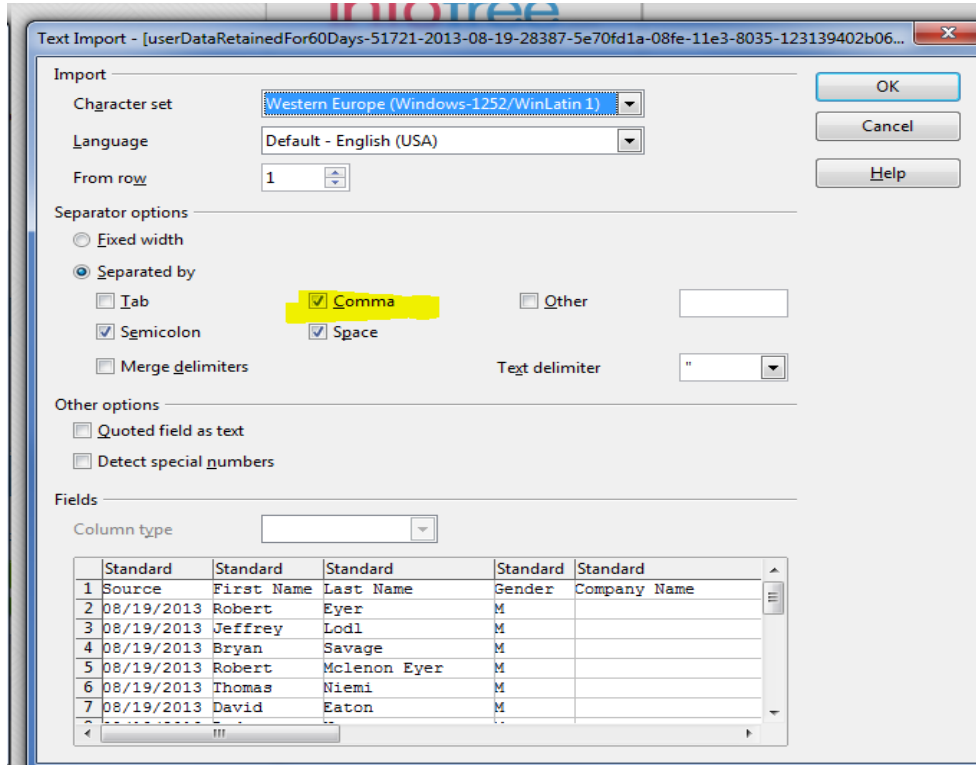


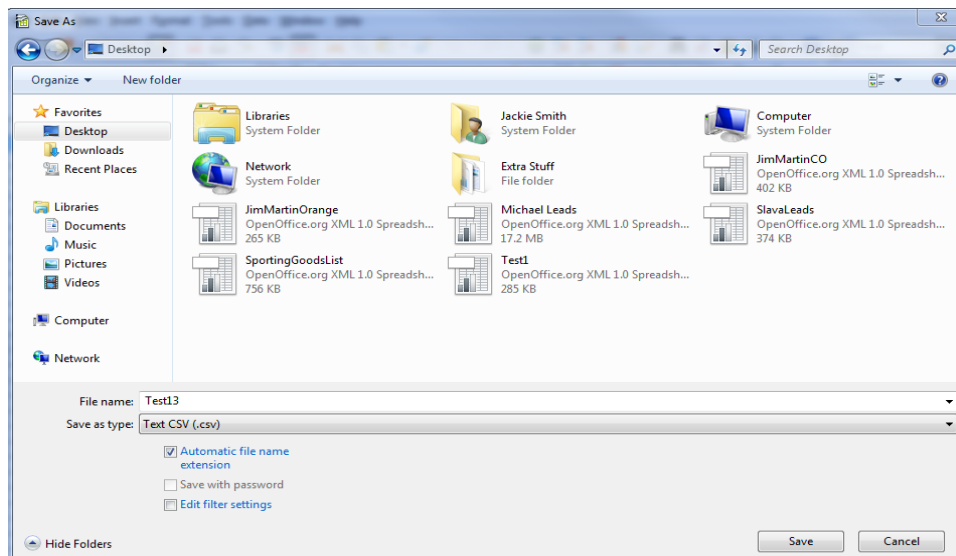
Instructions for doing a Mail Merge in Open Office

Once you download your infofree.com list:

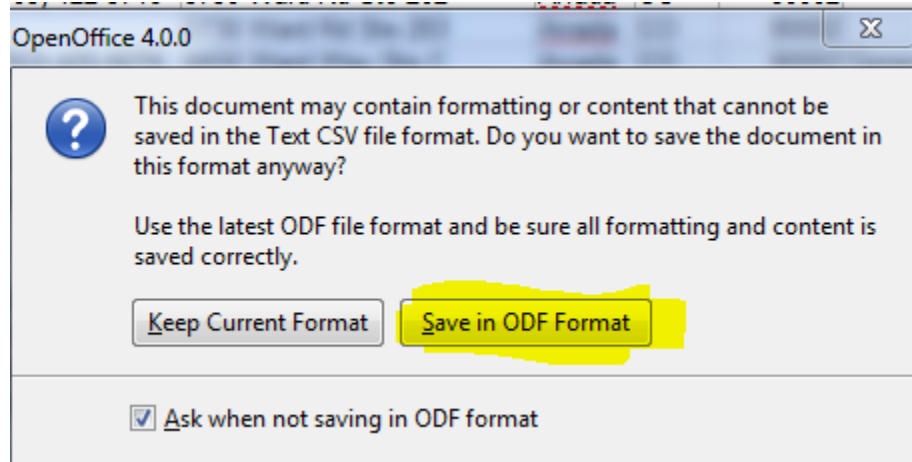
1. Click on your download. An additional box will pop up



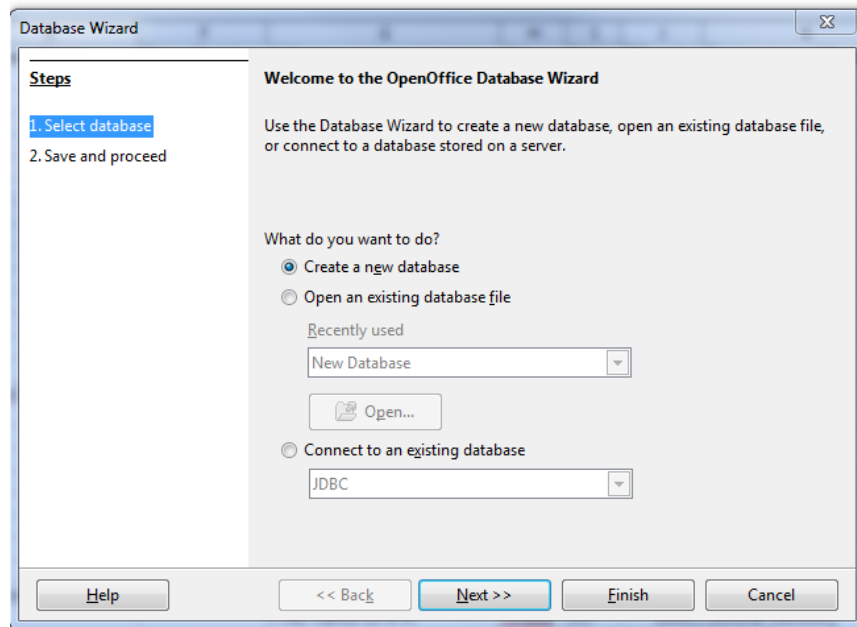
- Make sure the box next to **COMMA** is checked.
2. Next click **OK**. That will open up your spreadsheet.
 3. Then click **File> Save As**
 - a. The best place to save it is to your desktop with a name you will remember. Then click **SAVE**.



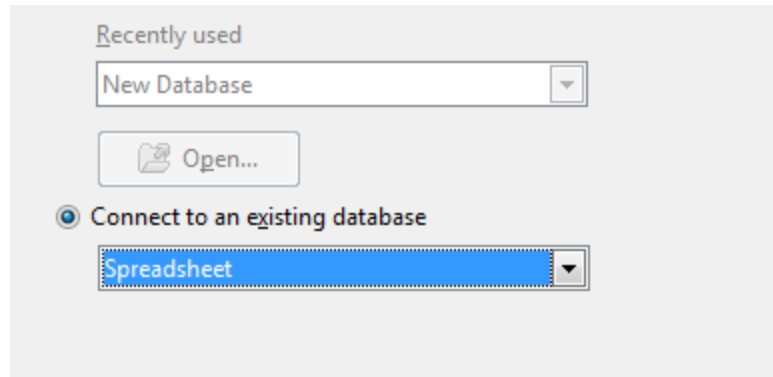
- Another box will pop up. Click the **Save in ODF Format** button.



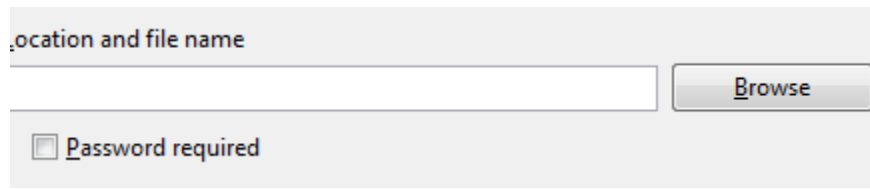
- Go through the process of saving it again to your desktop.
- Next click **File> New> Database**



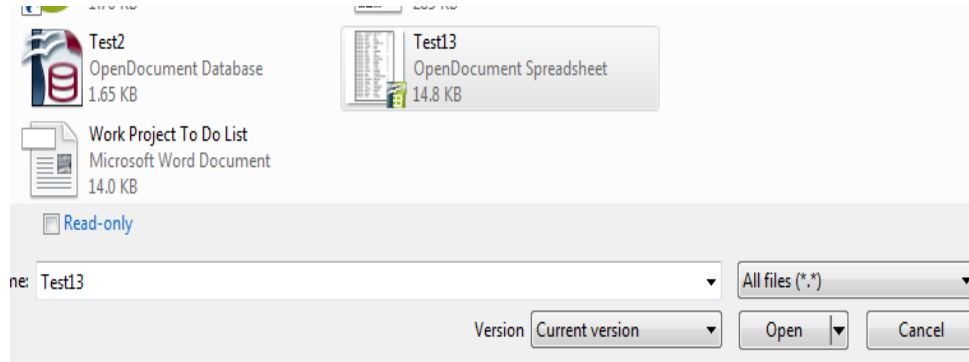
- Then click **Connect to an Existing Database**. Click the drop down arrow and click on **Spreadsheet**.



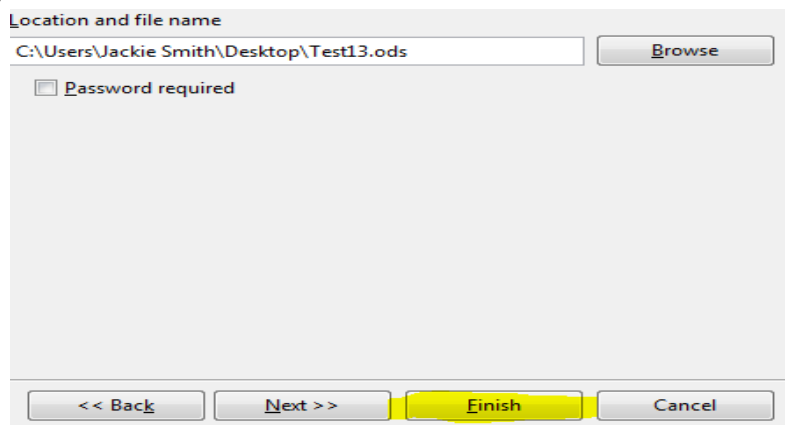
7. Click **Next**. Then click **Browse**.



8. That will open up another box. Find your spreadsheet that you saved on your desktop.



9. Click **Open**. Then click **Finish**.



10. Go through the process of saving the database on your desktop.

11. A new window will pop up once you click **Save**. Close that, you don't need it right now.

12. Back to your spreadsheet. Click **View** at the top. Go down to **Data Sources**.

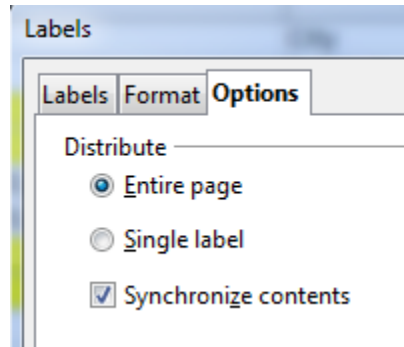
13. Click on the + by the database you just saved. Then click the + by **Tables**. Then double click on

Sheet 1.

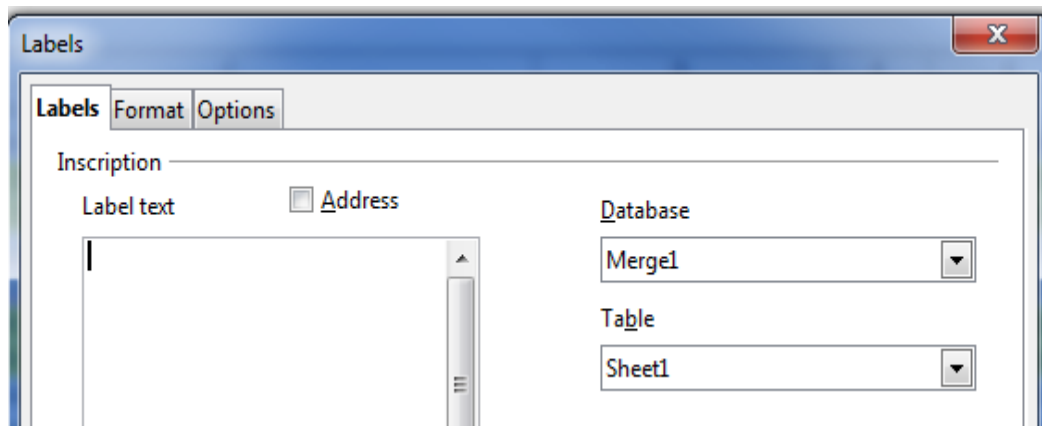
Test 13		Sheet1									
08/19/2013	Robert	Eyer	M	(303) 423-0930	5730 Ward F Arvada	CO	80002	General Dentistry	14181		
08/19/2013	Jeffrey	Lodl	M	(303) 424-0767	5730 Ward F Arvada	CO	80002		14181		
08/19/2013	Bryan	Savage	M	(303) 422-3746	5730 Ward F Arvada	CO	80002		14181		
08/19/2013	Robert	McLenon Eyer	M		5730 Ward F Arvada	CO	80002		14182		
08/19/2013	Thomas	Niemii	M	(303) 425-9278	5656 Ward \ Arvada	CO	80002	General Dentistry	14181		
08/19/2013	David	Eaton	M		12007 W 54th Arvada	CO	80002		14181		

Now you are ready to do labels:

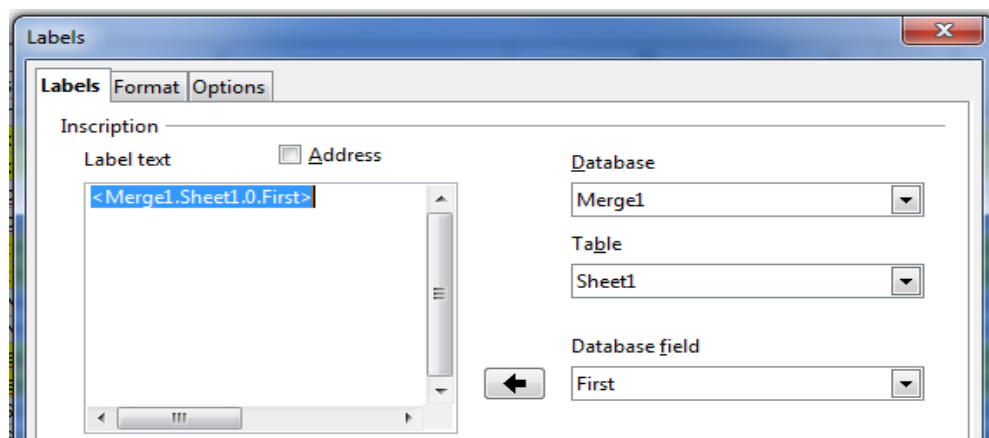
1. Click **File> New> Labels**
2. In the **Options** tab, make sure to check the box for **Synchronize Contents**.



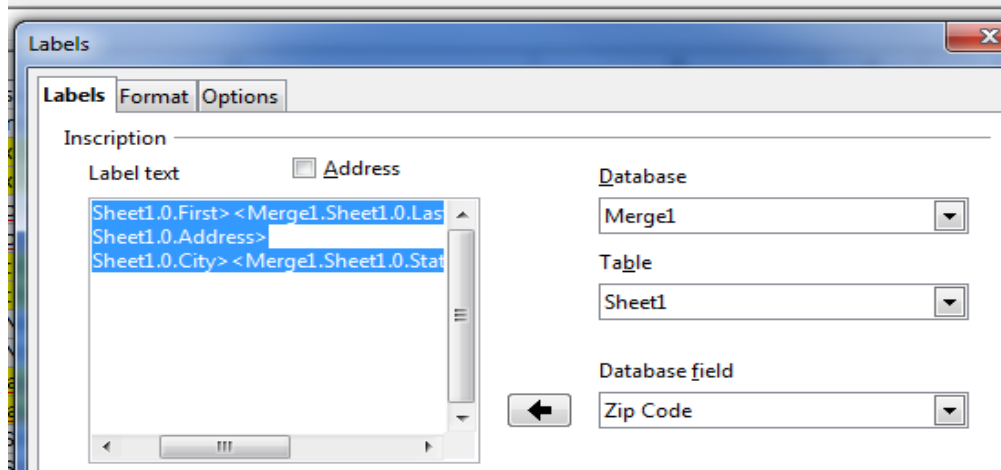
3. In the **Labels** tab, select the **Database** and **Table** that you want to use. Click on the drop down arrow for each and that will give you your choices.



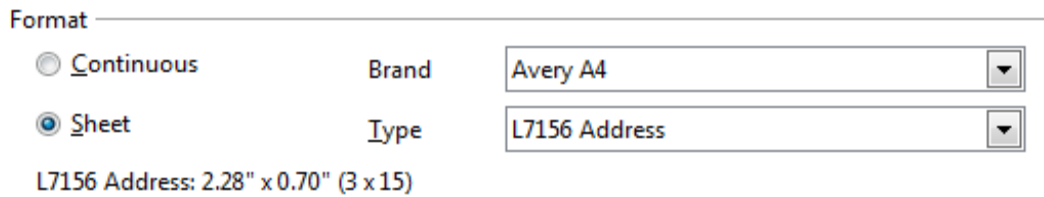
4. Next, click the dropdown arrow by **Database Field**. Select the first field that will be used in the label (such as, First Name). Click the LEFT arrow to move this field to the **Label Text Area**.



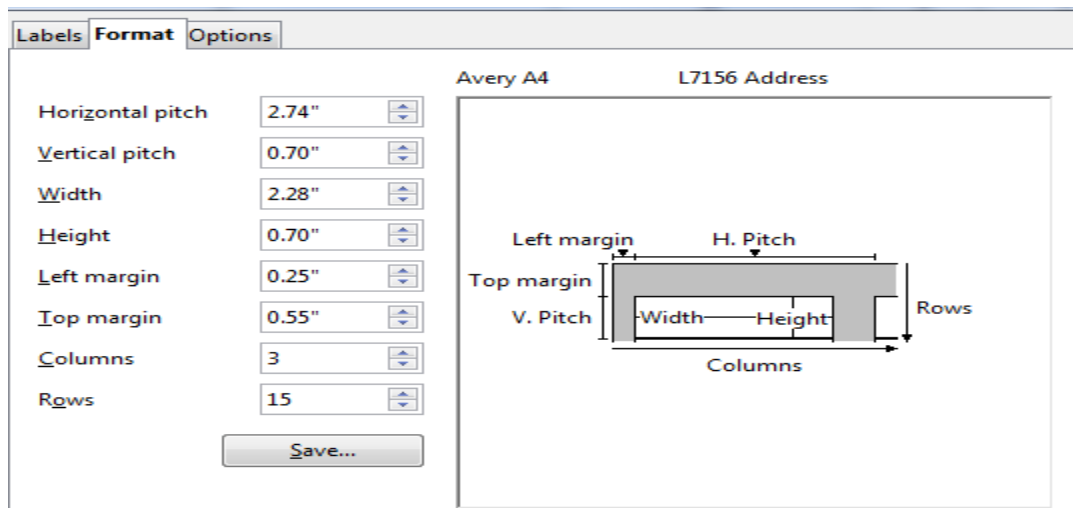
- a. Repeat these steps to continue adding your fields, as well as including spaces, punctuation, and line breaks where needed.



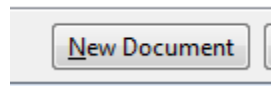
5. Next, you will choose the **Brand** and **Type** of your labels. You can click the dropdown arrow by each category to get a list.



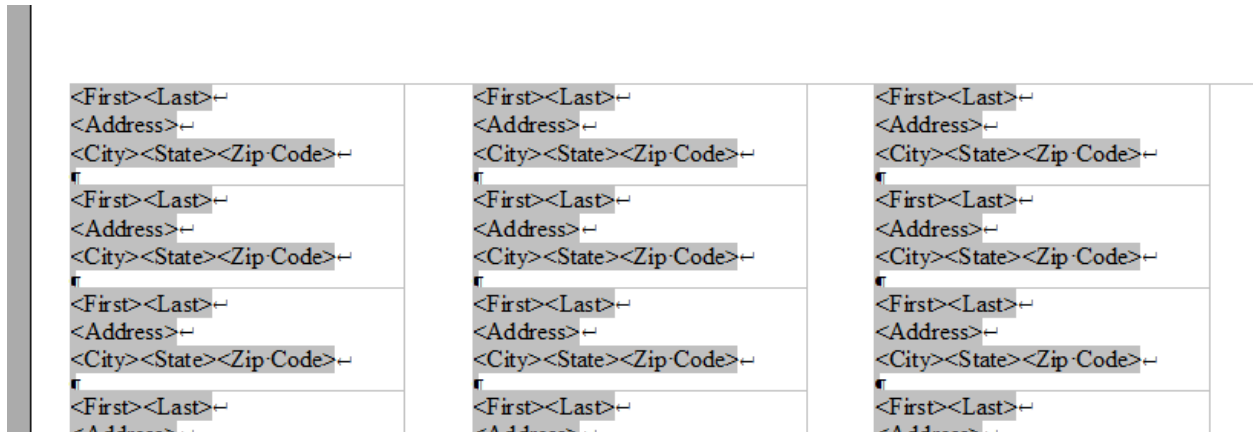
- a. If your Brand and Type are not listed, you can click on the **Format** tab and manually choose the sizes you need.



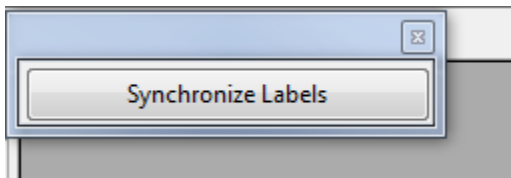
- Next, click **New Document**.



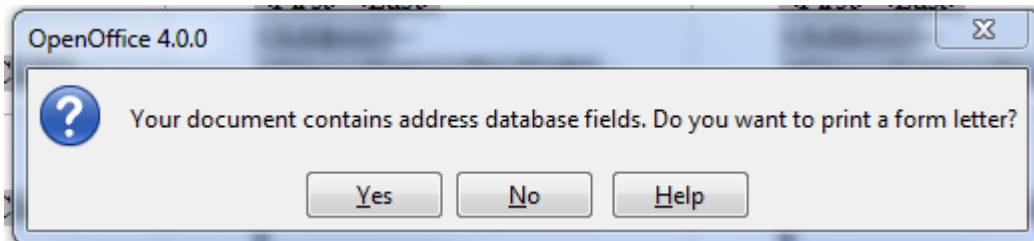
A new page will pop up with your formatted labels. Make sure everything is aligned, such as everything fits in the frame, the fields are in the correct order and where they are supposed to be etc.



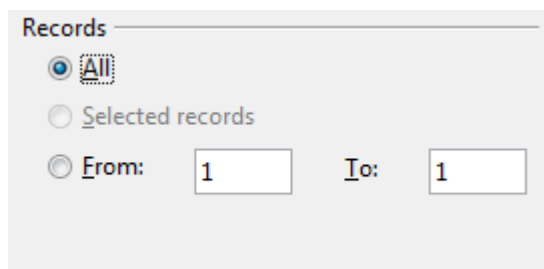
- If you make any changes to your labels you will want to click **Synchronize Labels**. This will make the same changes to all of your labels.



- Click **File> Print**. A message box will pop up, click **YES**.



- You can choose to print ALL records or select records.



10. Click **OK** to send to the printer. The **Print** dialog box will come up. Choose your printer and then hit **PRINT**.

a. ******Make sure you have your labels in your printer before you print******

