

# About OOoDesignedLabels

The WorldLabel OOoDesignedLabels extension for OpenOffice.org contains a collection of over 70 high-quality designed label templates for every occasion. Using the extension, you can print professionally looking labels with just a few mouse clicks. The extension contains labels divided into the following categories: Address, Basic Text, Books and Food, CDs, Filing, Mailing, and Shipping. The templates included with the extension is a part of the label catalog carried by WorldLabel.

## Using the OOoDesignedLabels Extension

To install the WorldLabel OOoDesignedLabels extension, launch OpenOffice.org, and choose Tools -> Extension Manager. Select the My Extensions section, and press the Add button. Select the downloaded WorldLabelTemplates.oxt extension, and press OK (figure 1).

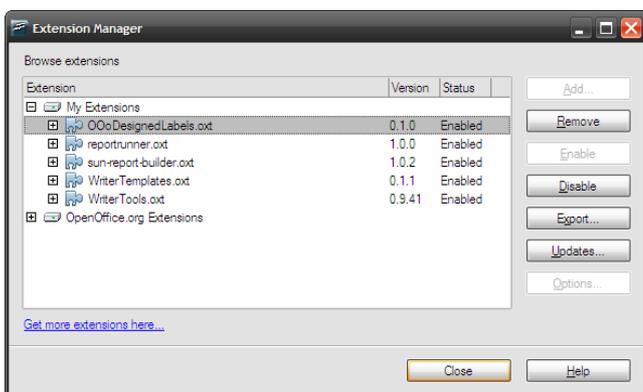


Figure 1

To create a new document from the desired template, choose File -> New -> Templates and Documents. In the Templates and Documents dialog window, click on Templates. You should see a list of available categories in the middle pane. Double-click on the desired category to display a list of label templates. Select the label to see its thumbnail picture in the Preview pane (figure 2). If you see the document properties instead of the thumbnail, press the Preview button to switch to the preview mode. Finally, press the Open button to create a new label sheet from the template.

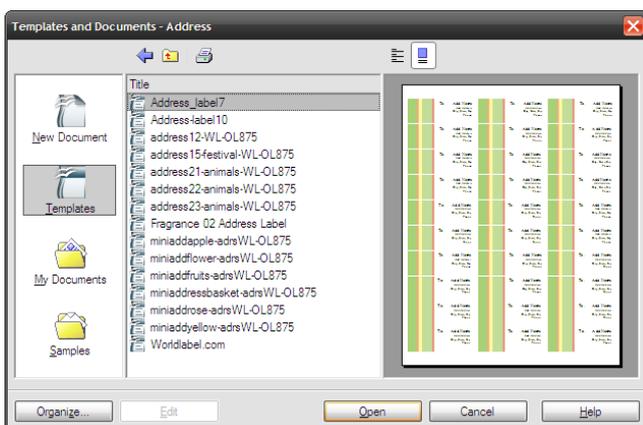


Figure 2

To modify the default text in the labels, place the cursor at the beginning of the text and type in your personal information. You can easily adjust the Font type, size, and color to your liking by highlighting the text and using the formatting options on the Formatting toolbar (figure 3).



Figure 3

You can also increase the size of the text box, move it to another position on the label, or add another text box for the desired information. To resize the existing text box, click on it once and use the green handles to adjust the size of the text box. To change the properties of the currently selected text box, double-click on the text box and use the Frame dialog window to adjust settings like borders, background color, and transparency (figure 4).

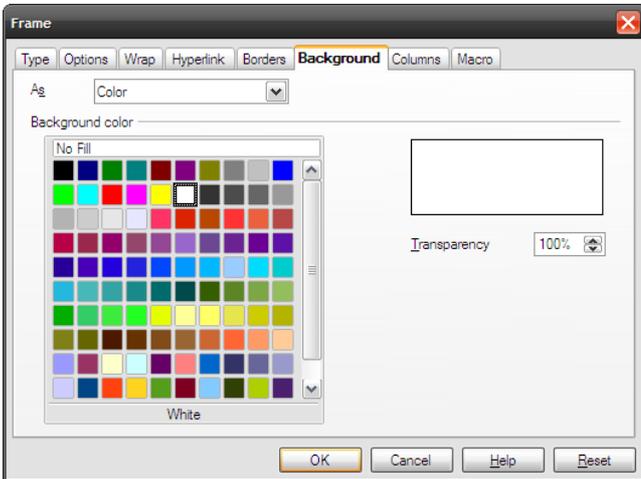


Figure 4

## Further Info

For more information on WorldLabel products, visit [www.worldlabel.com](http://www.worldlabel.com)