

## Using the Templates in Open Office Writer

Start Open Office Writer and open the relevant cover label template file.

### CD Label Alignment

First check the label alignment by printing a sample label. Print areas are deliberately made slightly larger than the label size to allow for full edge bleed and slight printer mis-feeds. If the print area is not centralised on the label, adjust position as follows :-

1. Measure the amount of adjustment needed on the sample label. Make a note of both the horizontal and vertical offset required.
2. To adjust the position of each element of the template (Outer Circle, Inner Circle, Index Label and Spine Label), click on one of the elements to select it.
3. On the **Format** menu, click **Object** then **Position And Size**. The **Position And Size** window is displayed.
4. Click the **Position And Size** tab, and under the **Position** Heading, Change the Horizontal Drop Down box to **From Left** and the Vertical Drop Down box to **From Top**, then enter the desired values for both the Horizontal and Vertical offsets. To move the element right, increase the **Horizontal** setting - decrease to move left. To move the element down the page, increase the **Vertical** setting - decrease to move up.
5. Repeat for each of the label elements.

Reprint the sample label. Print position should now be OK, but repeat alignment procedure if necessary. Once you are happy with the print position, resave the template, and the template is now set up for your printer.

### Inserting Your Cover Images Into The Templates

1. To insert an image into the label background, click on one of the labels to select it.
2. On the **Format** menu, click **Object** then Area.
3. Click on the **Bitmaps** tab, then on the **Import** button.
4. Select the picture you require. Click Open, then if prompted provide a name for the image to import.
5. Click OK and then OK again to apply your selection

### Adding & Changing Text

1. To insert text into your label design, on the **Format** menu, click **Object** then **Text Attributes**.
2. On the **Text** tab, under the **Spacing To Borders** settings, alter the values to move your text layout around as desired
3. Now enter your text and alter the Fonts accordingly using the standard Font tools.