

# Labels: An Overview

Labels can be used in a variety of ways to make work easier, as long as certain considerations are kept in mind during their creation. Applying labels to envelopes, file folders, and name badges can save time and make organizing your work easier.

## Things to Consider

### Options for Creating Labels

Word offers three ways of creating labels:

- **Creating an Entire Page of the Same Label**  
This is useful when you need many labels with the same information (e.g., return address).
- **Creating a Page of Custom/Unique Labels**  
This may be helpful when you want to use mailing labels for names, which are not already typed into Microsoft Word.
- **Creating Custom/Unique Labels Using Mail Merge**  
This allows you to print unique labels based on a mailing list. This is especially helpful if you already have the names in a data file.

### Access to Envelopes and Labels Feature

The *Envelopes and Labels* feature is central to the label program and will be accessed often. This feature can be accessed from the *Mailings* command tab in the *Create* group. If this is a feature you will be using often, it may make your work more efficient to add a button to the *Quick Access* toolbar, allowing access to the *Envelopes and Labels* dialog box. For instructions on how to add the button to your *Quick Access* toolbar, refer to Customizing the Quick Access Toolbar.



Labels

### Purchasing Your Labels

Customized sizes, colors, and shapes of labels are available for almost every need. To ensure good quality when purchasing labels that you will be printing with your printer, make sure that they are designed for the type of printer (laser, inkjet, or dot matrix) you have.

## Tips for Printing Your Labels

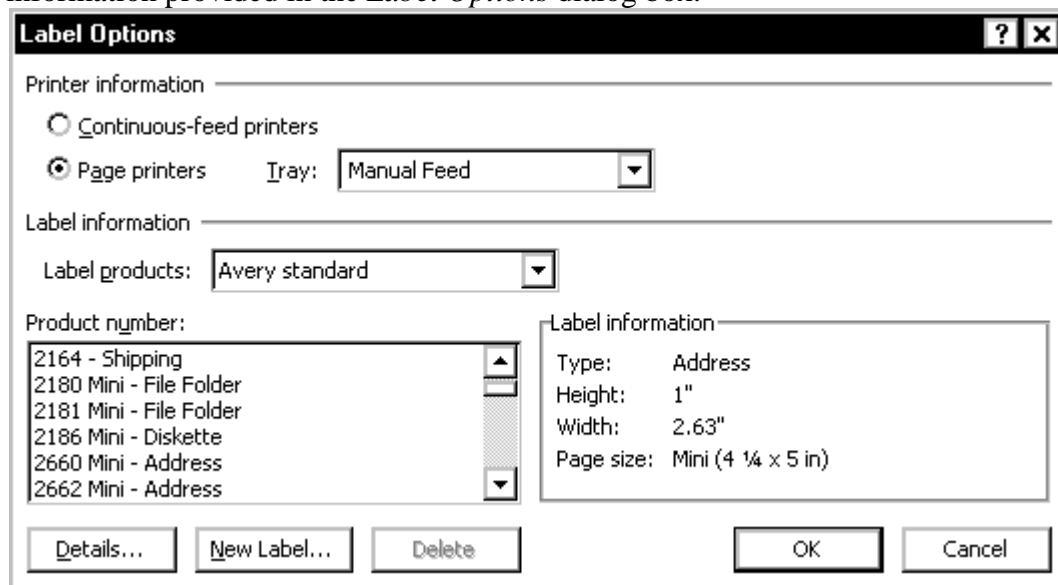
While your printer may be capable of printing labels, problems may still occur. For example, labels can peel off during the printing process and stick to various parts of the printer, causing printing problems with other projects. The following tips can help reduce these problems:

- Store your labels according to the manufacturer's instructions
- Manually feed the labels into the printer to prevent paper jams
- When printing several pages of labels, print them in small batches

## Using Pre-defined Label Sizes

Word offers many pre-defined label sizes and styles to choose from, eliminating the need to manually format the sizes and styles. The *Label Options* dialog box, accessed through the *Envelopes and Labels* dialog box, allows you to select from various label brands and product numbers. It is almost certain that Word has a pre-defined layout for your label.

When creating labels, always verify that the label size or style is the one you want, using the information provided in the *Label Options* dialog box.



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