

Labels Created in OpenOffice Draw

OpenOffice Draw is a free program provided by Sun Microsystems Inc. OpenOffice Draw is a drawing software that allows users to create posters, banners, labels and more. [Creating labels](#) in OpenOffice Draw is a fairly simple task. With a little patience and some information you will be creating useful labels in minutes.

Read more: [How to Create Labels in OpenOffice Draw | eHow.com](http://www.ehow.com/how_2078620_create-labels-openoffice-draw.html#ixzz14Vzu5wWJ)
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[Click here: How to Create Labels in OpenOffice Draw | eHow.com](#)

1. Open the Draw program from the Start menu.
2. Create the label size or download a template off [the Internet](#). Worldlabel.com has OpenOffice templates for all manufactured label sizes that are free to download. To create your own label, make a box in the main window and then click "Position and Size." Choose the size and position on the paper where the label is.
3. Right-click on the label. A window opens that lets you design the label. Pick a background and a font for the labels.
4. Click "F2" on your keyboard. A window opens that allows you to add text into label. Change the alignment, size, font and color of the text. If you click inside the label, the window disappears. Click "F2" to open the window again. Click "OK" when you are finished.
5. Copy and paste the labels into their position on the page to make duplicates.
6. Click "Save" in the File menu to save your labels. Click "Print" in the File menu. Select your printer and preferences for the printer before pressing "Print."

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