

WordPerfect Office: How to create a page of identical labels in WordPerfect

• WordPerfect Office Suite

This document describes how to use WordPerfect® to create a page of identical labels.

Define the Label Sheet and create one Label

- 1. Open WordPerfect® to a blank document
- 2. Click Format, Labels
- 3. Select the label type you will be using and click "Select"
- 4. Place the information to be repeated on the label which is on the screen

Duplicate the Label using Merge

- 1. Click Tools, Merge
- 2. Click Form Document, Create Form Document
- 3. Ensure "Use file in active window..." is enabled and click OK
- 4. Select "No Association" and click OK
- 5. Click Options
- 6. Set "Number of copies for each record" to the number of labels on the page (Rows x Columns)
- 7. Click Ok
- 8. Click Merge

To see a video of this feature in action, click here (410 kb). Requires Windows Media Player 9.

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