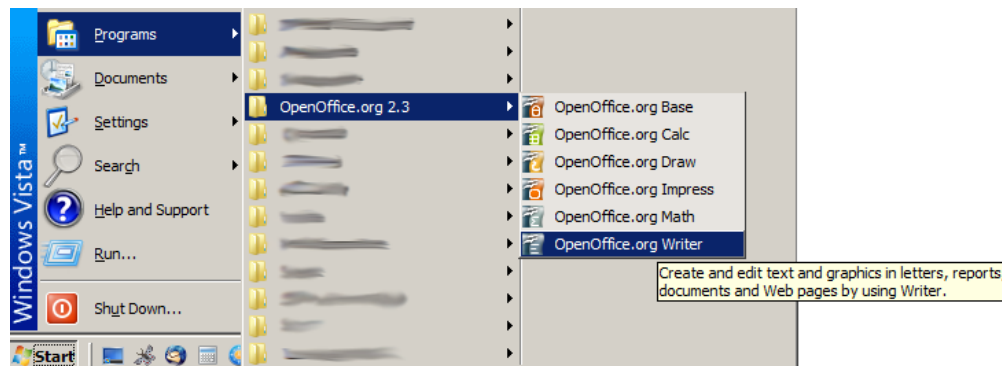


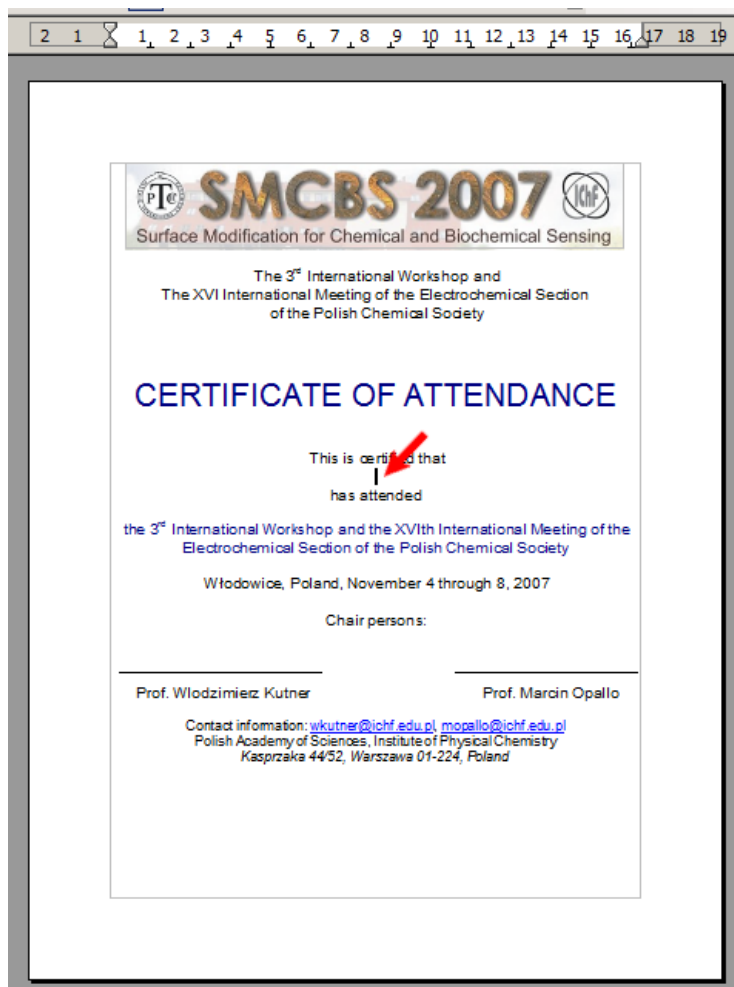
A step-by-step procedure of making a series of documents using a selected data source

1. Download and install the latest version of Open Office from www.openoffice.org. Open Office is a free software package, which is available for Windows, Linux, and other operation systems. It supports the MS Word, Excel and PowerPoint file formats.

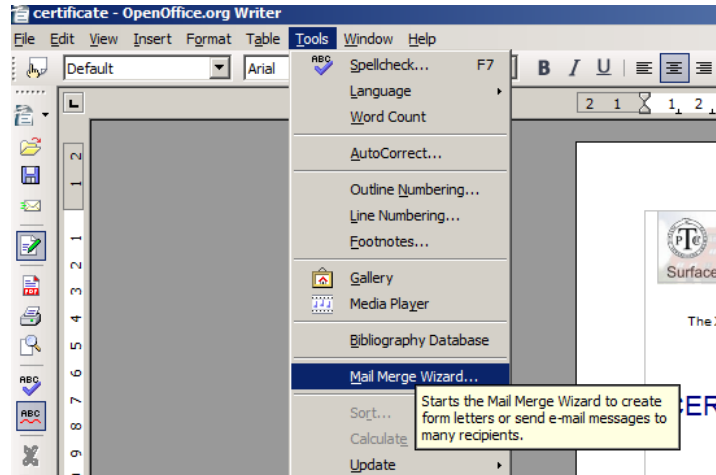
2. Run [OpenOffice.org Writer]:



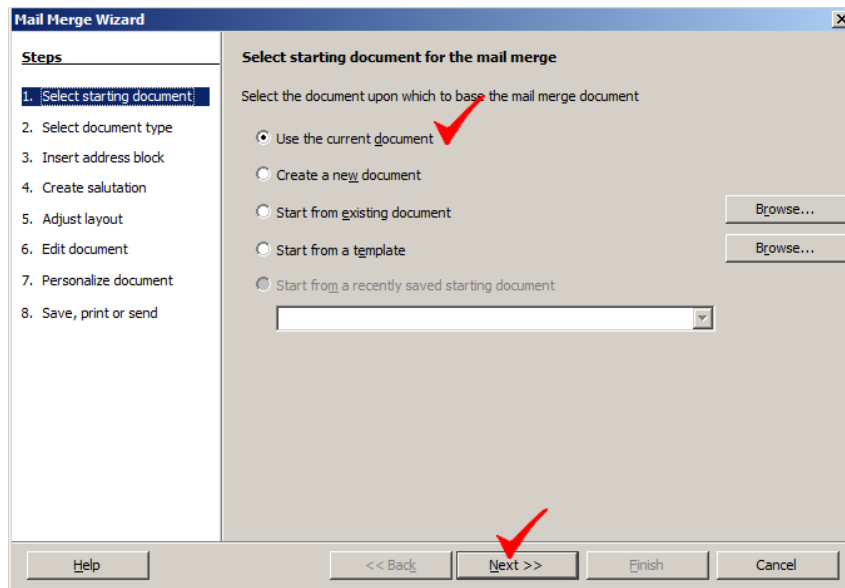
3. Create a document, which you want to use as a template, or open that earlier prepared in MS Word. Move your cursor to the place where you want to locale your data block. Do not leave any space for the data block you want to insert. For instance, place your cursor between 'This is certified that' and 'has attended' in a sample document shown below:



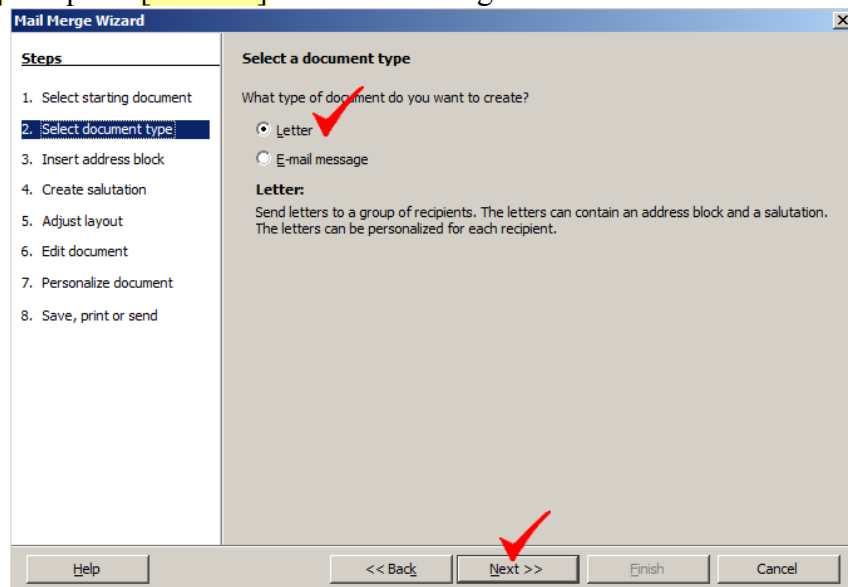
4. Run [Tools > Mail Merge Wizard...] in the OpenOffice.org Writer main window:



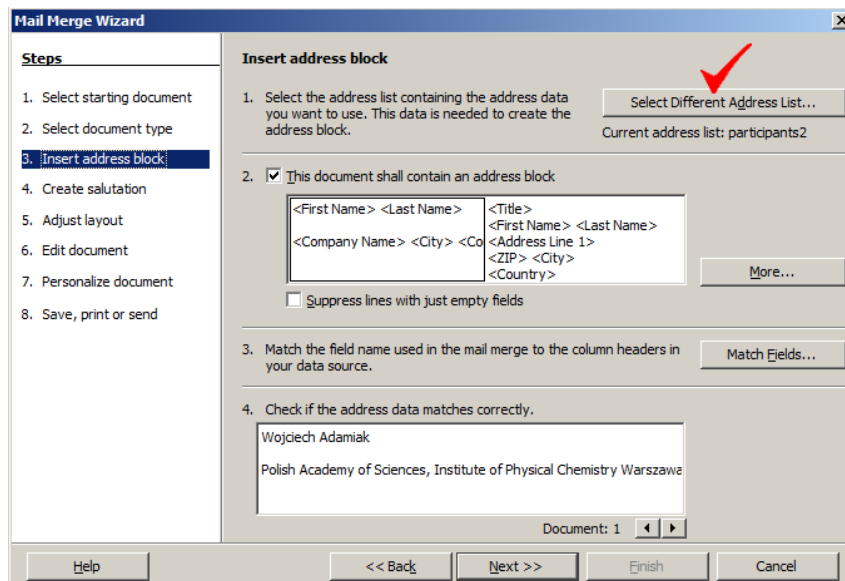
5. Select [Use the current document] and press [Next >>] in the Mail Merge Wizard window:



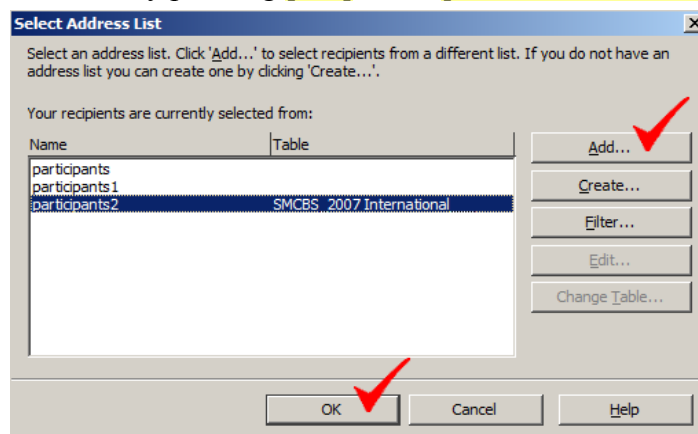
6. Choose [Letter] and press [Next >>] in the Mail Merge Wizard window:



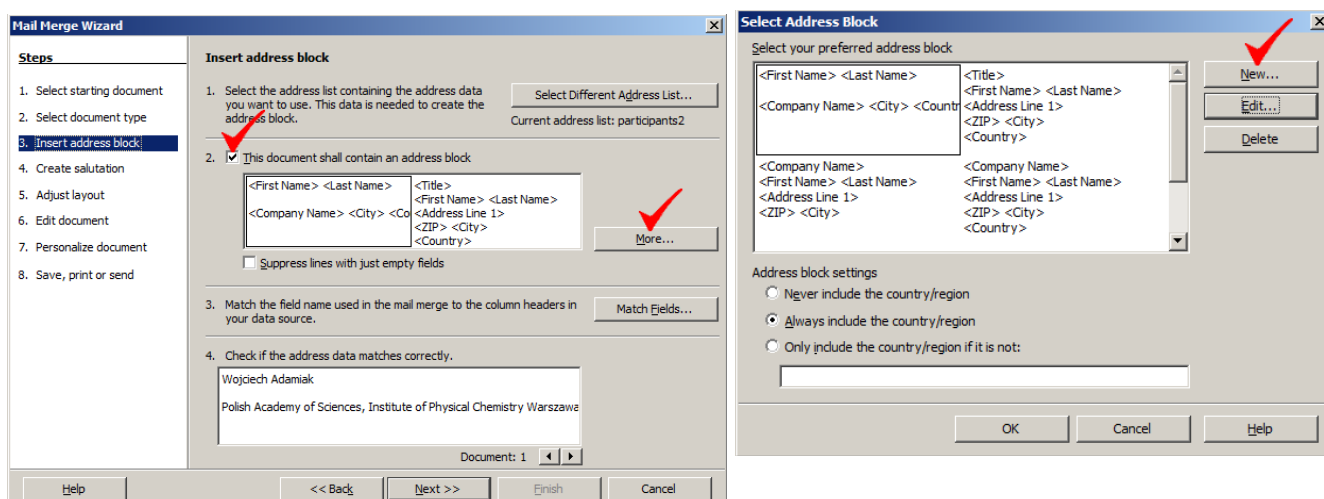
7. Choose [Select Different Address List] in the Mail Merge Wizard window:



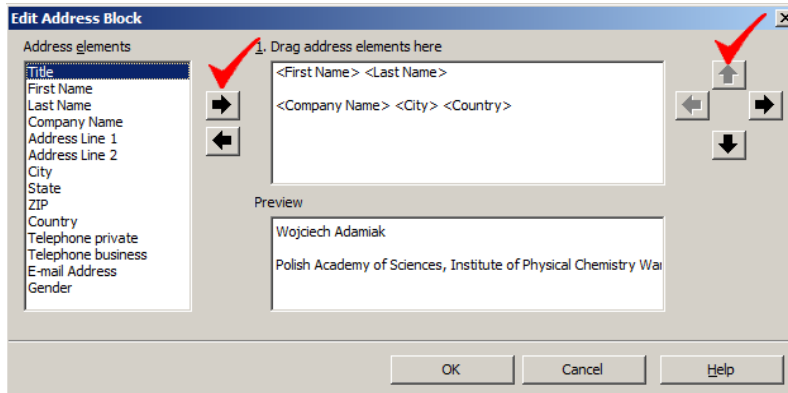
8. In order to choose the desired source of data for your document select [Add...], then open your source file and close this window by pressing [OK] in the [Select Address List] window:



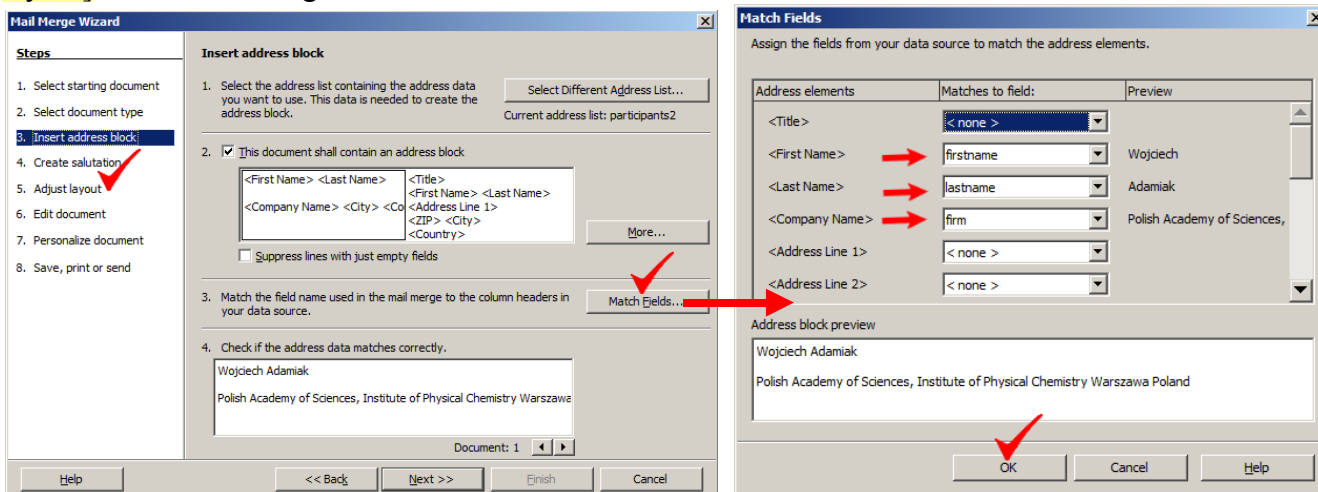
9. Put a tick mark at [This document shell contain an address block] and select [More...] at the main Mail Merge Wizard window, then choose [Edit...] or [New...] to compose a desired data block.



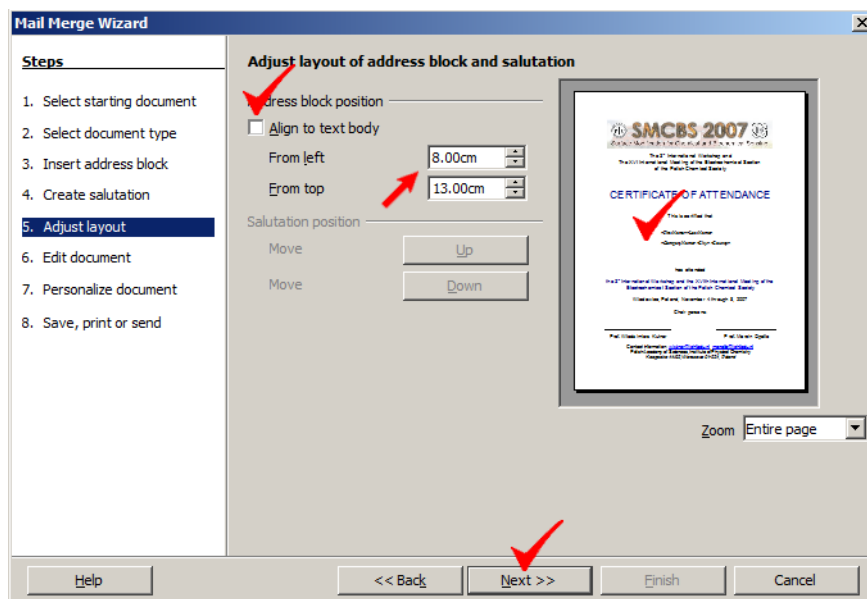
10. Adjust order of data fields using arrows in the [Edit Address Block] window:



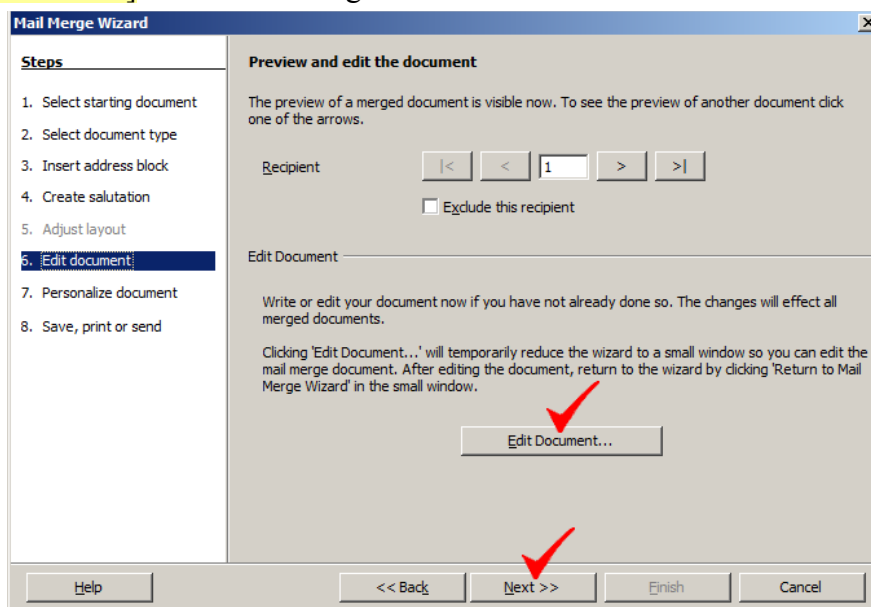
11. Select [Match Fields...] in the Mail Merge Wizard window in order to fit the set elements of address to the columns at the source data file, and press [OK] in the [Match Fields] window. Press [Adjust layout] in the Mail Merge Wizard window:



12. Leave the [Align to the body] box empty, and adjust data block to have it at the desired location, then press [Next >>]:



13. Press [Edit document...] in the Mail Merge Wizard window:

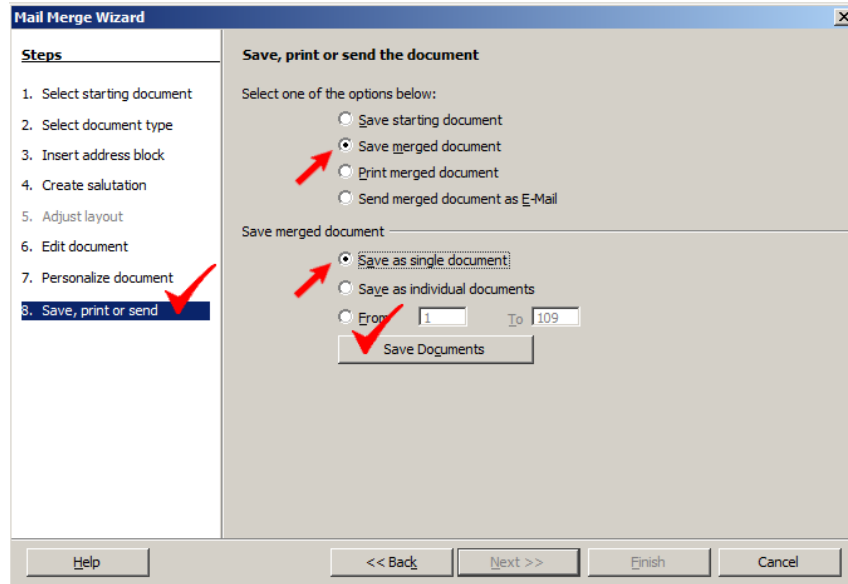


14. The template of a document with inserted data block will open for editing. After making all corrections, this template will be used for all series documents. Select the text in the field, choose font, font size, font colour and aligning. Adjust the inserted field size to its maximum width and minimum height in the available printing area. At the bottom of the document leave one line free for your data block. It is necessary to prevent breaking the document structure if the data in the inserted field requires more than three lines. After editing press [Return to Mail Merge Wizard] button and press [Next >>] in the Mail Merge Wizard window:



16. By depressing [Next >>] at the Mail Merge Wizard window, you will go to [Save, print or send]. Choose [Save merged document] and [Save as single document] or [Save as individual document] if

the separate files for your documents are needed. Finally, press **[Save Documents]**. Saving a single file with all generated documents in the OpenOffice.org file format can take 100 times less space of a hard disk than in the MS Word file format.



As soon as the last step is completed, the program will generate and save in one file several documents. The number of these documents will be equal to the number of lines in the source file selected in step 7.