

Creating Labels

Overview

To create labels using input data you will also need the document '**Mail Merge Step-by-Step**' as the steps involved are similar.

If you are not creating labels with input data – you want to just create the label layout on the page prior to typing labels manually you need only carry out **Step 3** and then make the new file. You will then be able to type into the different labels when required.

Steps:

Step 1: Create The Data Source

Follow **Step 1** of the mail merge process to create the data source. Save the file in a location and with a name that you'll remember.

Step 2: Link The Files

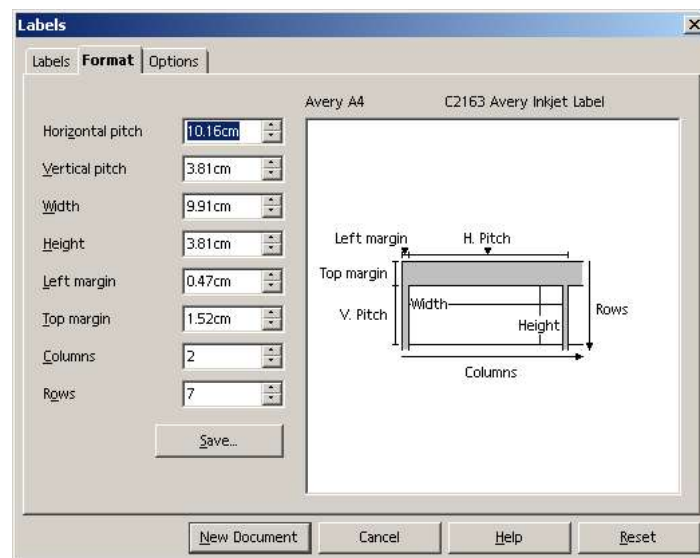
In any OpenOffice document specify the data source as described in **Step 3** of the mail merge process.

Step 3: Choose The Label Size

You can now design the labels through the **Labels** dialog. Create your labels file using **File/New/Labels**.

If you know the commercial label format you are using you can specify it on the **Labels** tab of this dialog.

- Otherwise, on the **Labels** tab, under **Format**, define the label format. (*OpenOffice.org Writer contains many formats of commercially available sheets for labels, badges, and business cards. You can also add other, user-defined formats.*)



Step 4: Design The Label

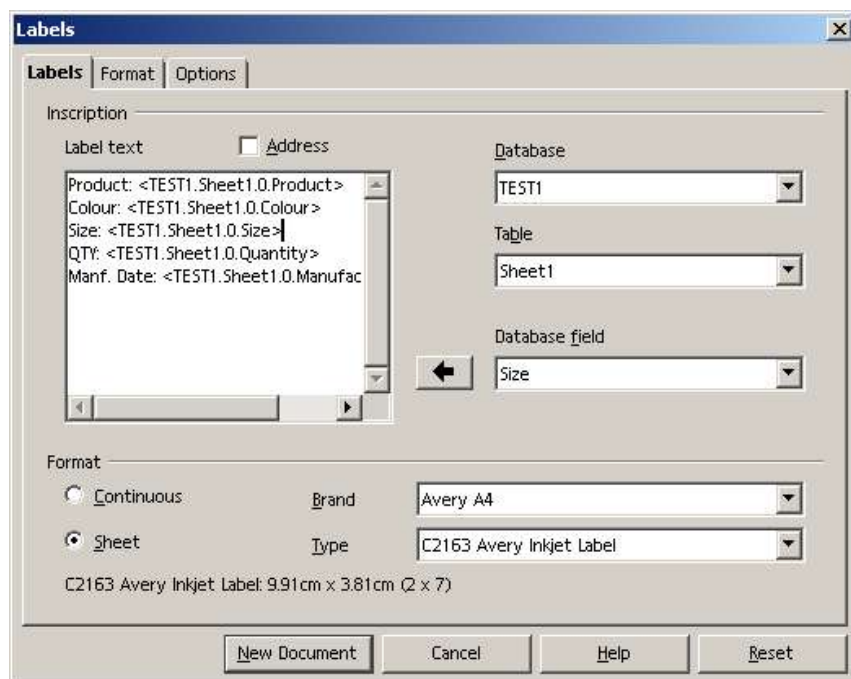
On the **Labels** tab, in the **Inscription** box, you can choose what you want written on the labels.

- This often involves database fields, so that the labels can be printed with varying content, when sending "Form Letters" for example. It is *also* possible to have the same text printed on every label.

Use the **Database** and **Table** list boxes to select the database and table from which the data fields are obtained. Since you are using a spreadsheet to hold your data choose your spreadsheet file for **Database** and the sheet (probably **Sheet1**) for the **Table**.

Click on the arrow button to transfer the selected data field into the inscription area. Press Enter to insert a line break. You can also enter spaces and any other fixed text.

In the sample shown here the **Inscription** box contains both labels and fields. This particular label is to identify the contents of boxes in a warehouse. You should combine whatever fixed text and fields are required to complete the required label design.



When the label has been designed click on **New Document** to create the labels.

Step 5: Print The Labels

After the document is created you can merge the data into the labels using **Step 5** of the mail merge process.