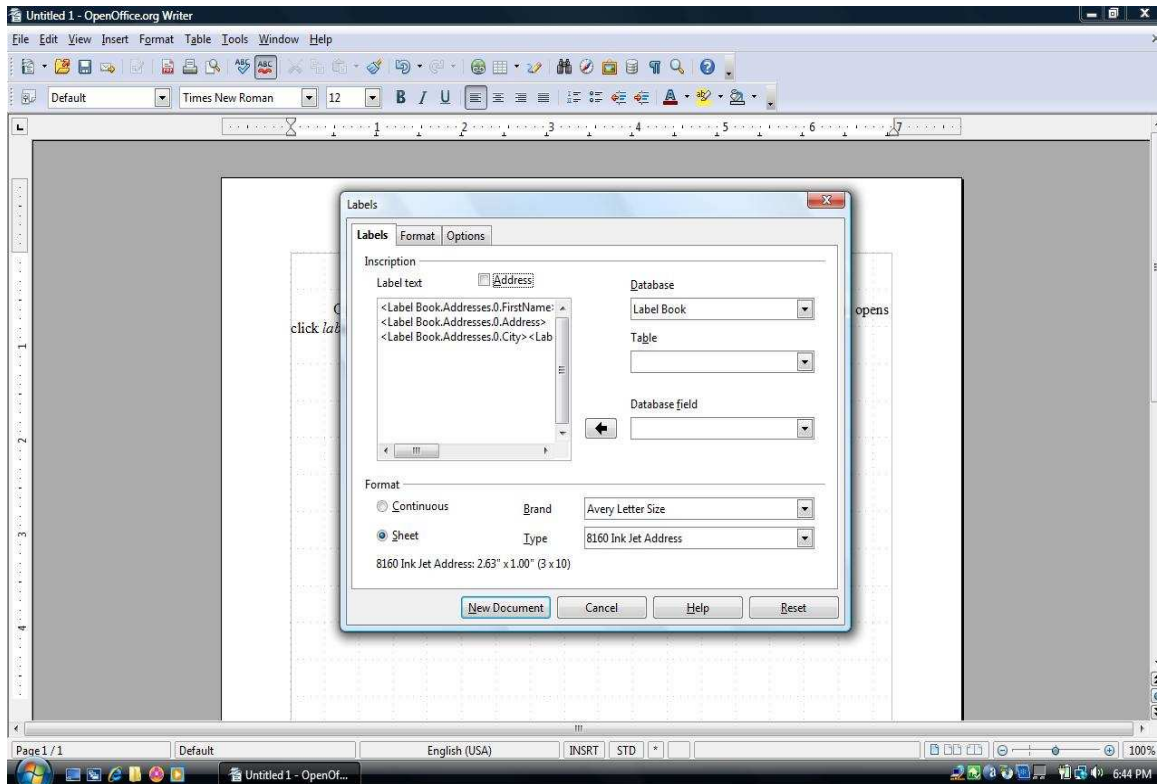


Instructions to setup the correct size of labels

Open writer from Open Office. Click *file*, then *new*, then at the bottom of the column that opens click *label*. In the label box that opens choose the *labels* tab.



Now click the drop down arrow beside *database* and choose the database containing the names and addresses for your labels. Next click the *table* arrow and click on the table with your information. Now under Format(2/3rds down in the Labels box) in the *Brand* drop down box choose your label brand, then in the *Type* drop down box choose the number of the label you are using.

Next you will need to setup the format of your labels. Click the drop down *Database field*. Click and move each field to the left arranging the layout for your labels as you would like it to look.

