

Form Letter

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A Form Letter can be used to sent the same letters to multiple recipients. Each recipient who receives a form letter will have their name and address printed on their letter.

This tutorial creates a Form Letter and saves it for latter use.


To do this tutorial you must have an Address Book. To get an Address Book, do one of the following

1. Do **Lesson 2 Address Book** located in this Chapter (Chapter 6)
2. Download the Address Book itself from our website. (Go to the **WRITER (word processing) Tutorials** page. In **Address Book, Labels, Envelopes, Form Letters – Chapter 6**, at **Lesson 2 Address Book**, click on the underlined blue **here** to download and save the address book.
3. Use your own address book and adjust the tutorial as you go along to fit your circumstances.

Select A Data Source

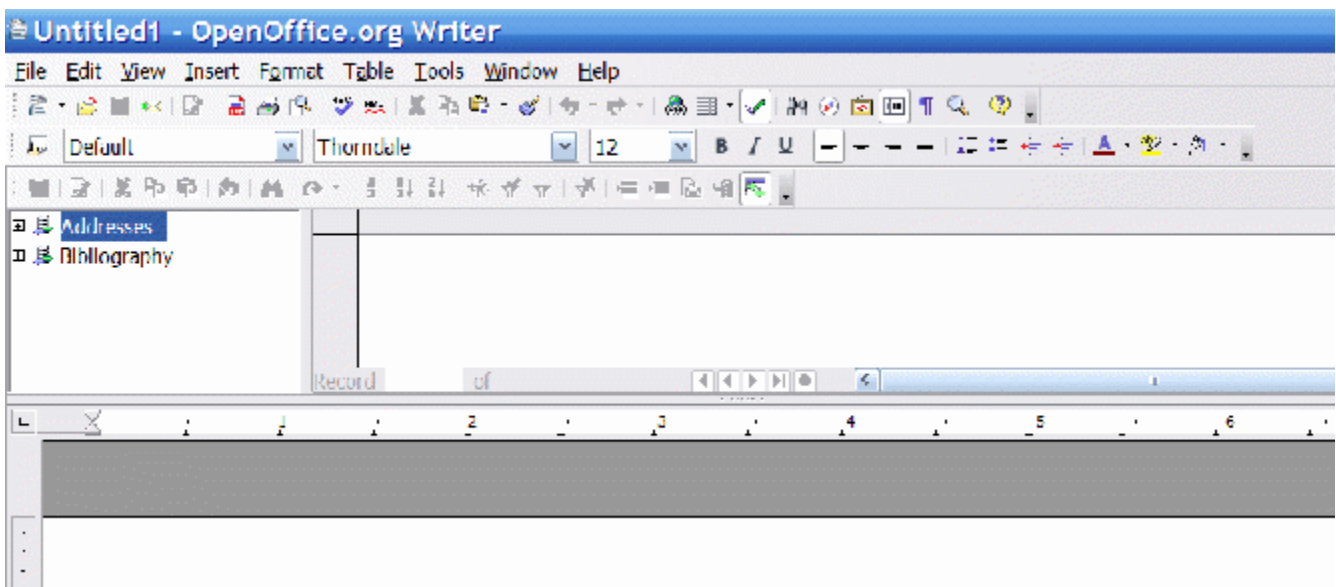
Do one of the above three so that an Address Book is available

Open A New Text File

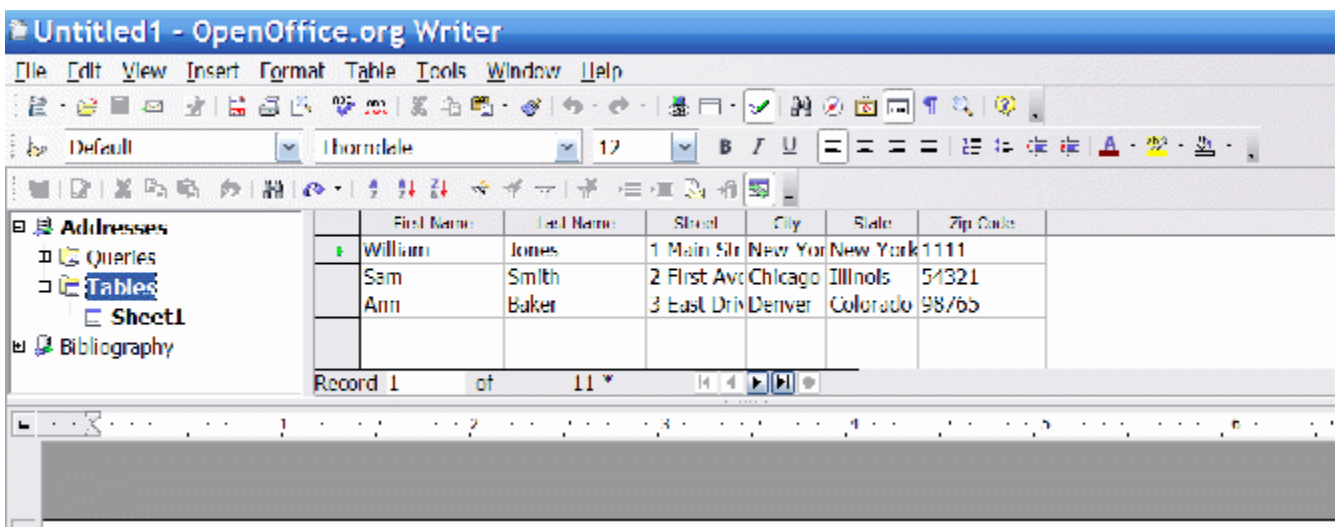
1. **IF** on the desktop, click  > **All Programs > OpenOffice.org 2.3 > OpenOffice.org Writer.**
2. **IF** you are in Writer or Calc, click **File > New > Text Document.**
3. In either case, the text document appears on our screen.

Display A Data Source

1. Click **View > Data sources**. (The data source panel appears just above the ruler)



2. Click on the + that is in front of the word **Addresses**.
3. Click on the + that is in front of the word **Tables**.
4. Click on the + that is in front of the word **Sheets1** (The Data source panel that opens will have the names and addresses listed)



Create A Form Letter

1. Type **To:** then press **Enter**.
2. In the data source panel, click on **First Name** and drag it down to below **To:**
3. Click on **Last Name** and drag it down to after **<First Name>** then press **Enter**.
4. Click on **Street** and drag it to below **<First Name>** then press **Enter**.
5. Drag **City, State, and Zip Code** down to the letter.
6. Press **Enter** then type **Please be advised that**.

Save A Form Letter

1. Save the **Form Letter** in the **My Documents** folder.
2. Name the file **My Form Letter** (or name the file as you wish).