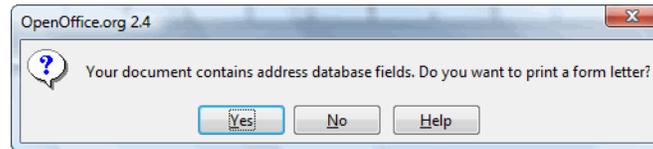# 27 Printing Mail Merge Documents
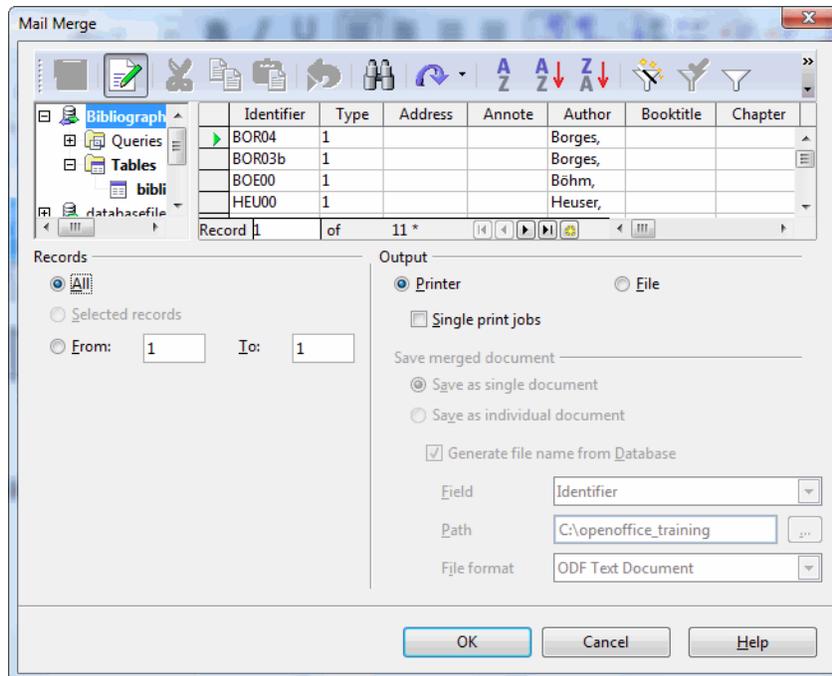
Printing a Mail Merge Document

Printing is nearly the same as a normal document; you just get an extra window where you can select which data source to use, and which records to print.

You're ready to print the letter that you created in a previous lesson.

1 Open any of the mail merge envelopes, labels, or letters you've created previously.

2 Choose File > Print.

**3** You'll be asked whether you want to print a form letter. Click Yes.

**4** In the Mail Merge printing window, you can print all the records or just a range. For now leave it as is.

5 Click OK.

6 You'll be able to select the printer you want. If you were printing your own documents you would click OK at this point. However, if you're in class, just cancel.

Printing Specific Non-Consecutive Records

1   Open any of the mail merge envelopes, labels, or letters you've created previously.

2   Choose File > Print.

3   You'll be asked whether you want to print a form letter. Click Yes.
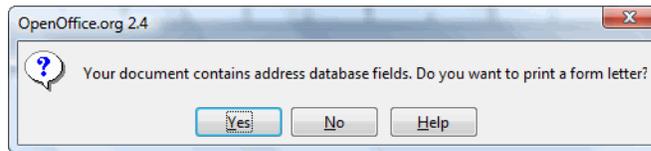
4   You want to print only records 2, 4, and 7. Click the gray square next to record 2.

**5**   Hold down Ctrl and select record 4, then record 7.
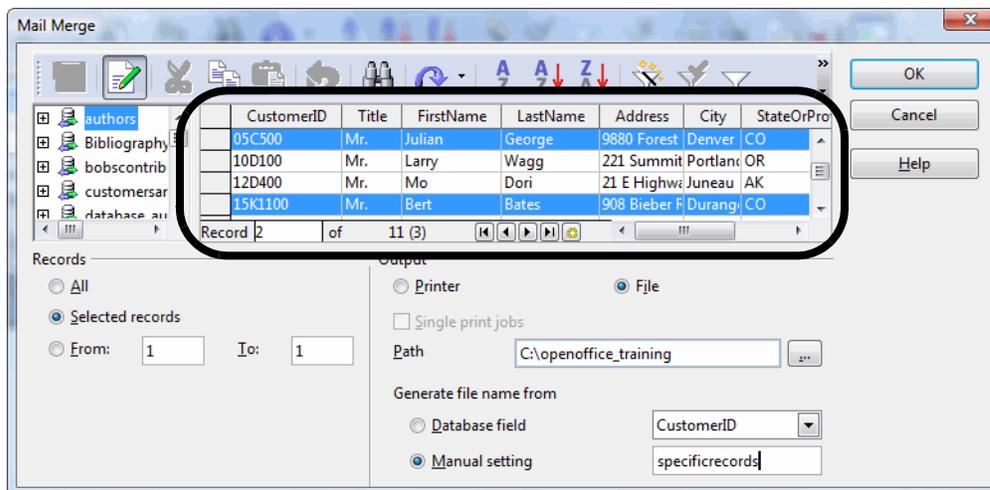
6   Release the Ctrl key.

7   Click OK. If you are printing normally you would select the printer to print to; if you are in class just click Cancel.

Printing Two or More Records to One File

You can print your mail merge to a file so that all the documents are in one file. This is a good way to preview all the documents, as well as to keep it so that you can have it on hand in electronic form.

1 Open any of the mail merge envelopes, labels, or letters you've created previously.

2 Choose File > Print.

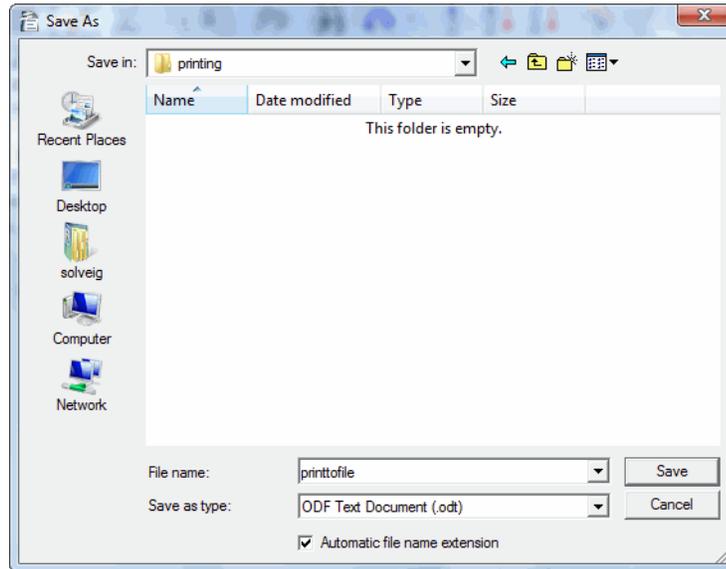**3** You'll be asked whether you want to print a form letter. Click Yes.
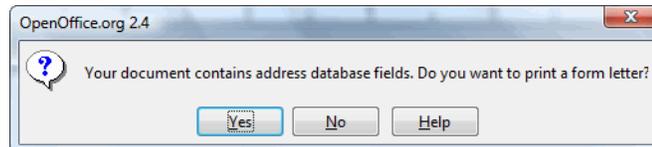
4 Select the File option and the Save as Single Document option.
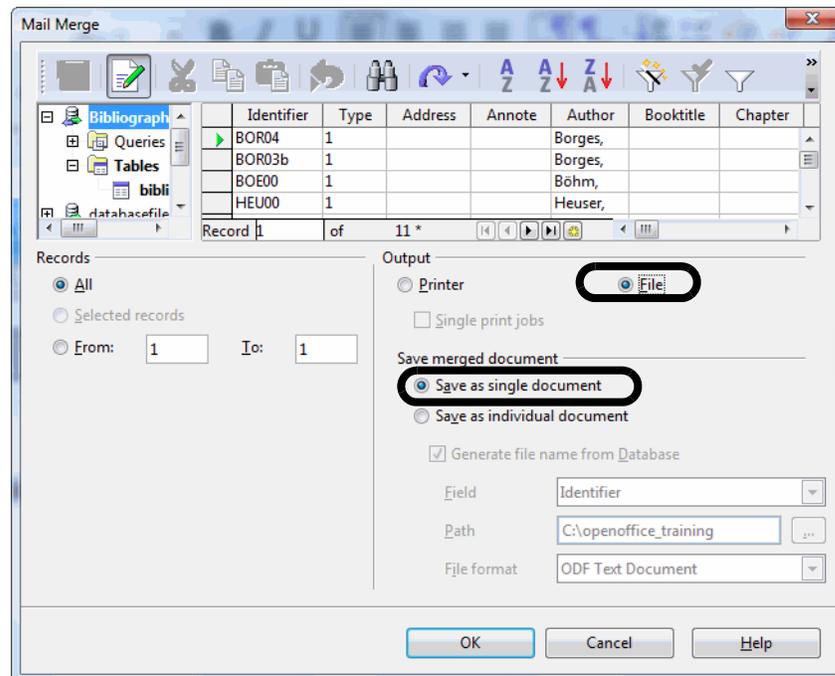
5 Click OK.

**6** Name the file **printtofile** and click Save.

7 When the file is done printing, choose File > Open and open the file you printed.

Note – To print every document to a different file. select Save as Individual Document and a field, such as Firstname or ID, for OpenOffice to use to name each file.

Previewing the Data That Will Print in Mail Merge Documents

When you create a document, you see something like this: the references to the data source rather than the data itself. This is fine; the documents will print with the right data. However, if you want to preview what the document looks like with data instead, follow these steps.
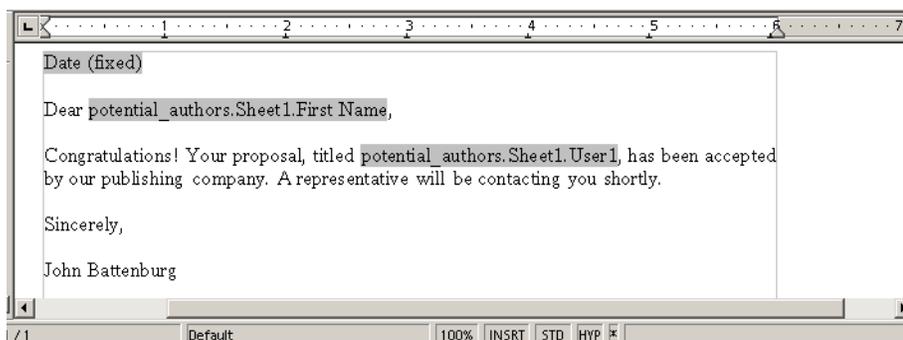
**1**   Be sure your mail merge document, such as labels or a letter, is open. Open one that you created previously.
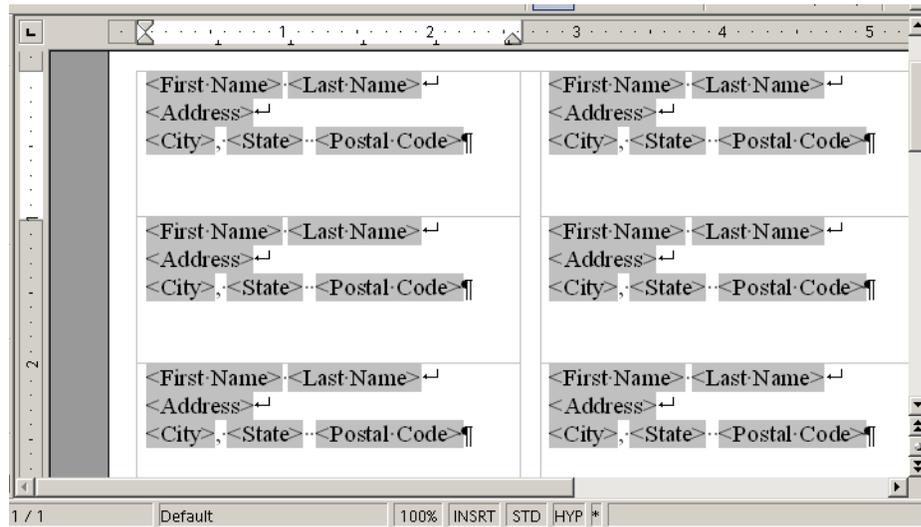
2   View data sources by choosing View > Data Sources. The data sources you have created will be displayed.

3   Find the data source you're using and click the + sign by it to expand it. Click the + sign by the Table heading under that data source, then select the table you're using.
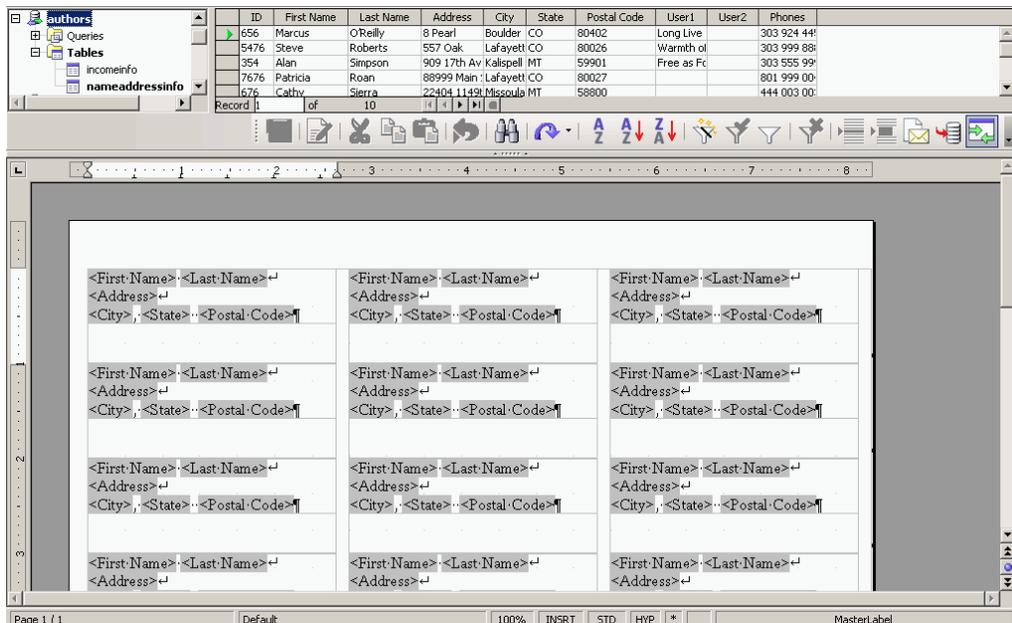
4   The data you're using will appear when you select the table, in the data preview area. Click the indicated box in the data area and all the data will be selected.

	ID	First Name	Last Name	Address	City	State	Postal Code
	656	Marcus	O'Reilly	8 Pearl	Boulder	CO	80402
	5476	Steve	Roberts	557 Oak	Lafayett	CO	80026
	354	Alan	Simpson	909 17th Av	Kalispell	MT	59901
	7676	Patricia	Roan	88999 Main :	Lafayett	CO	80027
	676	Cathy	Sierra	22404 1149t	Missoula	MT	58800

Record 1   of   10 (10)

5   Click the indicated icon, Data to Fields, to show data instead of field references.

Postal Code	User1	User2	Phones
80402	Long Live		303 924 44!
80026	Warmth o		303 999 88
59901	Free as Fc		303 555 99
80027			801 999 00
58800			444 003 00

Data to Fields

6   Data will be displayed.

Marcus O'Reilly 8 Pearl Boulder, CO 80402	Steve Roberts 557 Oak Lafayette, CO 80026	Alan Simpson 909 17th Ave Kalispell, MT 59901
Patricia Roan 88999 Main Str Lafayette, CO 80027	Cathy Sierra 22404 1149th Ave Missoula, MT 58800	Joan Lundsverk 910 1st Str Boulder, CO 80306

7   If the data still isn't displayed, choose View > Fields.

Note – If you later add more data for which the field content isn't displayed, or if you find that all the same content is shown in all labels, click the same Data to Fields icon again.