

Customizing Labels


If Word does not have a pre-defined label size that meets your needs, you can create a custom label size. From the *Label Options* dialog box, you can modify the top and side (left) margins, label height and width, vertical pitch (space from top of first label to the top of the next label), horizontal pitch (space from left of first label to the left edge of the next label), and the number of labels across and down a page. You can also delete your custom labels when you no longer need them.

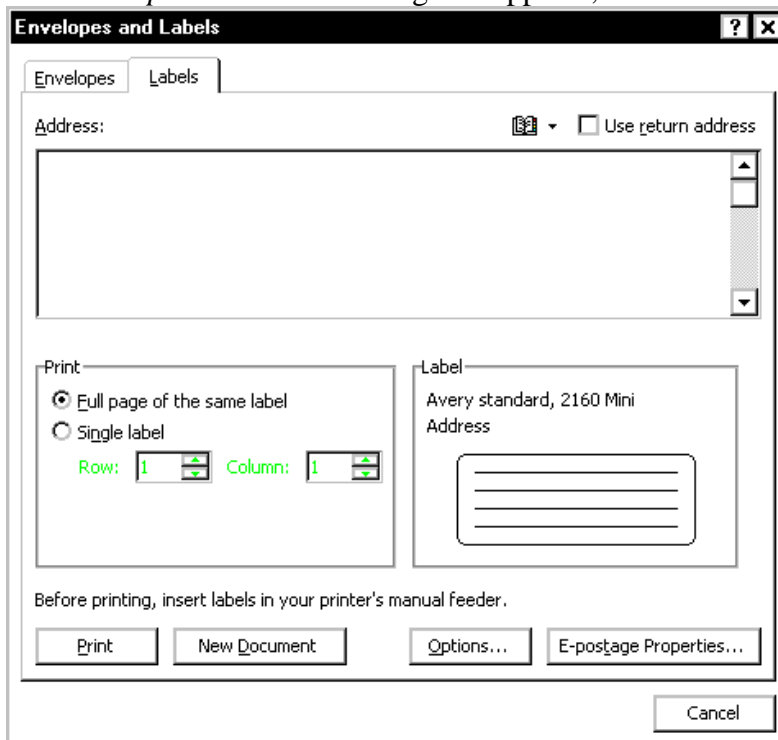
Creating Custom Labels

Word's label customization features allow you to create a label for virtually every situation. The following instructions will show you how to modify the shape, size, and style of your labels.

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.



The screenshot shows the 'Envelopes and Labels' dialog box with the 'Labels' tab selected. The 'Address' field is empty. The 'Print' section has 'Full page of the same label' selected, with 'Row' and 'Column' both set to 1. The 'Label' section shows 'Avery standard, 2160 Mini Address' with a preview of a label. At the bottom, there are buttons for 'Print', 'New Document', 'Options...', 'E-postage Properties...', and 'Cancel'.

3. Click **OPTIONS...**

The *Label Options* dialog box appears.

Label Options [?] [X]

Printer information

Continuous-feed printers

Page printers Tray:

Label information

Label products:

Product number:

- 2164 - Shipping
- 2180 Mini - File Folder
- 2181 Mini - File Folder
- 2186 Mini - Diskette
- 2660 Mini - Address
- 2662 Mini - Address

Label information

Type: Address

Height: 1"

Width: 2.63"

Page size: Mini (4 1/4 x 5 in)

4. From the *Label products* pull-down list, select a brand name
5. From the *Product number* scroll list, select the label with the specifications that most closely match your desired label
HINT: Label specifications are displayed in the *Label information* box when a label is selected.
6. Click **NEW LABEL...**

The *Label Details* dialog box appears.

Label Details [?] [X]

Preview

Label name:

Top margin: Label height:

Side margin: Label width:

Vertical pitch: Number across:

Horizontal pitch: Number down:

Page size:

Page width: Page Height:

7. In the *Label name* text box, type a name for your label
8. Make the appropriate modifications to the label definition
NOTE: As you make changes to the label definition, the *Preview* reflects those changes.
9. When satisfied with your changes, click **OK**
Your new label now appears in the *Product number* scroll list.
10. Click **OK**
11. Continue creating your labels as described in *Creating Labels*

Changing Label Alignment

When creating labels, the vertical cell alignment defaults to *Centered*. If all labels have the same number of lines, this looks fine. However, if the labels have varying numbers of lines, they may look odd. To change this, use the following instructions:

1. Open your label document
OR
Create a sheet of unique labels
HINT: If you are creating new labels, you will change the label alignment while making any other formatting changes to the individual labels.
2. Select the appropriate labels
The *Design* and *Layout* command tabs appear on the *Ribbon*.
3. From the *Layout* tab, in the *Alignment* group, select the desired alignment

Deleting Custom Labels

If you no longer need your custom label, you can easily delete it.

NOTE: You may delete only the custom labels you created in the *New Custom laser* dialog box. Labels provided by Word cannot be deleted.



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

The screenshot shows the 'Envelopes and Labels' dialog box with the 'Labels' tab selected. The 'Address' field is empty, and the 'Use return address' checkbox is unchecked. The 'Print' section has 'Full page of the same label' selected, with 'Row' and 'Column' both set to 1. The 'Label' section shows 'Avery standard, 2160 Mini Address' and a preview of a label with three horizontal lines. At the bottom, there are buttons for 'Print', 'New Document', 'Options...', 'E-postage Properties...', and 'Cancel'.

2. Click **OPTIONS...**
The *Label Options* dialog box appears.

The screenshot shows the 'Label Options' dialog box. Under 'Printer information', 'Page printers' is selected and the 'Tray' is set to 'Manual Feed'. Under 'Label information', 'Label products' is set to 'Avery standard'. The 'Product number' list includes: 2164 - Shipping, 2180 Mini - File Folder, 2181 Mini - File Folder, 2186 Mini - Diskette, 2660 Mini - Address, and 2662 Mini - Address. The 'Label information' section shows: Type: Address, Height: 1", Width: 2.63", and Page size: Mini (4 1/4 x 5 in). At the bottom, there are buttons for 'Details...', 'New Label...', 'Delete', 'OK', and 'Cancel'.

3. From the *Label products* pull-down list, select a brand name
4. From the *Product number* scroll list, select the custom label to be deleted
5. Click **DELETE**
A confirmation dialog box appears.
6. Click **YES**
Your custom label disappears from the *Product number* scroll box.
7. Click **OK**
8. To close the *Envelopes and Labels* dialog box, click **CANCEL**

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