

Document Labels

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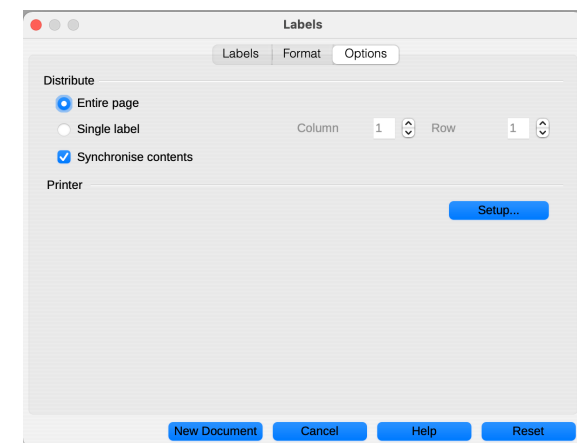
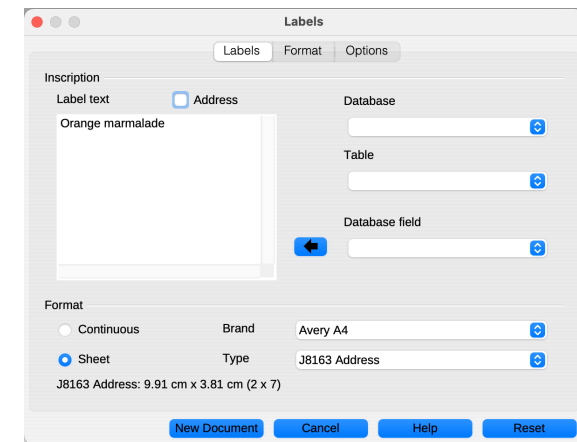
Before you start

- Before you start you will need to know the make and model of your labels, or the size. Here are the standard sizes for A4 rectangular labels;

No per sheet	Size	No per sheet	Size
1	210mm x 297mm	21	63.5mm x 38.1mm
4	99.1mm x 139mm	40	45.7mm x 25.4mm
8	99.1mm x 67.7mm	65	38.1mm x 21.2mm
12	63.5mm x 72mm	84	46mm x 11.1mm
14	99.1mm x 38.1mm		

How to create a page of labels in Open Office

- Open OpenOffice Writer
- Select File>new>labels (e.g. Avery J8163)
- Chose your label brand and type and select sheet
- Type in the label text
- Go to the options tab and select Entire page and Synchronise contents
- Click on New Document
- Edit and format the top left label, then click on Synchronise labels
- Save the document and print it.



How to create a page of labels in Word

- Go to Mailings > Labels.
- Select Options and choose a label vendor and product to use.
- Type an address or other information in the Address box (text only).
- To change the formatting, select the text, right-click, and make changes with Font or Paragraph.
- Select OK.
- Save the document and print it.
- NOTE. There is no 'refresh' ability in Word, you can either open Mailings>Labels gain of copy and paste all of the cells

