

Debian Mail Merge with LibreOffice

The presentation shows using LibreOffice to create a simple mail merge.

Preuss
2/15/2021

Debian 10.8

preuss@csci1110-debian: ~

✕

File Edit View Search Terminal Help

preuss@csci1110-debian:~\$ cat /etc/debian_version

10.8

preuss@csci1110-debian:~\$ uname -a

Linux csci1110-debian 4.19.0-14-amd64 #1 SMP Debian 4.19.171-2 (2021-01-30) x86_64 GNU/Linux

preuss@csci1110-debian:~\$ █

The presentation shows the Linux distribution and kernel version.

Home ▾ [Search] [Icons]

- Recent
- Starred
- Home
- Documents
- Downloads
- Music
- Pictures
- Videos
- Trash
- Debian 10.8.0...
- + Other Locations

Desktop Documents Downloads linux_login_mailmerge Music Pictures

Public

The presentation copies the folder containing the mail merge example files.
The folder name may be different.

Home / linux_login_mailmerge

- Recent
- Starred
- Home
- Documents
- Downloads
- Music

login_merge_data.ods

login_merge_template.odt

The presentation clicks on the spreadsheet file.

Home / linux_login_mailmerge ▾

Recent

Starred

login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

Liberation Sa 10

A2 fx Σ = Albatross

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last Name	First Name	Middle Name	Section	Street Address	City	State	Postal Code	Login Name	Password	Comment	Expiration	group01	group02	group03	group04
2	Albatross	Alphonse	A	nowhere	1900 28 th Ave South	Moorhead	MN	56560	albatross	Mstate+456	Example	2016-05-04	users	dialout	floppy	modem
3																
4																
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Sheet 1 of 1 | Default | English (USA) | Average: ; Sum: 0 | 100%

The spreadsheet file is open with the example data. Please do not delete the example data until the spreadsheet is complete.

Yes, the spreadsheet will mysteriously change through the presentation. Some formulas needed updating.

Minnesota State Community and Technical College

M State

Information Technology Academic Department

Moorhead, MN

Latitude 46.848296 Longitude -96.750837

Welcome to the brazil web site. This site primarily provides instructional support for classes taught at Minnesota State Community and Technical College, Moorhead MN. This site does provide information for selected Minnesota State University Moorhead Information Technology classes. We do have some items that may interest visitors, however no permission is given to damage this site.

Most visitors will find more information about [Minnesota State Community and Technical College at the MSTATE](#) web site. Additional information about [Minnesota State University Moorhead](#) is available at the [MSUM](#) web site.

The presentation goes to either "http://brazil.minnesota.edu" or "http://sweden.minnesota.edu" to obtain the names.

- Announcements
- [Fall Classes](#)
- [Spring Classes](#)
- [General Interest](#)
- New Student Information

Navigation and utility panel on the right side of the browser window, including zoom controls, search, and other browser features.

[Lab01](#)
[Lab02](#)
[Lab03](#)
[Lab04](#)
[Lab05](#)
[Lab06](#)
[Lab07](#)
[Lab08](#)
[Lab09](#)
[Lab10](#)

[Go to weather data download page](#)

[Examples Link](#)

[Permission Worksheet](#)

[Group Evaluation Worksheet](#)

[Download the class Linux image \(linux-s2021.zip\)](#)

[Names list 1](#)
[Names list 2](#)
[Names list 3](#)

[Computer File Hash](#)

[SHA2-512 compute](#)

The presentation opens the "Names list 1" for this example.

Navigation panel with icons for back, forward, search, and other functions. Below the icons is a list of items including 'group04' and 'nodem'.

These names are practice names for Information Technology training. The names are from the Veterans Administration burial listing.

The group names are either Russian towns or the three-letter International Olympic Committee country code. The best search term for your group is "Group YOUR_OU".

The data format is last name, first name, other information, **section name**, address, city, state and zip code.

Group Aleksin

- Aarhus,Tove,W,Alpha,5000 West National Avenue,Milwaukee,WI,53295-4000
- Abbey,Samuel,,Alpha,5000 West National Avenue,Milwaukee,WI,53295-4000
- Alphat,George,A,Alpha,5000 West National Avenue,Milwaukee,WI,53295-4000
- Alphat,Harry,H,Alpha,5000 West National Avenue,Milwaukee,WI,53295-4000
- Alphat,Hobart,Gerald,Alpha,5000 West National Avenue,Milwaukee,WI,53295-4000
- Alphat,Leroy,E,Bravo,5000 West National Avenue,Milwaukee,WI,53295-4000
- Alphat,Milton,M,Bravo,5000 West National Avenue,Milwaukee,WI,53295-4000
- Alphat,Thomas,Richard,Bravo,5000 West National Avenue,Milwaukee,WI,53295-4000
- Abel,James,A,Bravo,5000 West National Avenue,Milwaukee,WI,53295-4000
- Abel,Raymond,August,Bravo,5000 West National Avenue,Milwaukee,WI,53295-4000
- Aberle,Emil,,Charlie,5000 West National Avenue,Milwaukee,WI,53295-4000
- Abernathy,Sterling,,Charlie,5000 West National Avenue,Milwaukee,WI,53295-4000
- Abge,Bain,,Charlie,5000 West National Avenue,Milwaukee,WI,53295-4000
- Able,James,,Charlie,5000 West National Avenue,Milwaukee,WI,53295-4000
- Ablin,Irving,D,Charlie,5000 West National Avenue,Milwaukee,WI,53295-4000

Navigation and editing tools for a presentation slide, including arrows, a search icon, and a list of slide titles.

- Navigation icons: back, forward, search, etc.
- Slide list:
 - P
 - group04
 - nodem
- Function key: f(x)

Search bar and navigation controls for a presentation.

- Search input: group yem
- Navigation: 25, back, forward, +, dat
- Page info: Sheet 1 of 1

The presentation opens a search box. The presentation searches for the assigned OU "YEM" as shown.

Search results display: Whole Words 1 of 30 matches

Group YEM

- Williams,Gayle,Darwin,Alpha,Memorial Drive,Arlington,VA,22211
- Williams,Harold,,Alpha,Memorial Drive,Arlington,VA,22211
- Williams,Helen,P,Alpha,Memorial Drive,Arlington,VA,22211
- Williams,Henry,Jr,Alpha,Memorial Drive,Arlington,VA,22211
- Williams,Jesse,Jr,Alpha,Memorial Drive,Arlington,VA,22211
- Williams,John,Owen,Bravo,Memorial Drive,Arlington,VA,22211
- Williams,Judith,Ann,Bravo,Memorial Drive,Arlington,VA,22211
- Williams,Lawrence,Harvey,Bravo,Memorial Drive,Arlington,VA,22211
- Williams,Otis,Jr,Bravo,Memorial Drive,Arlington,VA,22211
- Williams,Otis,Sr,Bravo,Memorial Drive,Arlington,VA,22211
- Williams,Rayburn,A,Bravo,Memorial Drive,Arlington,VA,22211
- Williams,Raymond,Leon,Charlie,Memorial Drive,Arlington,VA,22211
- Williams,Robert,D,Charlie,Memorial Drive,Arlington,VA,22211
- Williams,Robert,H,Charlie,Memorial Drive,Arlington,VA,22211
- Williams,Robert,M,Charlie,Memorial Drive,Arlington,VA,22211
- Williams,Thomas,Francis,Charlie,Memorial Drive,Arlington,VA,22211

The presentation copies all the names listed for "YEM".

The "Group YEM" is not copied.

login_merge_data.ods - LibreOffice Calc

The presentation opens a "Writer" document. The presentation selects "New | Text Document"

- New
 - Text Document
 - Spreadsheet
 - Presentation
 - Drawing
 - Formula
 - Database
 - HTML Document
 - XML Form Document
 - Master Document
 - Labels
 - Business Cards
 - Templates (Shift+Ctrl+N)
- Open... (Ctrl+O)
- Open Remote...
- Recent Documents
- Close
- Wizards
- Templates
- Reload
- Versions...
- Save (Ctrl+S)
- Save Remote...
- Save As... (Shift+Ctrl+S)
- Save a Copy...
- Save All
- Export...
- Export as PDF...
- Send
- Preview in Web Browser
- Print Preview (Shift+Ctrl+O)
- Print... (Ctrl+P)
- Printer Settings...
- Digital Signatures
- Properties...
- Exit LibreOffice (Ctrl+Q)

L	M	N	O	P
Expiration	group01	group02	group03	group04
2016-05-04	users	dialout	floppy	modem

Default | English (USA) | Average: ; Sum: 0 | 100%

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Default Style | sans-serif | 13.5

GO A [Icons]

[Icons]

Williams, Gayle, Darwin, Alpha, Memorial
 Drive, Arlington, VA, 22211 Williams, Harold,, Alpha, Memor
 Drive, Arlington, VA, 22211 Williams, Helen, P, Alpha, Memo
 Drive, Arlington, VA, 22211 Williams, Henry, Jr, Alpha, Mem
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The presentation configures "Find & Replace" as shown.

Each line ends with the number "22211". The "\n" is a regular expression adding a new line after each instance of "22211".

The presentation selects "Replace All".

Find & Replace

Find: 22211
 Match case Whole words only

Replace: 22211\n

Find All Find Previous Find Next Replace Replace All

Other options

- Current selection only
- Regular expressions
- Similarity search
- Sounds like (Japanese)
- Diacritic-sensitive
- Replace backwards
- Paragraph Styles
- Match character width
- Comments
- Kashida-sensitive

Attributes... Similarities... Sounds... Format... No Format

Help Close

Untitled 1 - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Rich text toolbar with icons for undo, redo, bold, italic, underline, text color, background color, font face (sans-serif), font size (13.5), and various alignment and list options.

Williams,Gayle,Darwin,Alpha,Memorial Drive,Arlington,VA,22211
 Williams,Harold,,Alpha,Memorial Drive,Arlington,VA,22211
 Williams,Helen,P,Alpha,Memorial Drive,Arlington,VA,22211
 Williams,Henry,Jr,Alpha,Memorial Drive,Arlington,VA,22211
 Williams,Jesse,Jr,Alpha,Memorial Drive,Arlington,VA,22211
 Williams,John,Owen,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Judith,Ann,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Lawrence,Harvey,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Otis,Jr,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Otis,Sr,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Bayburn,A,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Brayden,A,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Brayden,B,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Brayden,C,Bravo,Memorial Drive,Arlington,VA,22211
 Williams,Brayden,D,Bravo,Memorial Drive,Arlington,VA,22211

The data is now properly formatted.

The presentation copies all the data to the spreadsheet.

Find & Replace

Find: 22211

Match case Whole words only

Search key replaced 16 times.

Replace: 22211\n

Find All Find Previous Find Next Replace Replace All

Other options

Current selection only Replace backwards

Regular expressions Paragraph Styles

Similarity search Similarities... Match character width

Sounds like (Japanese) Sounds... Comments

Diacritic-sensitive Kashida-sensitive

Attributes... Format... No Format

Help Close

Untitled 1 - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Default Style | sans-serif | 13.5

Browser window with navigation icons and address bar.

login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

Liberation Sa | 10

A3 | fx Σ =

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last_Name	First_Name	Middle_Name	Section	Street_Address	City	State	Postal_Code	Login_Name	Password	Comment	Expiration	group01	group02	group03	group04
2	Albatross	Alphonse						56560	albatross	Mstate+456	Example	2016-05-04	users	dialout	floppy	modem
3																
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The presentation pastes all the names in box "A3".

names1.pdf x Firefox Privacy Notice x +

brazil.minnesota.edu/image/names1.pdf

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login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

sans-serif,Ar 13.5

A3:A18 fx Σ = Williams,Gayle,Darwin,Alpha,Memorial Drive,Arlington,VA,22211

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last_Name	First_Name	Middle_Name	Section	Street_Address	City	State	Postal_Code	Login_Name	Password	Comment	Expiration	group01	group02	group03	group04
2	Albatross	Alphonse	A	nowhere	1900 28 th Ave South	Moorhead	MN	56560	albatross	Mstate+456	Example	2016-05-04	users	dialout	floppy	modem
3	Williams	Gayle	Darwin	Alpha	Memorial Drive	Arlington	VA	22211								
4	Williams	Harold		Alpha	Memorial Drive	Arlington	VA	22211								
5	Williams	Helen	P	Alpha	Memorial Drive	Arlington	VA	22211								
6	Williams	Henry	Jr	Alpha	Memorial Drive	Arlington	VA	22211								
7	Williams	Jesse	Jr	Alpha	Memorial Drive	Arlington	VA	22211								
8	Williams	John	Owen	Bravo	Memorial Drive	Arlington	VA	22211								
9	Williams	Judith	Ann	Bravo	Memorial Drive	Arlington	VA	22211								
10	Williams	Lawrence	Harvey	Bravo	Memorial Drive	Arlington	VA	22211								
11	Williams	Otis	Jr	Bravo	Memorial Drive	Arlington	VA	22211								
12	Williams	Otis	Sr	Bravo	Memorial Drive	Arlington	VA	22211								
13	Williams	Rayburn	A	Bravo	Memorial Drive	Arlington	VA	22211								
14	Williams	Raymond	Leon	Charlie	Memorial Drive	Arlington	VA	22211								
15	Williams	Robert	D	Charlie	Memorial Drive	Arlington	VA	22211								
16	Williams	Robert	H	Charlie	Memorial Drive	Arlington	VA	22211								
17	Williams	Robert	M	Charlie	Memorial Drive	Arlington	VA	22211								
18	Williams	Thomas	Francis	Charlie	Memorial Drive	Arlington	VA	22211								
19																
20																

Sheet 1 of 1 | 16 rows, 1 columns selected | Default | English (USA) | Average: ; Sum: 0 | 100%

The pasted data is shown.

names1.pdf x Firefox Privacy Notice — x +

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login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet **Data** Tools Canzeley Window Help

Sort...
Sort Ascending
Sort Descending

AutoFilter

More Filters

Define Range...

Select Range...

Refresh Range

Pivot Table

Calculate

Validity...

Subtotals...

Form...

Streams...

XML Source...

Multiple Operations...

Text to Columns...

Consolidate...

Group and Outline

Statistics

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last_Name	First_Name	Middle_Name	Section	St											
2	Albatross	Alphonse	A	nowhere	19			56560	albatross	Mstate+456	Example	2016-05-04	users	dialout	floppy	modem
3	Williams	Gayle	Darwin	Alpha	Memor			22211								
4	Williams	Harold		Alpha	Memorial Dr											
5	Williams	Helen	P	Alpha	Memorial D											
6	Williams	Henry	Jr	Alpha	Memorial D											
7	Williams	Jesse	Jr	Alpha	Memorial Dr											
8	Williams	John	Owen	Bravo	Memoria			211								
9	Williams	Judith	Ann	Bravo	Memorial			211								
10	Williams	Lawrence	Harvey	Bravo	M											
11	Williams	Otis	Jr	Bravo	Memorial Driv											
12	Williams	Otis	Sr	Bravo	Memorial Dri											
13	Williams	Rayburn	A	Bravo	Memoria			211								
14	Williams	Raymond	Leon	Charlie	Me			VA.22211								
15	Williams	Robert	D	Charlie	Memorial			21								
16	Williams	Robert	H	Charlie	Memorial											
17	Williams	Robert	M	Charlie	Memoria			21								
18	Williams	Thomas	Francis	Charlie	Me											
19																
20																

group

Sheet 1 of 1 | 16 rows, 1 columns selected | Default | Average: ; Sum: 0 | 100%

Leave the newly pasted data selected. The presentation selects "Data | Text to Columns".

File Edit View Insert Format Styles Sheet

sans-serif,Ar 13.5

A3:A18 fx Σ = Williams, Gay

	A	B	C	D
1	Last_Name	First_Name	Middle_Name	Section
2	Albatross	Alphonse	A	nowhere
3	Williams	Gayle	Darwin	Alpha
4	Williams	Harold		Alpha
5	Williams	Helen	P	Alpha
6	Williams	Henry	Jr	Alpha
7	Williams	Jesse	Jr	Alpha
8	Williams	John	Owen	Bravo
9	Williams	Judith	Ann	Bravo
10	Williams	Lawrence	Harvey	Bravo
11	Williams	Otis	Jr	Bravo
12	Williams	Otis	Sr	Bravo
13	Williams	Rayburn	A	Bravo
14	Williams	Raymond	Leon	Charlie
15	Williams	Robert	D	Charlie
16	Williams	Robert	H	Charlie
17	Williams	Robert	M	Charlie
18	Williams	Thomas	Francis	Charlie
19				
20				

group

Sheet 1 of 1 | 16 rows, 1 columns selected

Text to Columns

Import

Character set: Unicode (UTF-16)

Language: Default - English (USA)

From row: 1

Separator Options

Fixed width Separated by

Tab Comma Semicolon Space Other

Merge delimiters Trim spaces

String delimiter: "

Other Options

Format quoted field as text Detect special numbers Skip empty cells

Fields

Column type:

	Standard	Standard	Standard	Standard	Standard	Standard	Standard
1	Williams	Gayle	Darwin	Alpha	Memorial Drive	Arlington	VA
2	Williams	Harold		Alpha	Memorial Drive	Arlington	VA
3	Williams	Helen	P	Alpha	Memorial Drive	Arlington	VA
4	Williams	Henry	Jr	Alpha	Memorial Drive	Arlington	VA
5	Williams	Jesse	Jr	Alpha	Memorial Drive	Arlington	VA
6	Williams	John	Owen	Bravo	Memorial Drive	Arlington	VA
7	Williams	Judith	Ann	Bravo	Memorial Drive	Arlington	VA
8	Williams	Lawrence	Harvey	Bravo	Memorial Drive	Arlington	VA
9	Williams	Otis	Jr	Bravo	Memorial Drive	Arlington	VA

Help OK Cancel

The presentation configures "Text to Columns" as shown.

The presentation selects "OK" to continue.

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brazil.minnesota.edu/image/names1.pdf

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login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

Liberation Sa 10

I2 fx Σ = =LOWER(A2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last_Name	First_Name	Middle_Name	Section	Street_Address	City	State	Postal_Code	Login Name	Password	Comment	Expiration	group01	group02	group03	group04
2	Albatross	Alphonse	A	nowhere	1900 28 th Ave South	Moorhead	MN	56560	albatross	Mstate+456	Example	2016-05-04	users	dialout	floppy	modem
3	Williams	Gayle	Darwin	Alpha												
4	Williams	Harold	B	Alpha												
5	Williams	Helen	P	Alpha												
6	Williams	Henry	Jr	Alpha												
7	Williams	Jesse	Jr	Alpha												
8	Williams	John	Owen	Bravo												
9	Williams	Judith	Ann	Bravo												
10	Williams	Lawrence	Harvey	Bravo												
11	Williams	Otis	Jr	Bravo												
12	Williams	Otis	Sr	Bravo												
13	Williams	Rayburn	A	Bravo												
14	Williams	Raymond	Leon	Charlie												
15	Williams	Robert	D	Charlie												
16	Williams	Robert	H	Charlie												
17	Williams	Robert	M	Charlie												
18	Williams	Thomas	Francis	Charlie												
19																
20																
21																
22																
23																
24																
25																

group

Sheet 1 of 1 | Default | English (USA) | Average: ; Sum: 0 | 100%

The presentation reformatted the spreadsheet type face and size.

The presentation adds and changes data in the "Middle Name" field to insure each name is unique in the list.

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login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

Liberation Sa 10

J2 fx Σ = Mstate+456

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Last_Name	First_Name	Middle_Name	Section	Street_Address	City	State	Postal_Code	Login_Name	Password	Comment	Expiration	group01	group02	group03
2	Albatross	Alphonse	A	nowhere	1900 28 th Ave South	Moorhead	MN	56560	alphonse_a_albatross	Mstate+456	Example	2016-05-04	users	dialout	floppy
3	Williams	Gayle	Darwin	Alpha	Memorial Drive	Arlington	VA	22211	gayle_darwin_williams						
4	Williams	Harold	B	Alpha	Memorial Drive	Arlington	VA	22211	harold_b_williams						
5	Williams	Helen	P	Alpha	Memorial Drive	Arlington	VA	22211	helen_p_williams						
6	Williams	Henry	Jr	Alpha	Memorial Drive	Arlington	VA	22211	henry_jr_williams						
7	Williams	Jesse	Jr	Alpha	Memorial Drive	Arlington	VA	22211	jesse_jr_williams						
8	Williams	John	Owen	Bravo	Memorial Drive	Arlington	VA	22211	john_owen_williams						
9	Williams	Judith	Ann	Bravo	Memorial Drive	Arlington	VA	22211	judith_ann_williams						
10	Williams	Lawrence	Harvey	Bravo	Memorial Drive	Arlington	VA	22211	lawrence_harvey_williams						
11	Williams	Otis	Jr	Bravo	Memorial Drive	Arlington	VA	22211	otis_jr_williams						
12	Williams	Otis	Sr	Bravo	Memorial Drive	Arlington	VA	22211	otis_sr_williams						
13	Williams	Rayburn	A	Bravo	Memorial Drive	Arlington	VA	22211	rayburn_a_williams						
14	Williams	Raymond	Leon	Charlie	Memorial Drive	Arlington	VA	22211	raymond_leon_williams						
15	Williams	Robert	D	Charlie	Memorial Drive	Arlington	VA	22211	robert_d_williams						
16	Williams	Robert	H	Charlie	Memorial Drive	Arlington	VA	22211	robert_h_williams						
17	Williams	Robert	M	Charlie	Memorial Drive	Arlington	VA	22211	robert_m_williams						
18	Williams	Thomas	Francis	Charlie	Memorial Drive	Arlington	VA	22211	thomas_francis_williams						
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Sheet 1 of 1 | Default | English (USA) | Average: ; Sum: 0 | 100%

The presentation double clicks on the "bump" in the lower right corner of the cell. This copies the data through the entire column.

Yes, the presentation did copy the formula in "I2" to all the names in column "I".

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brazil.minnesota.edu/image/names1.pdf

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login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

Liberation Sa 10

R2 fx 5/10/2021

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Section	Street_Address	City	State	Postal_Code	Login_Name	Password	Comment	Expiration	group01	group02	group03	group04	group05	Date_Constant
2	nowhere	1900 28 th Ave South	Moorhead	MN	56560	alphonse_a_albatross	Mstate+456	Example	2016-05-04	users	nowhere	floppy	modem	games	5/10/2021
3	Alpha	Memorial Drive	Arlington	VA	22211	gayle_darwin_williams	Mstate+457	Human	2016-05-04	users	Alpha	floppy	modem	games	
4	Alpha	Memorial Drive	Arlington	VA	22211	harold_b_williams	Mstate+458	Human	2016-05-04	users	Alpha	floppy	modem	games	
5	Alpha	Memorial Drive	Arlington	VA	22211	helen_p_williams	Mstate+459	Human	2016-05-04	users	Alpha	floppy	modem	games	
6	Alpha	Memorial Drive	Arlington	VA	22211	henry_jr_williams	Mstate+460	Human	2016-05-04	users	Alpha	floppy	modem	games	
7	Alpha	Memorial Drive	Arlington	VA	22211	jesse_jr_williams	Mstate+461	Human	2016-05-04	users	Alpha	floppy	modem	games	
8	Bravo	Memorial Drive	Arlington	VA	22211	john_owen_williams	Mstate+462	Human	2016-05-04	users	Bravo	floppy	modem	games	
9	Bravo	Memorial Drive	Arlington	VA	22211	judith_ann_williams	Mstate+463	Human	2016-05-04	users	Bravo	floppy	modem	games	
10	Bravo	Memorial Drive	Arlington	VA	22211	lawrence_harvey_williams	Mstate+464	Human	2016-05-04	users	Bravo	floppy	modem	games	
11	Bravo	Memorial Drive	Arlington	VA	22211	otis_jr_williams	Mstate+465	Human	2016-05-04	users	Bravo	floppy	modem	games	
12	Bravo	Memorial Drive	Arlington	VA	22211	otis_sr_williams	Mstate+466	Human	2016-05-04	users	Bravo	floppy	modem	games	
13	Bravo	Memorial Drive	Arlington	VA	22211	rayburn_a_williams	Mstate+467	Human	2016-05-04	users	Bravo	floppy	modem	games	
14	Charlie	Memorial Drive	Arlington	VA	22211	raymond_leon_williams	Mstate+468	Human	2016-05-04	users	Charlie	floppy	modem	games	
15	Charlie	Memorial Drive	Arlington	VA	22211	robert_d_williams	Mstate+469	Human	2016-05-04	users	Charlie	floppy	modem	games	
16	Charlie	Memorial Drive	Arlington	VA	22211	robert_h_williams	Mstate+470	Human	2016-05-04	users	Charlie	floppy	modem	games	
17	Charlie	Memorial Drive	Arlington	VA	22211	robert_m_williams	Mstate+471	Human	2016-05-04	users	Charlie	floppy	modem	games	
18	Charlie	Memorial Drive	Arlington	VA	22211	thomas_francis_williams	Mstate+472	Human	2016-05-04	users	Charlie	floppy	modem	games	
19															
20															
21															
22															
23															
24															
25															

Sheet 1 of 1 English (USA) Average: 2016-05-04; Sum: 2016-05-04 100%

The presentation copies all the data as shown.

Well, the plan is you will have an update spreadsheet. You will be able to change the date in "Date_Constant" and the expiration will change for all names.

Home / linux_login_mailmerge

Recent

Starred

login_merge_data.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Canzeley Window Help

Liberation Sa 10

R3

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Section	Street_Address	City	State	Postal_Code	Login_Name	Password	Comment	Expiration	group01	group02	group03	group04	group05	Date_Constant
2	nowhere	1900 28 th Ave South	Moorhead	MN	56560	alphonse_a_albatross	Mstate+456	Example	2021-05-10	users	nowhere	floppy	modem	games	2021-05-10
3	Alpha	Memorial Drive	Arlington	VA	22211	gayle_darwin_williams	Mstate+457	Human	2021-05-10	users	Alpha	floppy	modem	games	
4	Alpha	Memorial Drive	Arlington	VA	22211	harold_b_williams	Mstate+458	Human	2021-05-10	users	Alpha	floppy	modem	games	
5	Alpha	Memorial Drive	Arlington	VA								floppy	modem	games	
6	Alpha	Memorial Drive	Arlington	VA								floppy	modem	games	
7	Alpha	Memorial Drive	Arlington	VA								floppy	modem	games	
8	Bravo	Memorial Drive	Arlington	VA								floppy	modem	games	
9	Bravo	Memorial Drive	Arlington	VA								floppy	modem	games	
10	Bravo	Memorial Drive	Arlington	VA								floppy	modem	games	
11	Bravo	Memorial Drive	Arlington	VA								floppy	modem	games	
12	Bravo	Memorial Drive	Arlington	VA								floppy	modem	games	
13	Bravo	Memorial Drive	Arlington	VA								floppy	modem	games	
14	Charlie	Memorial Drive	Arlington	VA	22211	raymond_leon_williams	Mstate+468	Human	2021-05-10	users	Charlie	floppy	modem	games	
15	Charlie	Memorial Drive	Arlington	VA	22211	robert_d_williams	Mstate+469	Human	2021-05-10	users	Charlie	floppy	modem	games	
16	Charlie	Memorial Drive	Arlington	VA	22211	robert_h_williams	Mstate+470	Human	2021-05-10	users	Charlie	floppy	modem	games	
17	Charlie	Memorial Drive	Arlington	VA	22211						Charlie	floppy	modem	games	
18	Charlie	Memorial Drive	Arlington	VA	22211						Charlie	floppy	modem	games	
19															
20															
21															
22															
23															
24															
25															

Sheet 1 of 1 | Average: ; Sum: 0 | 100%

Save Document?

Save changes to document "login_merge_data.ods" before closing?

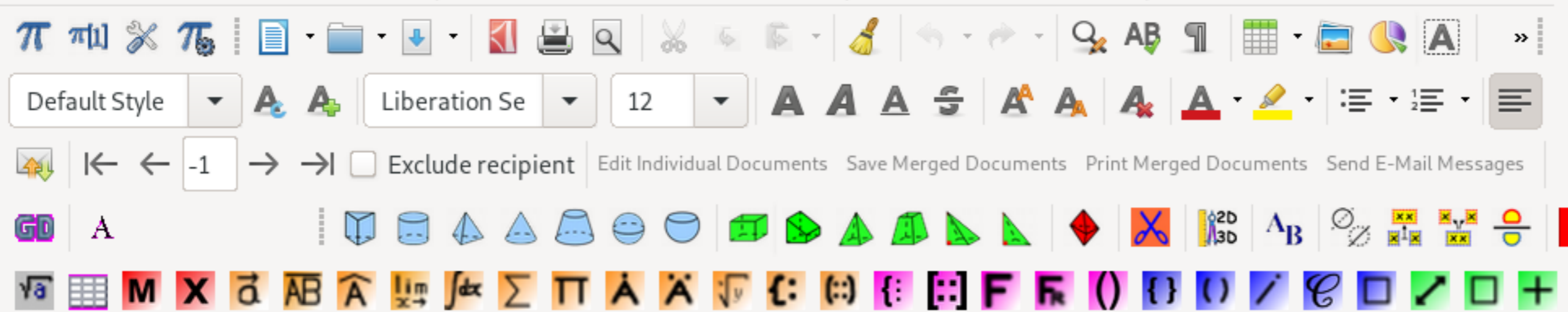
Your changes will be lost if you don't save them.



Don't Save Cancel Save

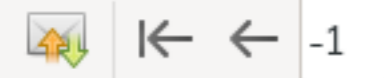
The presentation saves the spreadsheet.


login_merge_create.odt - LibreOffice Writer


File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help



Default Style ▾  Liberation Se ▾ 12 ▾ 

 Exclude recipient Edit Individual Documents Save Merged Documents Print Merged Documents Send E-Mail Messages






1 2 3 4 5 6 7

```
# This is the body to a shell script to create linux logins
# The expiration date must be YYYY/MM/DD

useradd -g <group01> -m <Login_Name>
usermod -c <Comment> -e <Expiration> -G <group01>,<group02>,<group03>,<group04>,<group05>
<Login_Name>
echo '<Password>' | passwd -stdin <Login_Name>

|
```

Page 1 of 1 | 39 words, 283 characters | Default Style | English (USA) |  100%

The presentation opens the "login_merge_create.odt" file.

login_merge_create.odt - LibreOffice Writer

File Edit View **Insert** Format Styles Table Form Tools Canzeley Dmaths Window Help

Page Break Ctrl+Return
 More Breaks
 Image...
 Media
 Chart...
 Object
 Shape
 Section...
 Text from File...
 Text Box
 Comment Ctrl+Alt+C
 Frame
 Caption...
 Fontwork...
 Hyperlink... Ctrl+K
 Bookmark...
 Cross-reference...
 Special Character...
 Formatting Mark
 Horizontal Line
 Footnote and Endnote
 Table of Contents and Index
 Page Number
 Field
 Header and Footer
 Envelope...
 Signature Line...

ns
 1>,<group02>,<group03>,<group04>,<group05>

Page 1 of 1 | 39 | 100%

The presentation selects "Insert | Field"

login_merge_create.odt - LibreOffice Writer

File Edit View **Insert** Format Styles Table Form Tools Canzeley Dmaths Window Help

- Page Break Ctrl+Return
- More Breaks
- Image...
- Media
- Chart...
- Object
- Shape
- Section...
- Text from File...
- Text Box
- Comment Ctrl+Alt+C
- Frame
- Caption...
- Fontwork...
- Hyperlink... Ctrl+K
- Bookmark...
- Cross-reference...
- Special Character...
- Formatting Mark
- Horizontal Line
- Footnote and Endnote
- Table of Contents and Index
- Page Number
- Field**
- Header and Footer
- Envelope...
- Signature Line...

ns

1>,<group02>,<group03>,<group04>,<group05>

Subject

More Fields... Ctrl+F2

Page 1 of 1 | 39 | 100%

The presentation selects "More Fields" as shown.

Fields

- Document
- Cross-references
- Functions
- DocInformation
- Variables
- Database**

Type

- Any record
- Database Name
- Mail merge fields**
- Next record
- Record number

Database selection

- Bibliography**
- Evolution Local

First, the presentation selects "Mail merge fields".

Second, the presentation selects "Browse".

Condition

Record number

Add database file

Format

From database

User-defined

Cancel | Open | [Search] | Open

- Recent
- Home
- Documents
- Downloads
- Music
- Pictures
- Videos
- Trash
- Debian 1...
- Other Locations

preuss linux_login_mailmerge

Name	Size	Modified
login_merge_create.odt	9.9 kB	14:07
login_merge_data.ods	15.2 kB	14:06
login_merge_delete.odt	9.2 kB	14:08

The presentation selects the spreadsheet with the data.

All files

Fields

- Document
- Cross-references
- Functions
- DocInformation
- Variables
- Database**

Type

- Any record
- Database Name
- Mail merge fields**
- Next record
- Record number

Database selection

- Bibliography
- EvolutionLocal
- login_merge_data**
 - data
 - Last_Name
 - First_Name
 - Middle_Name
 - Section
 - Street_Address
 - City
 - State
 - Postal_Code
 - Login_Name
 - Password
 - Comment
 - Expiration
 - group01
 - group02
 - group03
 - group04
 - group05
 - Date_Constant

The presentation verifies the spreadsheet names match the names in the word processing document as shown.

The presentation selects "Close" to continue.

Condition

Record number

Add database file

Browse

Format

From database

User-defined

Generat

Help

Insert

Close

login_merge_create.odt - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Default Style 

Mail Merge Wizard

Steps

Select Starting Document for the Mail Merge

Use the current document

Create a new document

Start from existing document

Browse...

Start from a template

Browse...

Start from a recently saved starting document

5. Adjust layout

Help < Back Next > Finish Cancel

The presentation selects the "Mail Merge Wizard".

The presentation does not change anything on this screen. The presentation selects "Next" to continue.

login_merge_create.odt - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Insert address block
4. Create salutation
5. Adjust layout

What Type of Document Do You Want to Create?

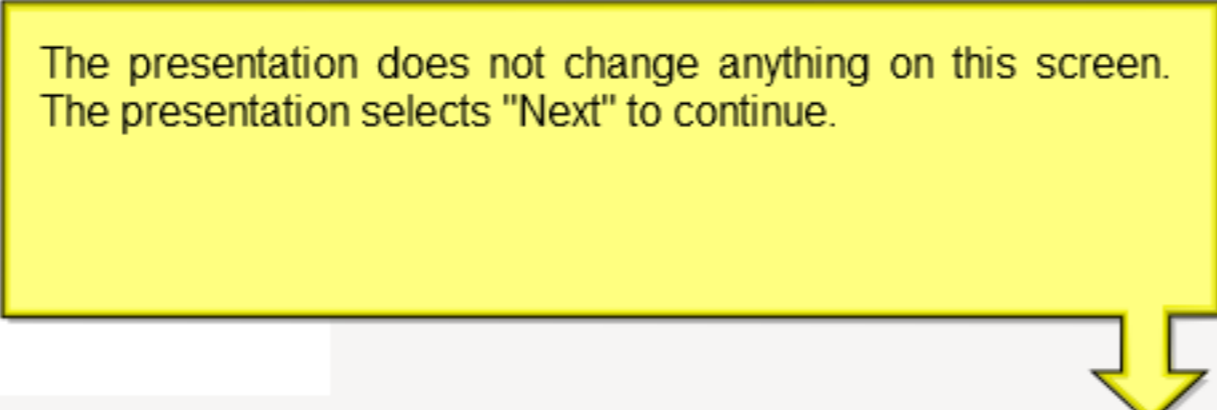
Letter
 E-mail message

Send letters to a group of recipients. The letters can contain an address block and a salutation. The letters can be personalized for each recipient.

Help < Back Next > Finish Cancel

Page 1 of 1 | 40 words, 285 characters | Default Style | English (USA) | I_ [Icons] | [Icons] | 100%

The presentation does not change anything on this screen.
The presentation selects "Next" to continue.



login_merge_create.odt - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Default Style

10

M X

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Insert address block
4. Create salutation
5. Adjust layout

Insert Address Block

1. Select the address list containing the address data you want to use. This data is needed to create the address block. Select Different Address List...

Current address list: login_merge_data

2. This document shall contain an address block

<Title>	<Title>
<First Name> <Last Name>	<First Name> <Last Name>
<Address Line 1>	<Address Line 1>
<ZIP> <City>	<ZIP> <City>
	<Country>

More...

Suppress lines with just empty fields

3. Match the field name used in the mail merge to the column headers in your data source. Match Fields...

4. Check if the address data matches correctly.

< not yet matched >

The presentation does not change anything on this screen. The presentation selects "Next" to continue.

Document: 10

Help < Back Next > Finish Cancel

login_merge_create.odt - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Canzeley Dmaths Window Help

Default Style [Icons]

[Icons]

[Icons]

[Icons]

Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Insert address block
- 4. Create salutation**
5. Adjust layout

Create a Salutation

This document should contain a salutation

Insert personalized salutation

Female: Dear Mrs. <Last Name>, [New...]

Male: Dear Mr. <Last Name>, [New...]

Address list field indicating a female recipient

Field name: [Dropdown]

Field value: [Dropdown]

General salutation: [To whom it may concern,]

Preview: [To whom it may concern,] [Match fields...]

The presentation does not change anything on this screen. The presentation selects "Finish" to continue.

[Help] [< Back] [Next >] [**Finish**] [Cancel]

The presentation selects "Save Merged Documents" to continue.



Save merged document

Save As options

- Save as a single large document
- Save as individual documents
- From 1 - + To 17 - +

Help Cancel Save Documents



The presentation selects "Save as a single large document". Once set, the presentation selects "Save Document".

File Edit View Insert

[Icons]

Default Style

10

A

M X [Icons]

This is the body to a shell script
The expiration date must be less than 365 days

```
useradd -g users -m otis_jr
usermod -c Human -e 05/15/2025 otis_jr
echo 'Mstate+465' | passwd otis_jr
```


Cancel | Name: saved_merge | Save

preuss linux_login_mailmerge

Name
login
login

The presentation gives the new file a name as shown.

Once a name is entered, the presentation selects "Save".

All Formats

Cancel | Open | [Search] | Open

- Recent
- Home
- Documents
- Downloads
- Music
- Pictures
- +

preuss linux_login_mailmerge

Name	Size	Modified
login_merge_create.odt	9.9 kB	14:07
login_merge_data.ods	15.2 kB	14:06
login_merge_delete.odt	9.2 kB	14:08
saved_merge.odt	10.1 kB	14:13

The presentation clicks on the newly save file.

Version: Current version

Read-only

All files

LibreOffice Writer toolbar with icons for undo, redo, search, and various text formatting options. The font is set to Liberation Se, size 12.



```
# This is the body to a shell script to create linux logins
# The expiration date must be YYYY/MM/DD

useradd -g users -m harold_b_williams
usermod -c Human -e 05/10/21 -G users,Alpha,floppy,modem,games harold_b_williams
echo 'Mstate+458' | passwd -stdin harold_b_williams

<>
```

LibreOffice Writer toolbar with icons for insert, link, and various drawing tools. The font is set to Liberation Se, size 12.

The presentation observes each name is on a separate sheet of paper in the document. The document is ready for submission.