

Instructions for downloading and using “Printing Labels from Open Office 3.0”

All of these steps require Open Office 3.0. If you attempt to use another program you are on your own.

Go to www.scug.org. Click the program link on the navigation bar. At the top of the “Programs” web page under “Open Office” are three download able links. The first is the instructions and the next two are “Label Book” and “Label Temp”. The forth link takes you to a web page where you can download Open Office 3.0.

Right click each of the first three links one at a time and choose “save target as”. This opens a dialog box allowing you to choose where you want to save the file. Please save all three files in the same location. Doing this will make following these instructions easier.

Open the “Labels Instructions” file after downloading it and follow the directions to register the “Label Book” database, ad your addresses to the “Labels Book” database and then print the labels using the “Label Temp” file.

To register the database double click the “Label Book” file. Then click on the menu bar “tools” then “options”. On the left side of the dialog box that opens click the plus sign beside “OpenOffice.org Base”. Next double click “Databases”. On the lower right area of the current open dialog box click “New”. In the “Create Database Link” choose browse. Now find the location you saved the “Label Book” file you downloaded from the Scug web site. Click the “Label Book” file so it appears in the file name box located at the bottom of the Open dialog box. Choose okay. The “Create Database Link” appears now, click “Okay”. Now click “Okay” in the “Options” dialog box. You have successfully registered your database.

At this time you need to ad the names and addresses to your database. With the “Label Book” database open click “Forms”. In the forms area double click “Name and Address Entry”. Now enter the names and addresses for your database and hit enter on your keyboard after each address is complete.

Now close your two open files, “Label Book” and the “Addresses” database. Double click to open “Labels Temp”. A box appears that asks you if you want to “Update All Links” Answer yes. Each time you open “Labels Temp” you will be asked this question. Always answer yes. The “Labels Temp” file opens. To print labels click “file”, then “print”. A new box opens “Your document contains address fields. Do you want to print a form letter.” Answer yes and the next time you print labels you will always be asked the same question. Always answer yes. You should now see a “Mail Merge” dialog box. In it you should see some of your names and addresses. Click “Okay” at the bottom of the box.

Next a box appears allowing you to choose your printer. Click “Okay” to close the box. Your labels should now print. Test this on a plain piece of paper before wasting a label sheet. Answer yes when asked as you close the “Labels Temp” file.

The label size in this demonstration uses Avery Letter Size labels number 8160.

In the future to print labels just open the “Labels Temp” file and the “Label Temp” instructions. In no time you won't need these instructions. You'll be a pro.