

## Creating Labels


Labels can be used in a variety of ways to make organization easier. Microsoft Word provides an easy way to make customized labels that suit your needs. Word's *Labels* feature automatically creates templates for your labels, allowing you to customize label size, text, and appearance.

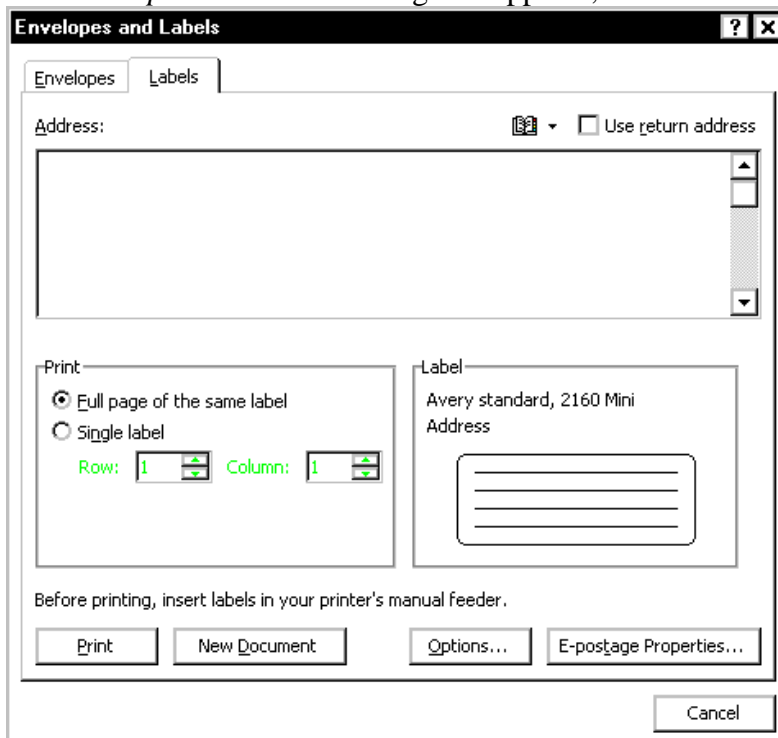
### Creating Labels: An Entire Page of the Same Label

Labels can be useful for organizing items in a variety of situations. If you find yourself needing to identify numerous items with the same information (for instance, a stack of folders for particular session of a workshop), Word provides you with an easy way to create an entire page of the same label.

1. Open a blank Word document



2. From the *Mailings* tab, in the *Create* group, click **LABELS** . The *Envelopes and Labels* dialog box appears, with the *Labels* tab displayed.



**Envelopes and Labels** [?] [X]

Envelopes | Labels

Address: [Text Box] [Address Book Icon] [Use return address]


Print:  
 Full page of the same label  
 Single label  
Row: 1 [Spinners] Column: 1 [Spinners]

Label:  
Avery standard, 2160 Mini  
Address  
[Label Preview]

Before printing, insert labels in your printer's manual feeder.

[Print] [New Document] [Options...] [E-postage Properties...]

[Cancel]

3. To select the correct label size,
  - a. Click **OPTIONS...**  
The *Label Options* dialog box appears.
  - b. From the *Label products* pull-down list, select the brand name  
NOTE: The most common label manufacturer is *Avery standard*.
  - c. From the *Product number* scroll list, select the product number  
NOTE: The most common is *5160-Address*.
  - d. Click **OK**
4. In the *Address* text box, type the text for the labels
5. OPTIONAL: To adjust the font,
  - a. Select the text that you want to change
  - b. Right click on the selected text » select **Font...**  
The *Font* dialog box appears.
  - c. Select the **Font** tab
  - d. Make the appropriate changes
  - e. Click **OK**
6. Before printing, to specify the paper source,
  - a. Click **OPTIONS...**  
The *Label Options* dialog box appears.
  - b. In the *Printer information* section, from the *Tray* pull-down list, make the appropriate selection
  - c. Click **OK**
7. Load the labels into the printer
8. To print without using the *Print* dialog box, click **PRINT**  
To print using the *Print* dialog box,
  - a. Click **NEW DOCUMENT**  
A new document appears with a table displaying your label in each cell. Each cell of the table represents one label.
  - b. From the OFFICE BUTTON , click **PRINT**  
The *Print* dialog box appears.
  - c. Make any necessary adjustments
  - d. Click **OK**

## Creating Labels: A Page of Custom/Unique Labels

If you find yourself needing to identify many items with different information (for example, name badges for participants in a workshop), Word makes it easy to create the template for labels which can be filled with custom information.

1. Open a blank Word document




2. From the *Mailings* tab, in the *Create* group, click **LABELS** Labels. The *Envelopes and Labels* dialog box appears, with the *Labels* tab displayed.

3. To select the correct label size,
  - a. Click **OPTIONS...**  
The *Label Options* dialog box appears.
  - b. From the *Label products* pull-down list, select the brand name  
NOTE: The most common label manufacturer is *Avery standard*.
  - c. From the *Product number* scroll list, select the product number  
NOTE: The most common is *5160-Address*.
  - d. Click **OK**
4. Before printing, to specify the paper source,
  - a. Click **OPTIONS...**  
The *Label Options* dialog box appears.
  - b. In the *Printer information* section, from the *Tray* pull-down list, make the appropriate selection
  - c. Click **OK**
5. Click **NEW DOCUMENT**  
A blank document appears with a table. Each cell of the table represents one label.  
NOTE: For additional information on working with tables, refer to *Organizing Information with Word Tables* in the Word 2007 documentation.

6. Type the contents of each label  
HINT: To move between labels, use the [**Tab**] key.
7. OPTIONAL: Make formatting changes as you would with any Word document
8. To print your labels,



- a. From the OFFICE BUTTON , click **PRINT**  
The *Print* dialog box appears.
  - b. To specify the printer, in the *Printer* section, from the *Name* pull-down list, make the appropriate selection
  - c. Make any necessary adjustments
9. Load the labels into the printer
  10. Click **OK**

## Creating Custom/Unique Labels Using Mail Merge

Another way to create labels using Microsoft Word is by using *Mail Merge*. *Mail Merge* allows you to set up mailing labels (your main document). Using data from a table or external database, you can print one style of label with different information for each record in the database or table. For more information on setting up and performing mail merges, refer to Mail Merge: Creating Mailing Labels.

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