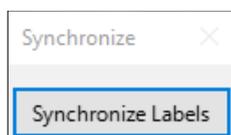


- 8) Click **New Document**. You now have a one-page document containing a series of frames, one for each label of the selected type and filled with the data source address fields that you selected. Although this document appears to have only one page of labels, the printed or saved output will be expanded to include enough pages for all of the selected records from the data source.
- 9) In this document you can see the paragraph ends if you use the **Toggle Formatting Marks** toolbar button or **View > Formatting Marks** on the Menu bar.
- 10) You should also see a small window containing a **Synchronize Labels** button, usually in the upper left corner of the screen.



- 11) If any paragraph ends or other punctuation are missing, or if you wish to change the font or other characteristics of one or more fields or lines (paragraphs) of all the labels, you can do so now. In the upper left label, select the field(s) that you wish to change, then change them manually or by selecting a paragraph style or character style. Add any missing punctuation. Then click the **Synchronize Labels** button to automatically add these changes to all of the labels.

Printing

- 1) Choose **File > Print**. The message shown in Figure 320 appears. Click **Yes** to print.
- 2) In the Mail Merge dialog (Figure 321), you can choose to print all records or selected records. To select records to be printed, use *Ctrl+click* to select individual records. To select a block of records, select the first record in the block, scroll to the last record in the block, and *Shift+click* on the last record.
- 3) Click **OK** to send the labels directly to the printer. If you prefer to save the labels to a file, then select **File** in the *Output* section, where **Save as single document** is preselected. In this case, clicking **OK** opens the Save As dialog, where you can enter a file name and location, as described in Step 6 on page 303.

Note

Blank lines in addresses on labels are suppressed automatically, as they are when using the Mail Merge Wizard (page 309).

Editing a saved file of mailing labels

To edit a saved file of mailing labels, open the file in the same way as any other Writer document.

You can edit individual records manually (for example, to correct a spelling error without needing to change the source spreadsheet and regenerate the labels), but you cannot edit all labels at once (for example, to change the font used) by a manual technique. However, you can edit the paragraph and/or character styles associated with the label records:

- 1) Right-click in a label record. Choose **Paragraph > Edit Style** in the context menu.
- 2) Then in the Paragraph Style dialog, you can make changes to the font name, the font size, the indents, and other attributes.