Christmas is Coming, the geese are getting fat
If you can't be bothered writing envelopes...
Here's how to solve that!

So, you use Windows, a recent version of Microsoft Office and want to print all your labels in one go to stick on to your Christmas Cards.

* Buy yourself some Avery labels – e.g. size L7161
* Use Excel to make an address list with a column for your friends' names and a column for each line of their address – so typically 6 columns with the final column being postcode or country. Save your file with a descriptive name like My Address List.
* Open Word with a blank document.
* Click Mailings.
* Click the down arrow and click Start Mail Merge.
* Cllick Step by Step Mail Merge Wizard; you will see a mail merge side panel open on the right.
* Click Labels.
* Click Next: Starting Document
* Click Next: Select Recipients
* Choose label size, for instance L7161
* Select 'Use a Exisiting List' and Browse to your Excel address list.
* Click Next: Arrange Labels
* Click Address Block. Don't forget this step!
* Click Update all labels button. Don't forget this step!
* Next: Preview your labels – all your addresses should appear on screen
* Next: Complete merge
* Next: Print
* In a standard inkjet printer you will load your Avery paper with the labels facing you and the thicker page border at the bottom (first bit to go in to printer).
* Print.

Libre Office does things in a similar way...

- Buy yourself some Avery labels – e.g. size L7161
- Use Libre Office Calc to make an address list with a column for your friends' names and a column for each line of their address – so typically 6 columns with the final column being postcode or country. The first row of your spreadsheet must be the names of the columns, e.g. Name, Address1, Address2 etc. Save your file with a descriptive name like My Address List.
- Open Libre Office Base, and select the option to connect to an existing database. From the drop-down box next to this option, click the arrow and select 'Spreadsheet' then click next.
- Browse to the spreadsheet you created, select it and click Next.
- On the 'Decide How to Proceed' window, you want to select 'Yes, Register the database for me', and remove the tick from Open the database for editing. Click Finish.
- Give your database a good name, like Christmas 2014 Address List. Next year you will create a new one from your spreadsheet which will have new friends on it. Click Save.
- Open Libre Office Writer. Click File > New > Labels. See Fig 1.
- Tick 'Address', and set the format to Sheet. Select the database you created earlier. If you cannot see your database, you need to register it like this:
  - Tools, Options, Office Base, Databases
  - New..., Database file, Browse and find the 'data source' (Base .odb file)
- Select your address table in your database, by default its called Sheet 1.
- Now click on the first field, e.g. 'Name' and then click on the arrow so that the field will be the first line on your labels. Do all the fields you want on your labels so that it looks similar to Fig 1. Normally you will have one line of label text per address line.
- Select your label brand and type: e.g. Avery A4 L7161 Address.
- Click New Document and you should see something like Fig 2.
- In a standard inkjet printer you will load your Avery paper with the labels face down and the thicker page border at the bottom (first bit to go in to printer).

● Click File > Print, then you will see Fig 3, where you click Yes.

Labels

Labels Format Options

Inscription

Label text   ☑ Address   Database

<christmas address labels2.Sheet1.0.Name>   christmas address labels2 ▼
<christmas address labels2.Sheet1.0.Address 1>
<christmas address labels2.Sheet1.0.Address 2>
<christmas address labels2.Sheet1.0.Address 3>   Table
<christmas address labels2.Sheet1.0.Address 4>   ←   ▼
<christmas address labels2.Sheet1.0.Country>

                                                                Database field
                                                                ▼

Format

○ Continuous   Brand   Avery A4 ▼
◉ Sheet   Type   L7161 Address ▼

L7161 Address: 6.35cm x 4.66cm (3 x 6)

        New Document   Cancel   Help   Reset

Fig 1

<Name>   <Name>   <Name>
<Address 1>   <Address 1>   <Address 1>
<Address 2>   <Address 2>   <Address 2>
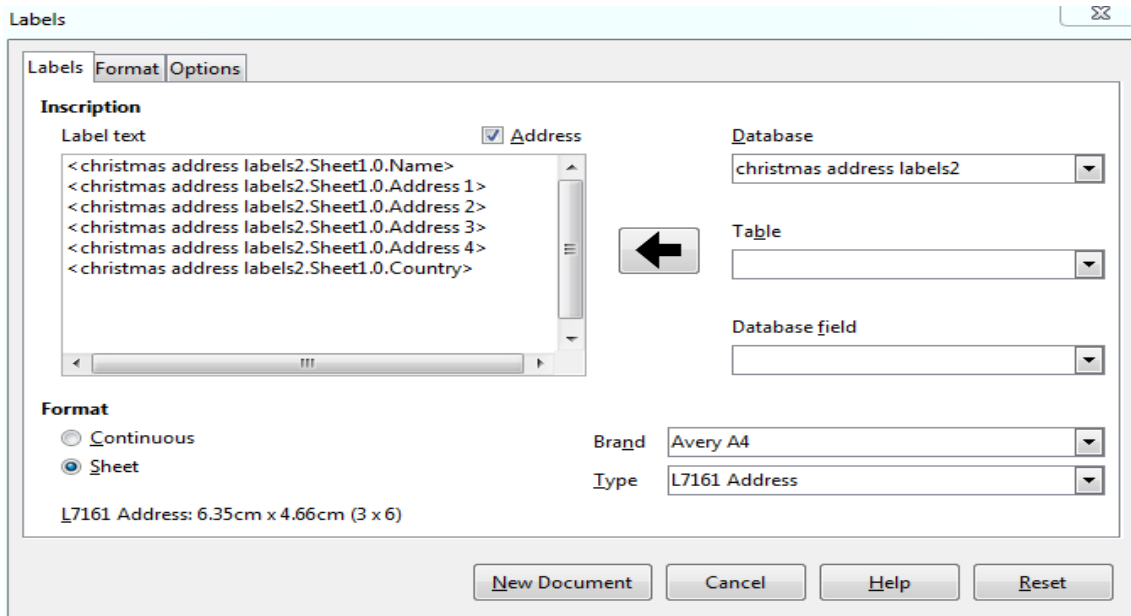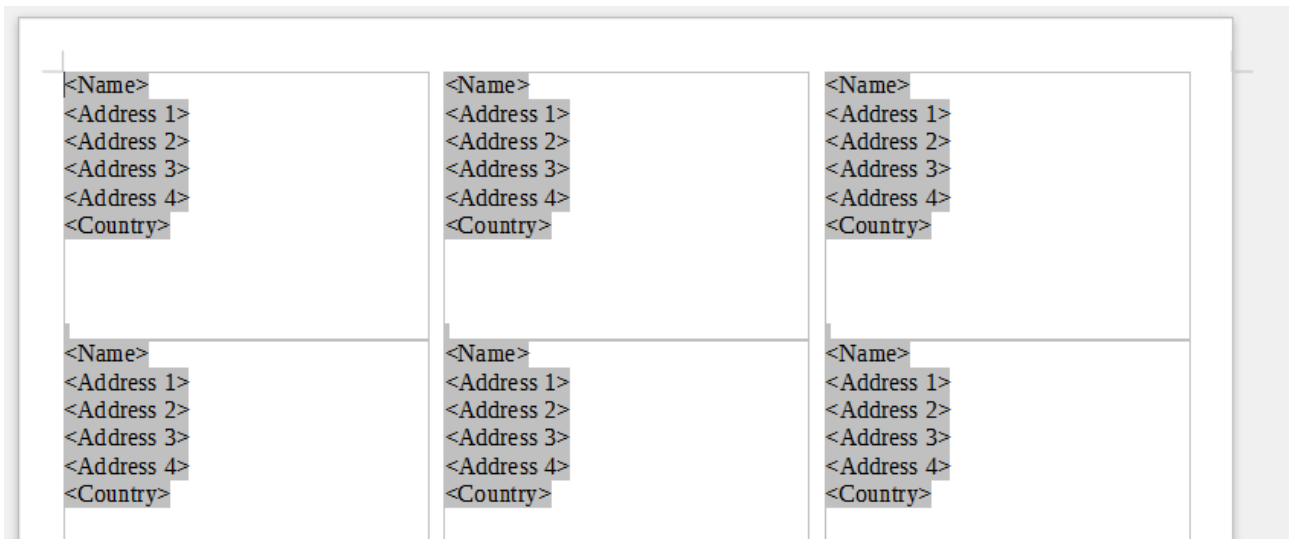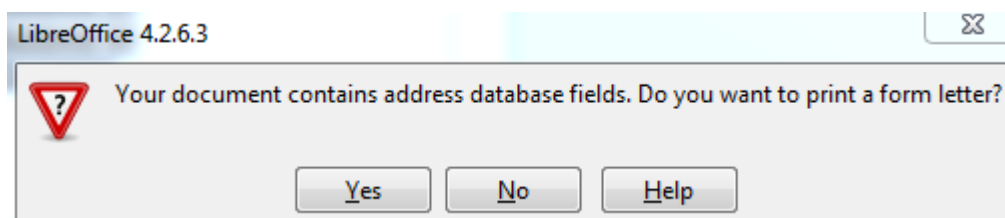<Address 3>   <Address 3>   <Address 3>
<Address 4>   <Address 4>   <Address 4>
<Country>   <Country>   <Country>

<Name>   <Name>   <Name>
<Address 1>   <Address 1>   <Address 1>
<Address 2>   <Address 2>   <Address 2>
<Address 3>   <Address 3>   <Address 3>
<Address 4>   <Address 4>   <Address 4>
<Country>   <Country>   <Country>

Fig 2

LibreOffice 4.2.6.3

⚠ Your document contains address database fields. Do you want to print a form letter?

        Yes   No   Help

Fig 3