

Creating Labels: A Page of Custom/Unique Labels

1. Open a blank Word document
2. From the *Tools* menu, select **Letters and Mailings » Envelopes and Labels...**
The *Envelopes and Labels* dialog box appears.
3. Select the **Labels** tab
4. If the label size you want is not displayed,
 - a. Click **OPTIONS...**
The *Label Options* dialog box appears.
 - b. From the *Label products* pull-down list, select the product name
NOTE: The most common is *Avery standard*.
 - c. From the *Product number* scroll list, select the product number
NOTE: The most common is *5160-Address*.
 - d. Click **OK**
5. Click **NEW DOCUMENT**
A blank document appears with a table. Each cell of the table represents one label. To move between labels use the [**Tab**] key.
6. Type each label's contents
7. OPTIONAL: Make formatting changes as you would with any Word document
8. To print,
 - a. From the *File* menu, select **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 if you are making address labels.
10. Click **OK**