

Creating Simple Envelopes and Labels for OpenOffice.org 1.x

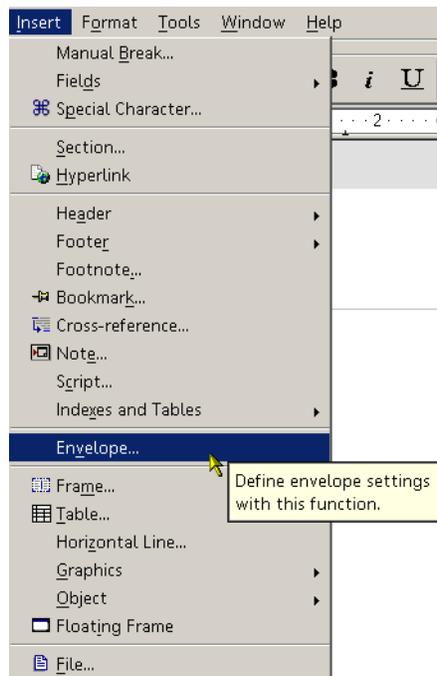
If you want to simply and print one envelope or one set of labels all with the same address, use these sections.

Exercises

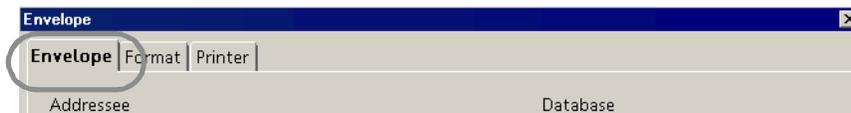
Creating a Simple Envelope

You've been asked to just print out an envelope for an address your boss gave you; there's just one more report that needs to be sent back to Working Knowledge headquarters.

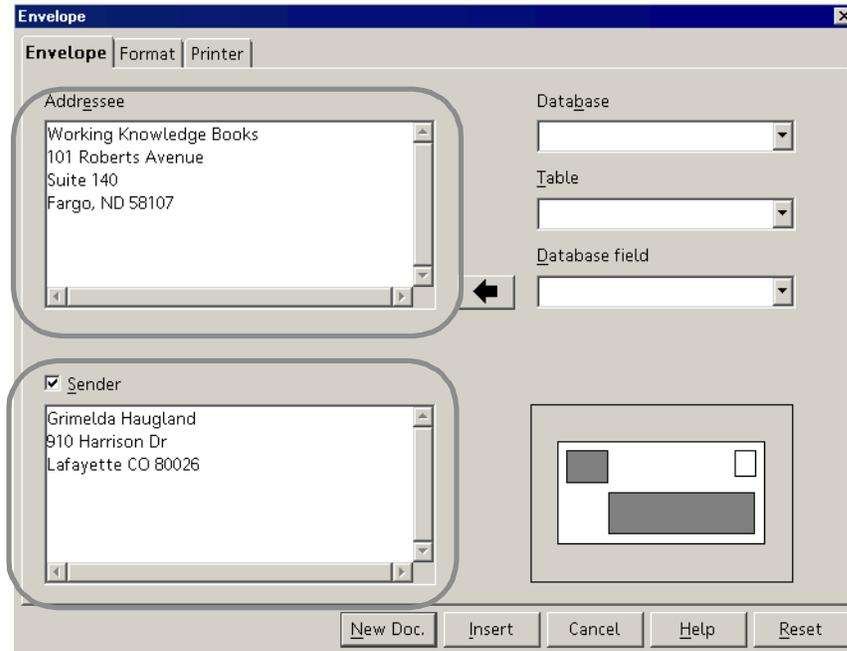
- 1 Start OpenOffice.org Writer.
- 2 Choose Insert > Envelope.



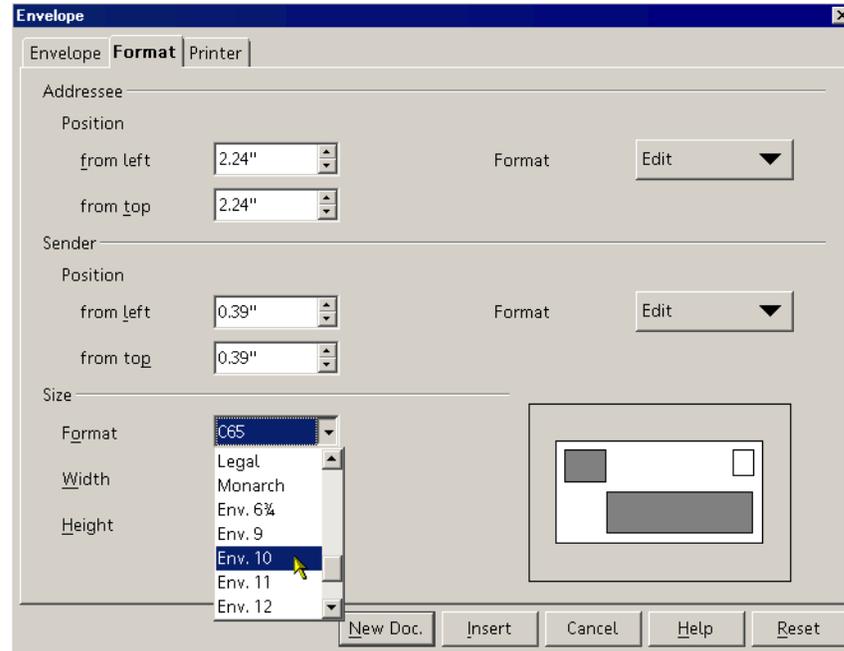
- 3 In the window that appears, click the Envelope tab if it isn't already showing.



- 4 Type the name and address for where the envelope is going, and the return address, in the appropriate fields. Type the indicated to and from information or type your own business return address and an address you often send things to.

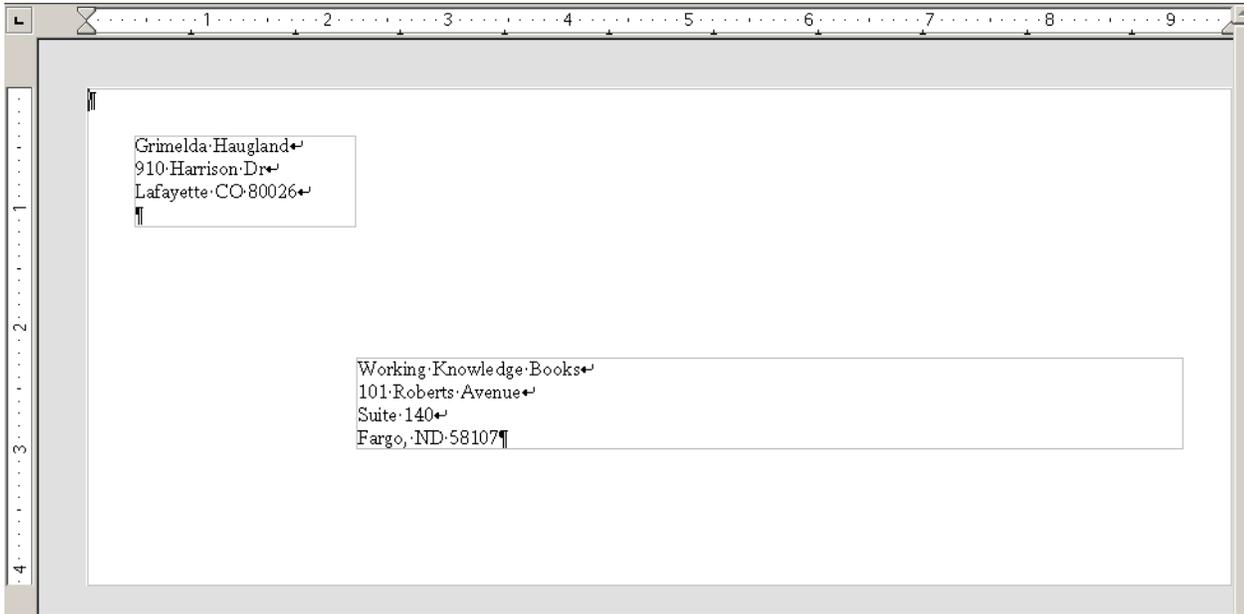


- 5 Click the Format tab.
- 6 At the bottom of the window, select Envelope 10 (other envelope sizes work, as well).



- 7 Click New Doc.

8 The envelope will appear.

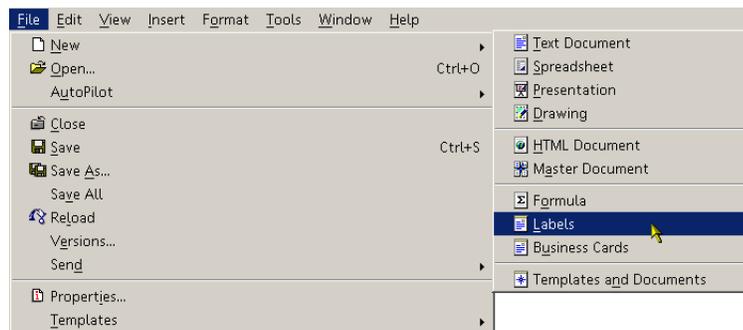


9 Print it, feeding envelopes in manually. If you have problems, verify in your printer setup that your printer is expecting the same size envelope you created.

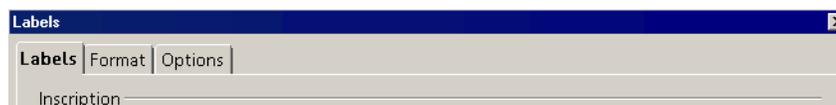
Creating a Sheet of Labels For One Address

Your boss at Working Knowledge has finally realized it would be a good idea to have a bunch of labels around with the address of the store headquarters. However, she's making you do it. Here's how.

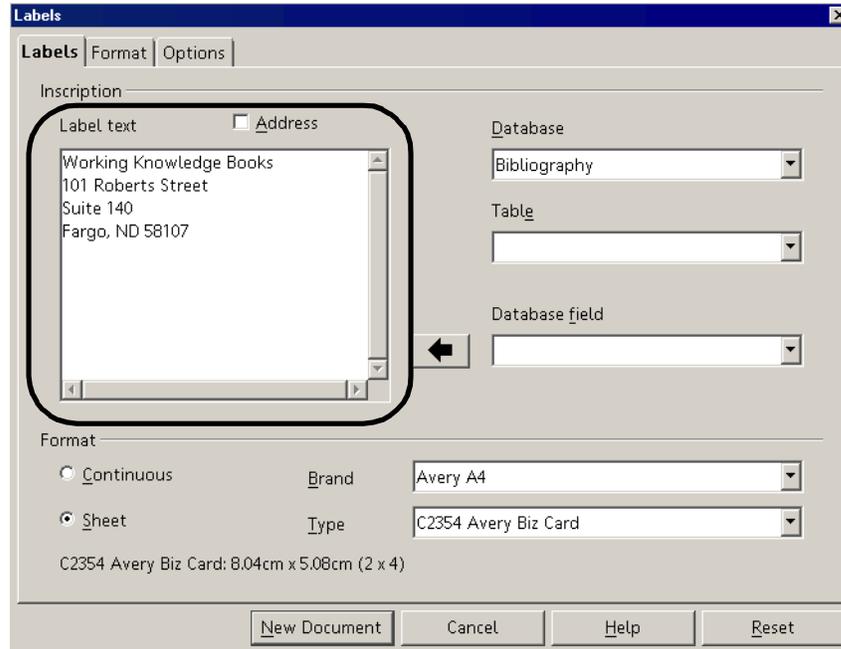
1 Choose File > New > Labels.



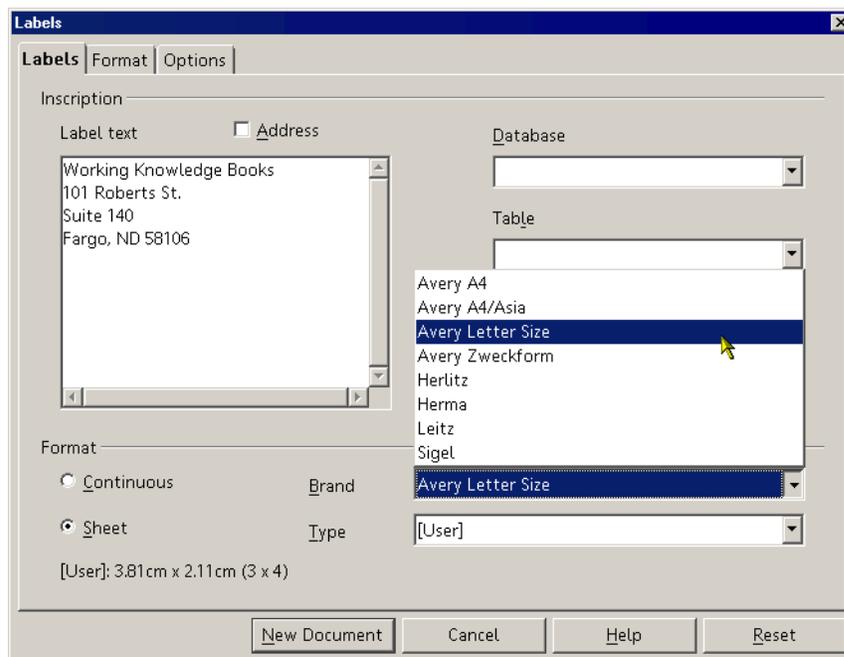
2 Click the Labels tab if it isn't already showing.



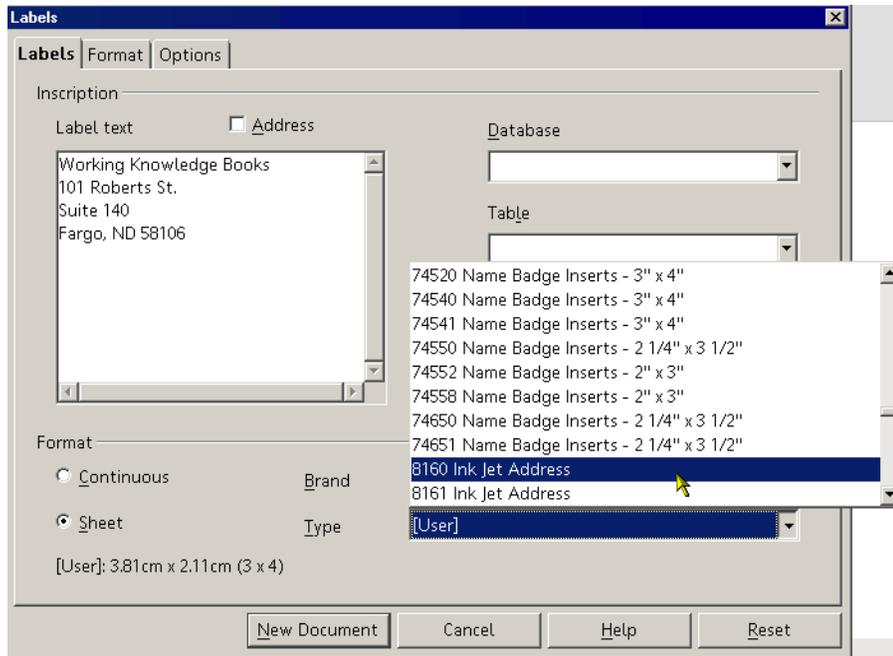
- 3 Type or paste the address that you want on the labels in the Label Text area.



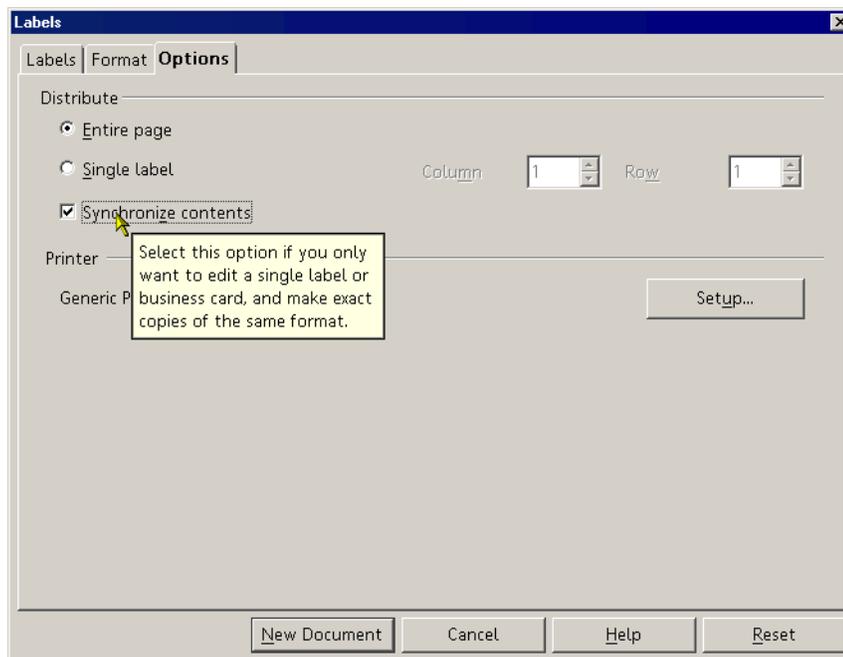
- 4 In the Brand dropdown list, select Avery Letter Size (or if appropriate select Avery A4).



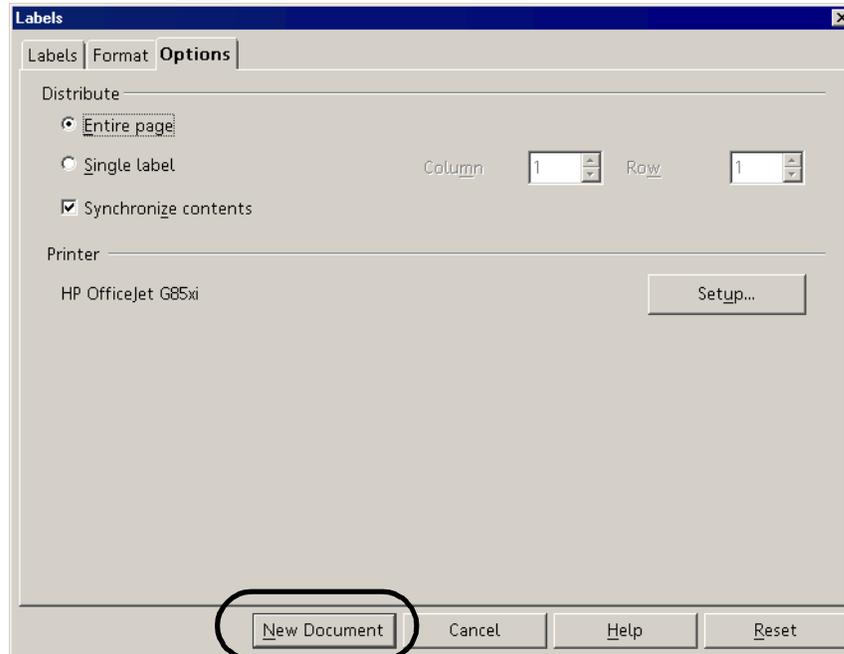
- 5 In the Type dropdown list, scroll through the labels. Select 8160 Inkjet Address.



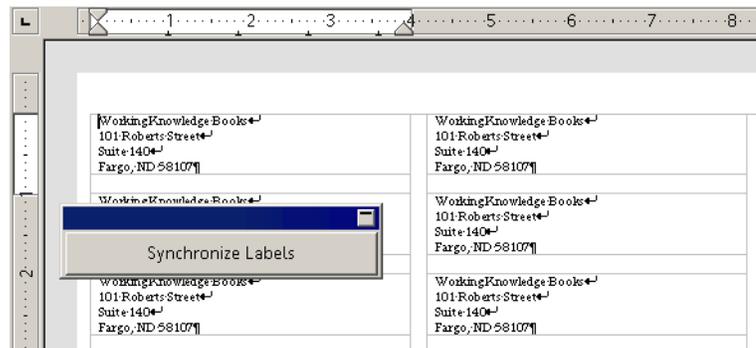
- 6 Click the Options tab.
- 7 Select the Synchronize Contents option. This will enable a feature that will be very convenient after you create the labels.



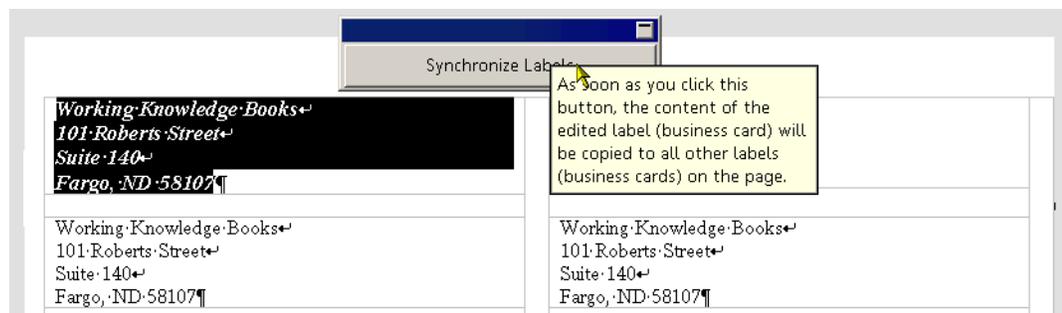
- 8 Click New Document.



- 9 The labels will appear, with a floating Synchronize Labels button. The button is your friend, as you will see in a moment.

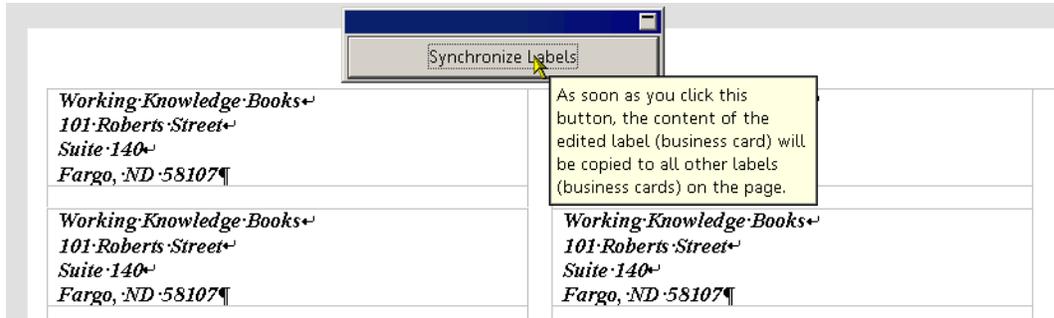


- 10 Your boss comes by and yells at you for not making the address labels bold and italic. Sigh heavily.
 11 Select the label in the upper left corner. Make all the text bold and italic.



- 12 Click the Synchronize button.

13 All the labels will have the changes you made in the first label.



Assignments

Assignment 2-1 Create an envelope addressed to you at home, from your work address. Print it if possible in your classroom.

Assignment 2-2 Create a set of labels for your work address. Once you've created them, modify them by adding the web site of your business on the last line, shrinking the font size if necessary to fit all the text into the label. Then click Synchronize to update all the other labels to reflect those changes.