

Creating Labels

1. Left click on File- hover mouse over New- left click on Labels
2. Under Brand select Avery Letter Size
3. Under Type select 8161 Ink Jet Address or 8160 Ink Jet Address
4. Under Options select Entire Page and Synchronize Contents
5. Left click on New Document
 - Type the complete address in 1st box in the upper left hand corner
 - Left click on Synchronize Labels

*If you want to add to your labels, type the additional information into the top left box and again click on Synchronize Labels.

If you have a color printer and want to change the background color.

1. Right click on the first label in the upper left hand corner and from the drop down menu select Page Style, then Area, then left click on Color
2. Select the desired pattern or color then click OK

Creating Address Labels for Envelopes

1. Left click on Insert, then left click on Envelope
2. When box opens, left click on envelope
 - fill in Addressee and Sender
3. Left click on Format- adjust fields to fit the size
4. Left click on New Document
 - highlight Sender box and adjust Font size
 - Click on file-print preview-check it-then close preview
5. Make sure your printer works with Libre Office
6. Print a test page- then insert envelopes for print.

Creating Business Cards

1. Left click on File- hover mouse over New
 - left click on Business Cards
2. Left click on Brand and Type- For example;
Brand-Avery Letter and under Type- 8371
3. Left click on Options
 - put a check mark in "Synchronize Contents"
4. Left click on New Document
5. Type your layout in the 1st box in the upper left corner of the form
 - then left click on Synchronize Labels to fill in the other boxes
6. Insert business card paper and print the page.

