



## **How do I create or edit a label definition with WordPerfect??**

- WordPerfect Office Suite

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This article is a tutorial for creating a new label definition for WordPerfect? in case you have purchased a label kit not listed within the WordPerfect label definitions.

### **To create a label definition**

1. Click Format, Labels.
2. In the List labels for area, enable one of the following options:
  - Laser - to display labels designed for laser printers
  - Tractor Fed - to display labels designed for tractor-fed printers
  - Both - to display labels designed for both printer types
3. Choose a label definition from the Labels list box.
4. Click Select.

Each label is considered one page by WordPerfect, even though multiple labels print on one sheet of paper. If you want to display more labels, enter a Hard Page (Ctrl + Enter) to create a new label.

### **To edit a label sheet size**

1. Click Format and select Labels...
2. Choose a label definition from the Labels list box
3. Click Edit
4. In the Edit labels dialog box, click Change
5. Modify any of the settings in the Edit page definition dialog box

### **To edit the appearance of a label**

1. Click Format and select Labels...
2. Choose a label definition from the Labels list box
3. Click Edit
4. In the Label size area, type a value in the all of the following boxes:
  - Width
  - Height
5. In the Label margins area, type values in all of the following boxes:
  - Left - lets you specify the distance from the left edge of the label
  - Right - lets you specify the distance from the right edge of the label
  - Top - lets you specify the distance from the top of the label
  - Bottom - lets you specify the distance from the bottom of the label

### **To edit the location of labels on a page**

1. Click Format and select Labels...
2. Choose a label definition from the Labels list box

3. Click Edit
4. In the Labels per page area, type a value in any of the following boxes:
  - Columns
  - Rows
5. In the Space between labels area, type a value in any of the following boxes:
  - Columns
  - Rows
6. In the Top left label area, type a value in any of the following boxes:
  - Top edge
  - Left edge

NOTE: An error message appears if the label size multiplied by the labels per page exceeds the label sheet size, if the total size of both margins exceeds the size of the label, and if the distance between labels or top left label amounts is too big for all labels to fit on a page.

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