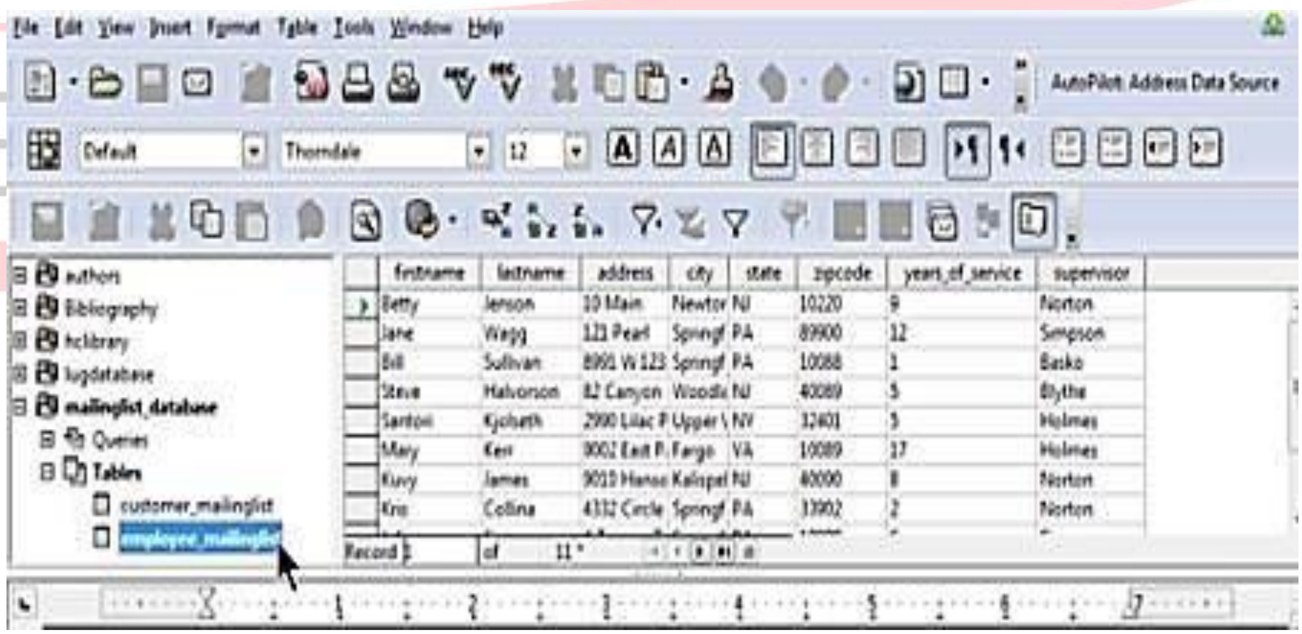


Figure 1.27 :Viewing the content in selected table

When you're done viewing your databases, press F4 again to hide the pane.

You're done creating the database file. You only need to do this once for every spreadsheet, database, or directory of text files.

Merging The Data Source With Main Document

1. Open the letter you want to use.
2. Once you have the letter written out and you know what fields you need, you can delete the specific data like "Ms. Smithson" and insert the fields from the database instead.

Press F4. Click the + next to the database you want, then click the + next to Tables and the + next to the table you want.

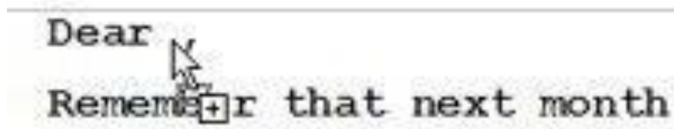
Figure 1.28 :Viewing the content in selected table

3. Now just drag the field you want into the letter, to the place you want it.

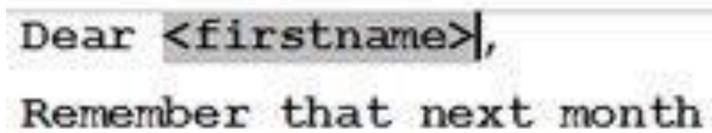
a. Click and hold down on the name of the first field you want. Don't click on the data, like Smithson; click on the name of the field, like lastname.

Figure 1.29 : Selecting the field to insert in the document

b. Drag the field name into the letter to the place where you want it. The mouse will have a + attached to it as shown.



c. Release the mouse. The field will appear. You won't see the data yet; you'll see the field name.



4. If you didn't get it exactly where you want it, just select it, and cut and paste it to the place where you want it. The easiest way to select a field is to click on the right side of it, hold down the Shift key, and press the left keyboard key once. Then it's selected and you can cut or copy.
5. Drag in all the other fields you want, the same way. If you want a field in the letter twice, you can drag it twice, or drag it in once, then copy and paste it to the other location.
6. The fields should display with a gray background, as shown. It won't print; it just helps you see which text is from the database and which text you typed.
7. Format the document any way you want it. The fields respond to formatting the same way that normal text does.
8. You're done creating the mail merge document. You only need to do this once. The next step is to either print the letter to a printer, or "print" to a Writer file so you can see all the data merged, and so you can customize, before printing on paper. Continue to the printing step.

Editing a saved file of mailing labels

To edit a saved file of mailing labels, open the saved label file in the normal way. You will be prompted to update all links. Choose No for the following reason: The first label on the page is termed the "Master Label" and all other labels are linked to it. If you update the links, then all labels will end up containing the same data, which is probably not what you want. You can edit individual records in the normal way, by highlighting and changing the font name, for example.

However, you cannot edit all labels globally (for example, to change the font name for all records) by the technique of selecting the entire document. To achieve this result you have to edit the paragraph style associated with the label records as follows.

● Right-click any correctly spelled word in a label record.
- Select Edit Paragraph Style from the context menu. (Note: If you click on a misspelled word, a different menu appears.)
- Then from the Paragraph Style dialog, you can make changes to the font name, the font size, the indents, and other attributes.

Printing Mailing Labels

Before beginning this process, note the brand and type of labels you intend to use.

Preparing For Printing

To prepare mailing labels for printing:

- Choose File > New > Labels.
- On the **Options** tab, ensure that the **Synchronize contents** option is selected. ● On the Labels tab (), select the **Database** and **Table**. Select the **Brand** of labels to be used, and then select the **Type** of label.
- If you are unable to identify your label product in the list, then you can define the labels you have. Select the **User** setting in the *Type* selection box. Click on the **Format** tab of the Labels dialog. The default settings are shown in . Take a ruler and measure on your labels those dimensions illustrated in , and enter them into the respective boxes on the left side.

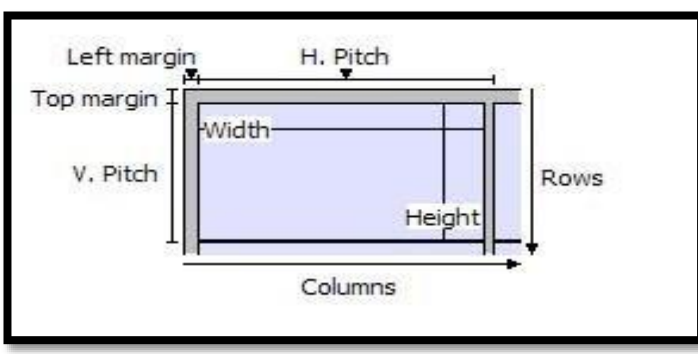


Figure 1.30 : Required information for label set-up

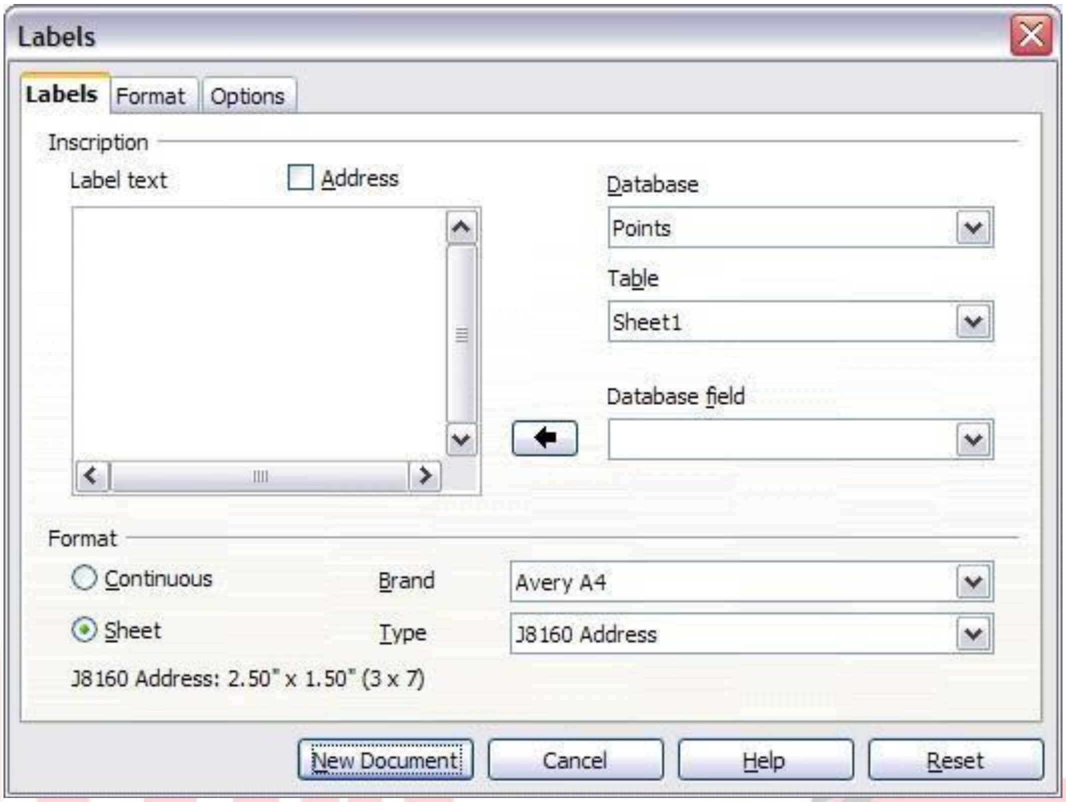


Figure 1.31: Select Database, Table, label Brand, and label Type

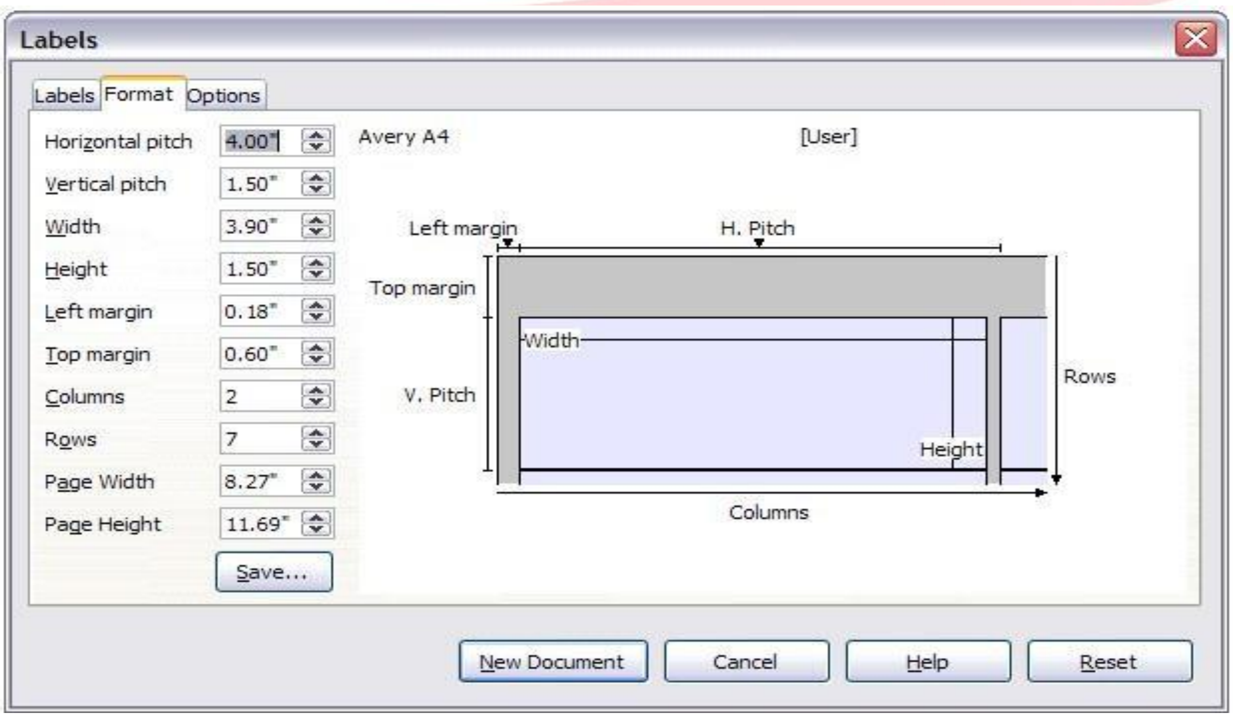


Figure 1.32: User label default settings

- You can now save your label template if you are likely to use it again. Click **Save**.
- In the Save Label Format dialog that opens (), enter names for your label **Brand** and **Type**. Click **OK**.

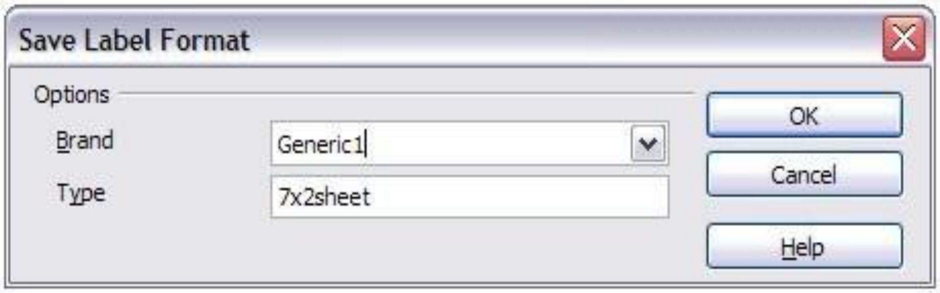


Figure 1.33: Name and save the label.

- Click the **Labels** tab. Click the drop-down arrow under **Database field**. Select the first field to be used in the label (in this example, **Title**). Click the left arrow button to move this field to the **Label text** area, as shown in Figure.

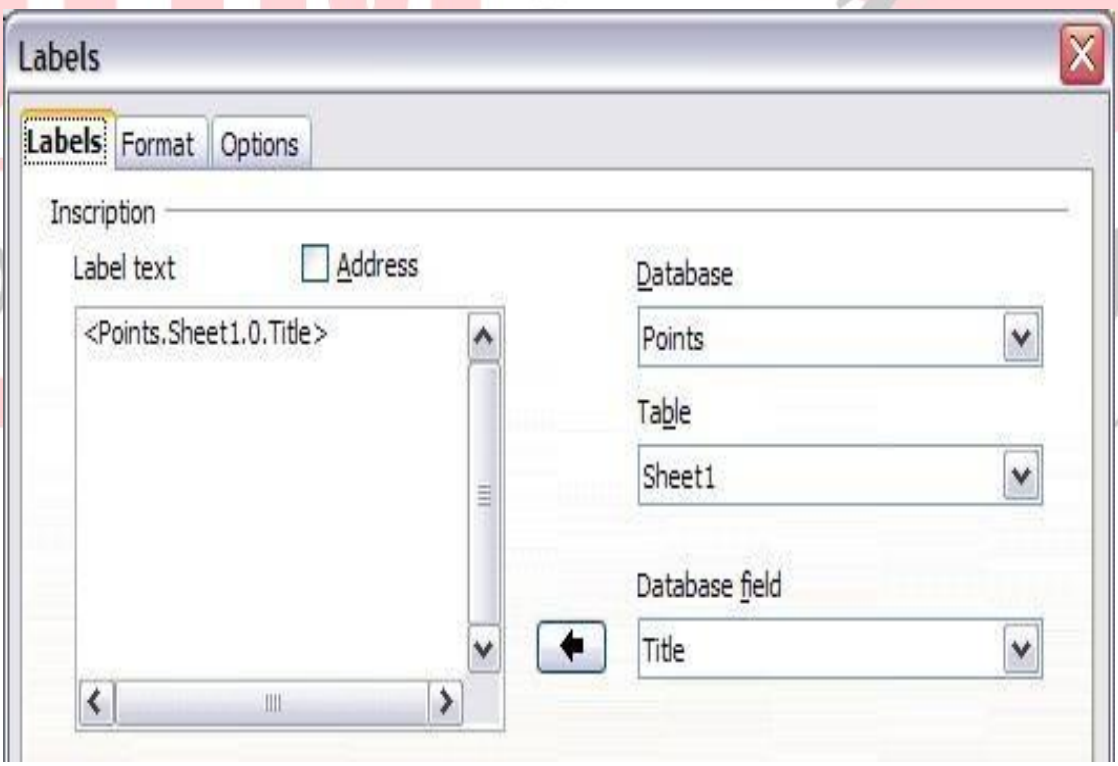


Figure 1.34: Move fields from Database field list to Label text area

- Continue adding fields and inserting desired punctuation, spaces, and line breaks until the label is composed. shows the completed label.

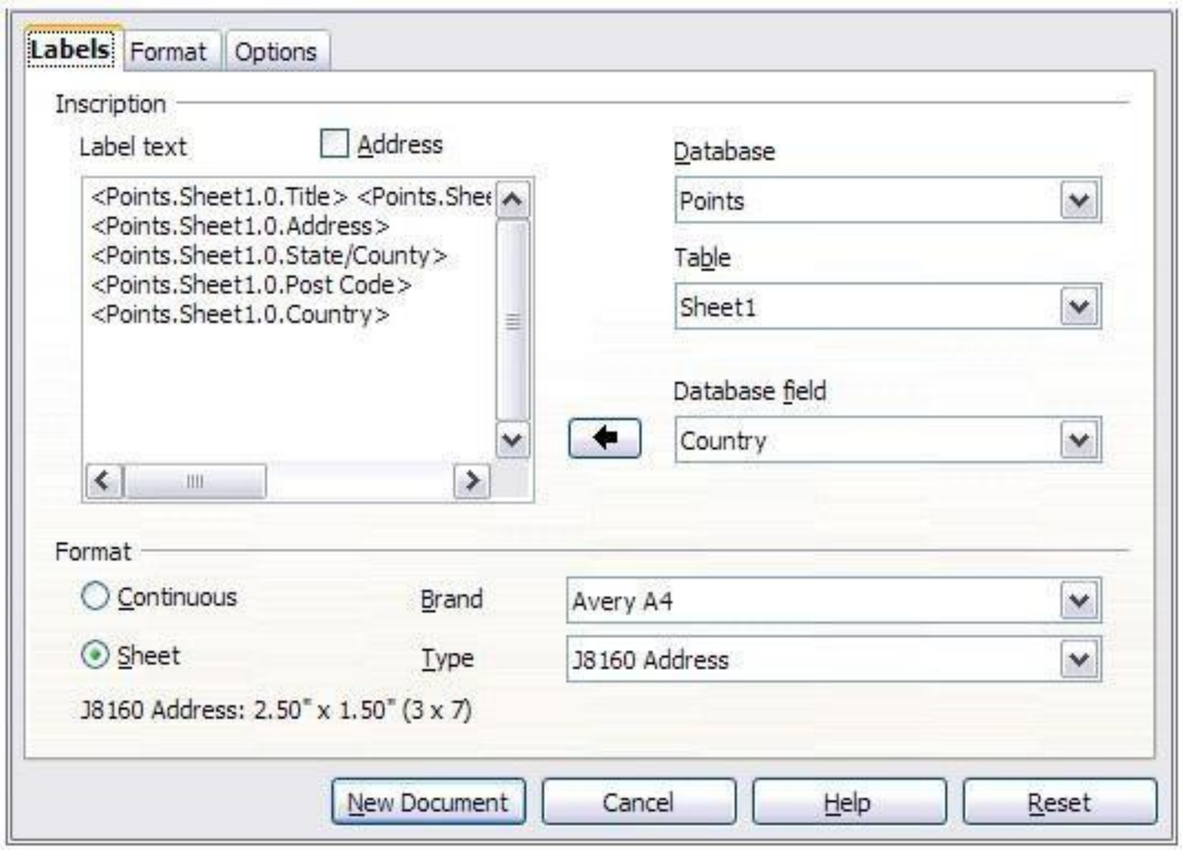


Figure 1.35: The completed label

● Click **New Document**. You now have a new, single-page document containing a series of frames, one for each label of the selected type and filled with the data source address fields that you selected. Quite often some of the fields in your address data source will be unused, leading to blank lines in your labels. If this is not important, go to “” on page; otherwise, continue with “”.

Removing Blank Lines From Labels

- First ensure that the label frames are showing the field contents (data source headings), rather than their underlying field names. If this is not the case, then either press *Ctrl+F9* or choose **View > Field Names** to toggle the view.
- Next, ensure that you can see non-printing characters, such as paragraph marks, line breaks and so on. If these are not already visible, choose **View > Nonprinting Characters** from the Menu bar, or press *Ctrl+F10*, or click on the **Nonprinting Characters** icon ( ) on the Standard toolbar.

You will now see that address field separation is created by line breaks (↵), rather than paragraphs (¶). As the suppression of blank address fields depends on hiding paragraphs, not lines, you need to replace line breaks with paragraphs as follows.

- Click in the first label, at the end of the last data source address field in the first line of the label. Press *Delete* to remove the new line character and then press *Return* (or the *Enter* key) to insert a paragraph marker. Repeat this action for each line in the address. If the line spacing in the first label is not satisfactory, you may wish to correct this before proceeding, by modifying the paragraph style associated with the address.

Unless you have changed it, the address uses the Default style.

Note: The objective of step 3) is to replace all line breaks at the end of data source address fields with paragraphs. Sometimes the address data field may be longer than the width of the label and will wrap to the next physical line: make sure that you are not misled by this into deleting and replacing anything other than line break characters.

- Click again at the end of the first paragraph to be conditionally suppressed and then choose **Insert** > **Fields** > **Other**. Select the **Functions** tab and then click on **Hidden Paragraph** in the *Type* column. Now click in the **Condition** box and enter the details of the condition that defines a blank address field. It has the general form of:

![Database.Table.Database field] where the „!" (NOT) character indicates the negative case and the square brackets indicate the condition.

For example, in our Points database the condition to test if the *Last Name* field is empty would be

![Points.Sheet1.Last Name] as illustrated in .

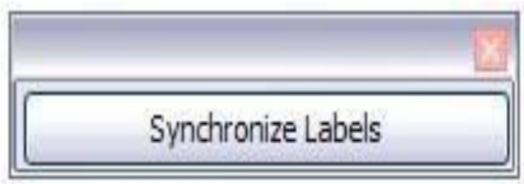
To test for multiple conditions, use the operators *AND* and/or *OR* between the conditional statements, for example:

![Points.Sheet1.Title]AND![Points.Sheet1.Last Name]

Click **Insert,** but do not close the dialog until all lines have been amended.

- Repeat for each paragraph to be conditionally suppressed, remembering to advance the cursor to the end of the line in question before changing the last element of the condition and **Insert**ing the result.

Note: The last paragraph of the label address block ends with a special field, Next record: Database. Table (Next record: Points.Sheet1in our example), and the Hidden paragraph *field* ***must*** *be inserted before this field. This can generally be accomplished by clicking at the end of the paragraph and then using the Left Arrowkey once to skip back over it. A clue that you omitted this action is the observation that some records have been skipped and are missing from the final output.*



- Remembering that we selected **Synchronize contents** earlier, you should now be able to see a small window containing a **Synchronize Labels** button. Click on this button and the hidden paragraph fields are propagated to all the labels in your document.

You now have a template suitable for future use with the same data source and type of label. If you wish to save it, use **File > Templates > Save as Template** to save it as an Open Document Text Template (.ott) into the My Templates folder in the Templates Manager dialog.

Printing

- Choose File > Print. The message shown in appears. Click Yes to print.
- In the Mail Merge dialog (), you can choose to print all records or selected records. To select records to be printed, use *Ctrl+click* to select individual records. To select a block of records, select the first record in the block, scroll to the last record in the block, and *Shift+click* on the last record.
- Click **OK** to send the labels directly to the printer.

If you prefer to save the labels to a file, perhaps to allow some later editing such as changing the typeface or paragraph format, then you should select **File** in the output section of the Mail Merge dialog, rather than using the default **Printer** selection. This changes the dialog to highlight the *Save merged document* section, where **Save as single document** is preselected.

In this case, clicking **OK** brings up the *Save as* dialog, where a file name can be entered for the saved labels.

If you did not save the prototype label fields document (template) in Step 6 of the *Removing blank lines from documents* paragraph, then you are prompted to do so now by another *Save as* dialog.

In either case, whether printing or saving to file, despite there apparently being only one page of labels, the printed or saved output will be expanded to include all of the selected records from the data source.

Printing to a File for Previewing or Customizing Before Printing on Paper

To print to a file – that is, to just generate a Writer document with the merged results – select File and Save as Single Document. Then click OK.

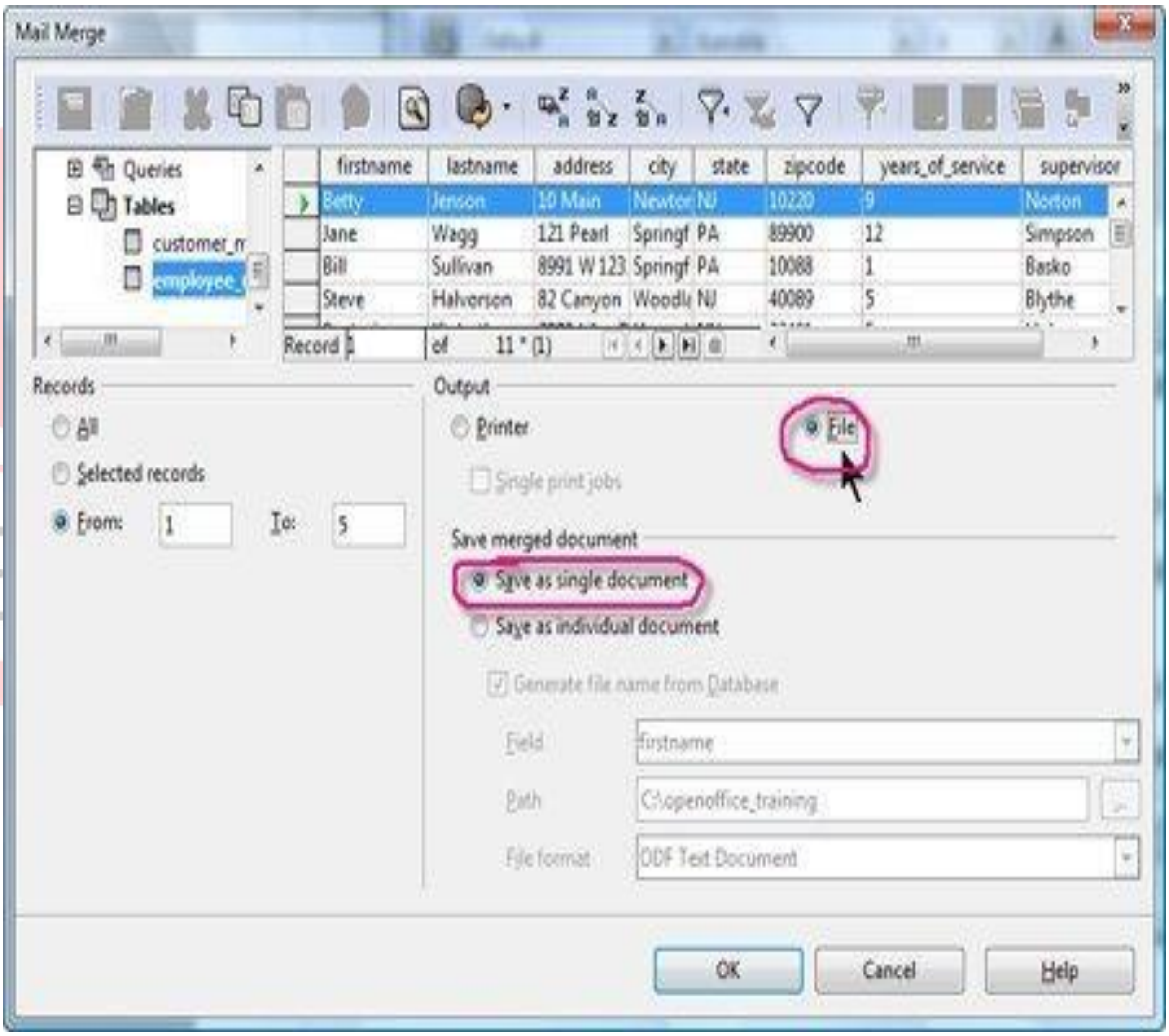


Figure 1.36: Mail Merge Dialog box

You'll be asked to give a file name. This is the name of the merged document. Name it and click Save.

Figure 1.37: Saving the merged document

You'll see the print monitor counting through the records.

Now choose File > Open and open that file you just named.

Note: When you open the output from merged labels, don't click yes when you see this message. Click No. If you click Yes accidentally, just close it without saving, and reopening it, clicking No this time.

You'll see the merged results.

Here's one example of a merged letter:

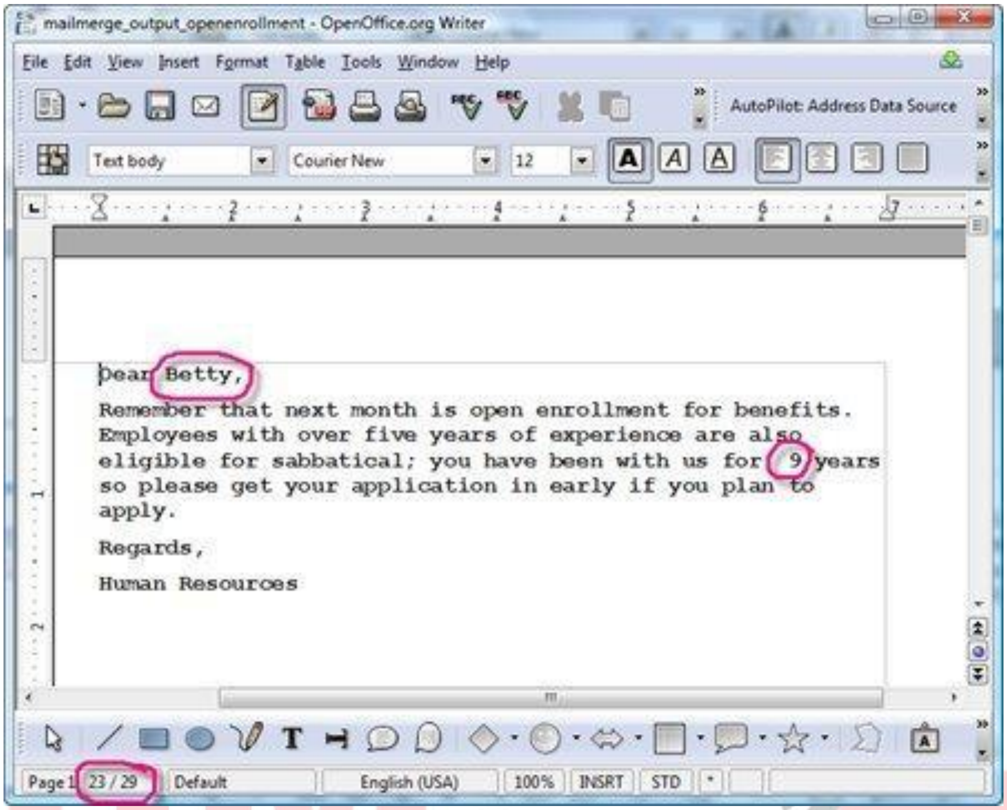


Figure 1.38: The merged document

And merged labels:

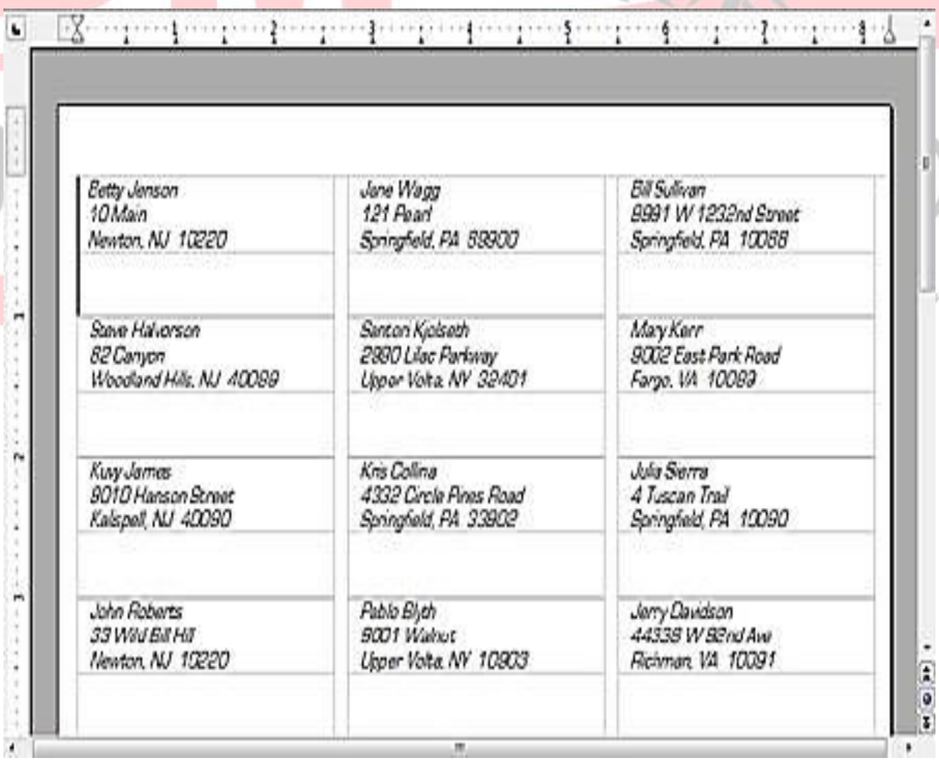


Figure 1.39: The merged labels

At this point you can view the document and proof it, make any changes you want, and save it. Then to print it, just print it like a normal document, since it's already merged with the data from the database.

ACTIVITY

1. Type a letter inviting friends and/or family to a party you are hosting. For example, you can host a birthday party or your parents" anniversary party. You pick the event. Your letter will serve as your form letter. **Save** your letter **as Mail Merge Letter**.
2. Format the letter as left aligned (block letter) with .5" or 1" margins depending on the length.
3. Make sure your address is listed at the top of the document. Then insert two blank lines and put the date in the month, date, year format. Then enter four blank lines and leave space for your merge fields. Example:
   Title First Name Last

   Name Address 1

   Address 2 City,

   State Pin Code
   (Eventually you will be entering your merge fields to replace this information.)
4. Create a data source with the names and addresses of at least five families in which you wish to mail the letters. Create fields such as: title, first name, last name, address 1, address 2, city, state, and pin code. Or make appropriate field names of your choice but make sure you include the address information. **Save** your data source **as Mail Merge Data**.
5. Now, return to your main document (Mail Merge Letter) and set it as the form document and identify your data source.
6. Enter your merge fields into your main document. Merge fields should be used for the recipients address and after Dear.
7. After your merge fields are entered merge the document and save it. **Save** the merged document **as Mail Merge Merged**.
8. Create labels inserting your merge fields for the recipient's name and address. **Save** the merged labels **as Mail Merge Labels**.
9. Print your form letter, one merged letter, and one label.

Let's Practice

Open the Word Processing software and prepare the following labels for

- Schools to invite parents for annual function
- A Tech Magazine who wants to send flyers to its clients

QUESTIONS

1. Explain Mail Merge.
2. What are advantages of Mail Merge?
3. Give examples of databases in which the Data Source can be created.