



WPO: How do I create labels?

- WordPerfect Office Suite
- WordPerfect Home & Student

Symptoms:

User wants to create labels in WordPerfect.

Resolution

First, consult the in-product help for creating labels:

Click Help menu > Help Topics > Page layout and printing > Working with envelopes and labels > Creating Labels

Once the labels are created, here are a few tips:

- Each label is like a mini-page in WordPerfect and has its own margins defined in the label type under Format > Labels
 - Pressing Ctrl+Enter on the default keyboard layout will jump to the next label. This is the preferred method to jump to the next label on a page.
 - One can press Enter several times to get to the next label also
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