

LibreOffice
The Document Foundation

*How to Print Address Labels
Using LibreOffice*

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Publication date and software version

Published 17 October, 2013. Based on LibreOffice 4.1.1.

Note for Mac users

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Open a context menu
<i>Ctrl (Control)</i>	<i>⌘ (Command)</i>	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	<i>⌘+T</i>	Open the Styles and Formatting window

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Simplifying address labels

Of course you know that there are better ways to print labels than painstakingly typing out hundreds of addresses into some kind of word processing template, but you've always heard that having software do the job involves some pretty complicated configuration. While labels can be complicated, all the configuration tasks can be broken down into a manageable list of small, easily digestible pieces.

And that's exactly what this guide is going to do.

Note

For more details and illustrations, see the Writer Guide, Chapter 11, Using Mail Merge. A free PDF is available from <https://wiki.documentfoundation.org/Documentation/Publications>

Enter your address data into a spreadsheet

If you don't have an existing data source, you need to create one. The easiest way to do this is to use a spreadsheet. Open a new Calc spreadsheet (**File > New > Spreadsheet**) and type your column headings ("last name" "first name" "address" "city" etc) in individual cells across the top row (row 1). Now fill in the address information row by row, with all the last names in the "last name" column, all the first names in the "first name" column, and so on. Don't forget to save the spreadsheet, being careful to remember the location you chose.

	A	B	C	D	E	F	G
1	Last Name	First Name	Address	City	State	Country	Code
2	Smith	Joe	123 Main St	Smallville	Ohio	USA	11212
3	Jones	Mary	234 Maple St	Bigtown	New York	USA	19020

Figure 1: Addresses in a spreadsheet

Register your spreadsheet as a data source

You now need to register your data source so LibreOffice will know where to find it.

- 1) From inside a LibreOffice Writer document, click on **Tools > Address Book Source...** (In older versions of LibreOffice, this was **Files > Templates > Address Book Source.**)
- 2) Click on **Select Data Source** in the dialog to start the *Address Book Data Source Wizard*.
- 3) Select **Other external data source**.
- 4) Click on the **Settings** button.
- 5) Select **Spreadsheet** from the drop-down menu, then click **Next**.
- 6) Click on **Browse** to find and select the address spreadsheet you previously saved.
- 7) Click on the **Test Connection** button and, if successful, click **Finish**.
- 8) Select the table that contains your addresses (there may be only one table displayed) and **Next**.
- 9) Click on **Field Assignment**. In the pop-up dialog (see Figure 2), you can associate each category of data (First name, Last name, etc.) with the headings LibreOffice discovered in your spreadsheet and which now populate the drop-down menus. You only need to select those fields that you plan to print. If there are no categories matching a particular column

from your spreadsheet, you can associate it with any category (the category names are just there for convenience). Don't forget which data is associated with which field.

- 10) When you're finished, click **OK**.
- 11) Choose a unique and meaningful name for your address book and click **Finish**.

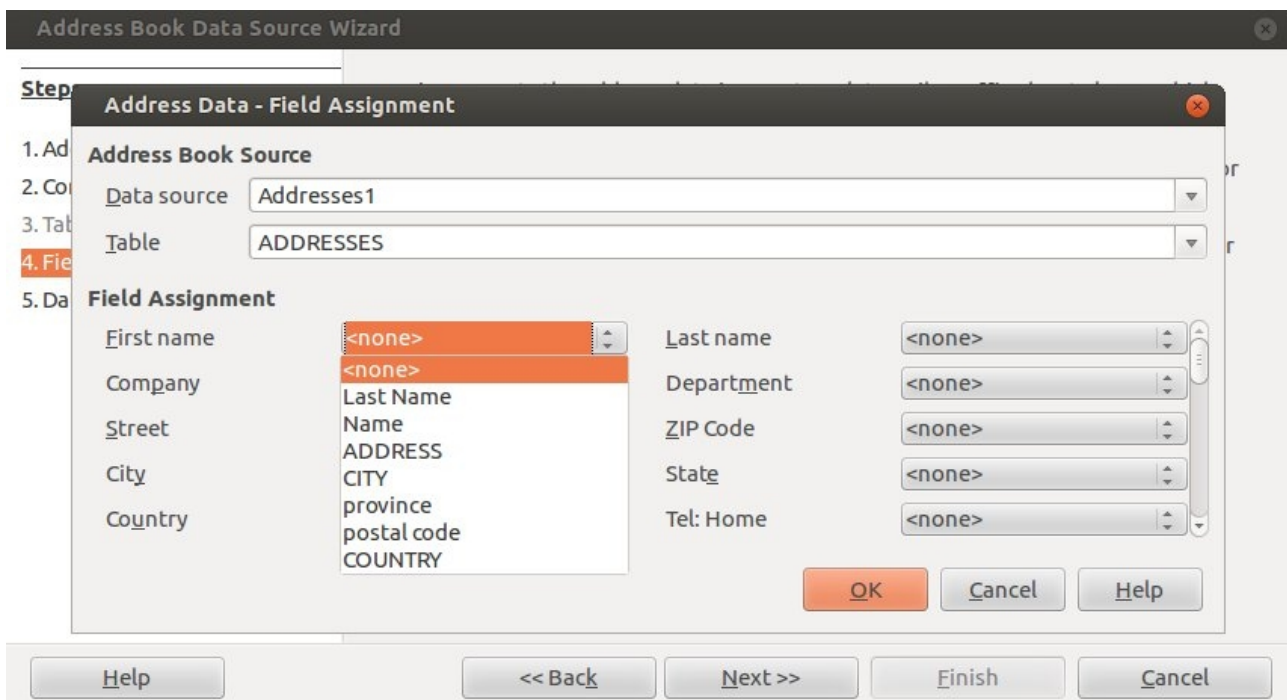


Figure 2: The Field Assignment dialog

Format and print your labels

Click on **File > New > Labels** to open the Labels dialog, then...

- 1) Select the **Labels** tab to tell LibreOffice what kind of label sheets you will be using (for instance: Avery A4 for **Brand**, and J8160 for **Type**).
- 2) Select the **Options** tab and then make sure the **Synchronize contents** box is selected, then click on **New Document**.
- 3) Open the data source view (**View > Data Sources** or just press *F4*) and select your address data source table from the window on the top left of the screen. Click on one of the small arrows to the left of an item in this window to reveal the tables associated with a data source. Keep drilling "down" until you see the table that contains your addresses, then double-click on it: the addresses will display in the larger window to the right.
- 4) Click (without releasing the mouse button) on the header of one of the data fields in the larger screen – say, First Name – and then drag and drop it into the top-left label on the page below. Insert a single space using the spacebar (so each of the first names and last names will print in a readable way) and then drag Last Name to the next position. Press *Enter* to move to the next line and drag the Address header from above. Press *Enter* again and add City, then a comma and a space and Province etc. The idea is to arrange the fields in the top-left label in the way that you'd like all the addresses printed.

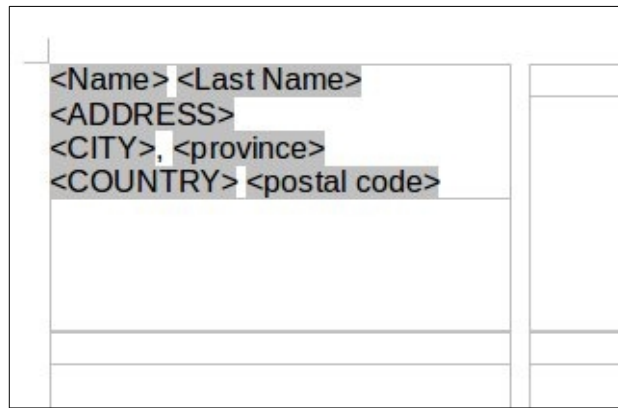


Figure 3: The first label with all its fields

- 5) When you're done adding fields, make sure your cursor is at the last text position (after the last field) in the first label and choose **Insert > Fields > Other**, go to the **Database** tab and click on **Next record**, then on **Insert** (nothing will appear to happen – that's normal) and then on **Close**.
- 6) Once you're back in the labels screen, click on the **Synchronize Labels** button in the small floating window. The fields that you arranged in the top-left label are now added to every label on the page.

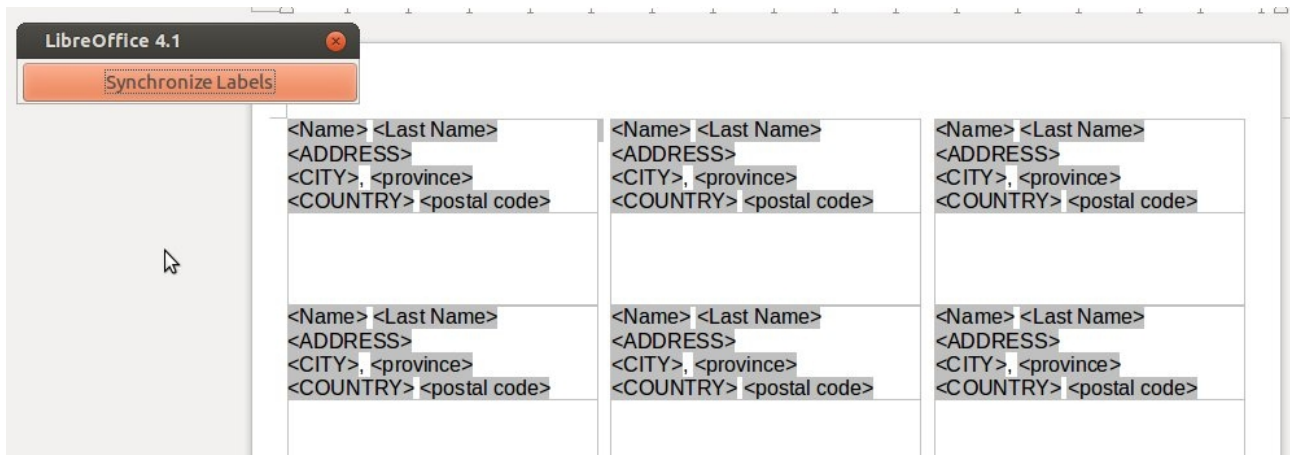


Figure 4: Part of a page of synchronized labels

- 7) In the data source view, click on the top row header at the left and, while holding the **Shift** key, use the down arrow key to select those addresses in the data source view that you would like to print
- 8) Make sure that there are label sheets loaded in your printer tray and click on **File > Print**. You will be asked "Do you want to print a form letter?" to which you should click **Yes**.

Tip

It's always a good idea to print a test sheet of labels on plain paper before using the more expensive label sheets. Check to make sure that the printed labels are actually properly spaced and printing the way you expected. You may find that you need to play with margins or increase or decrease the font size to make everything work out.