Printing Labels Guide

This document describes how to print labels in Microsoft Word using the Envelopes and Labels dialog (the other way is to use Mail Merge).

You can use the Envelopes and Labels dialog to either:

- Create a page of identical labels.

- Create a labels template, which you can then manually fill in with different addresses. (This is in contrast to using Mail Merge, where the addresses are filled in automatically.)

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These two tasks are described in detail in the following sections.

Page of identical labels

1. Open the Envelopes and Labels dialog: for Word 2000, choose Envelopes and Labels from the Tools menu; for Word XP or 2003, choose Envelopes and Labels from the Letters and Mailings sub-menu on the Tools menu.

2. Type in the text for the label in the Address text box.

3. In the print section at the bottom left hand corner, the "Full page of the same label" radio button should be selected.

4. Check the label setting in the Label section at the right hand bottom corner. If this need changing click the Options button at the right hand side of the dialog. The Labels Options dialog opens:

   A. In the Label information section, select the Label product you are using from the Label products drop down list box, e.g. "Avery A4 and A5 sizes".

   B. In the Product number list box, select the Avery code of your labels.

   C. Click OK.

5. Click the New Document button at the right hand side of the dialog box. A new word document opens: this is a single

page, and contains copies of the label text, formatted for the given Avery code.

6. If you want to change the font or font size of the labels:

    A. Press **CTRL + A** to select all the text.

    B. Change the font and/or font size in the formatting toolbar.

7. Print the sheet of labels (**CTRL + P**).

Create a template for different addresses

Creating the template

1. Open the Envelopes and Labels dialog: for Word 2000, choose Envelopes and Labels from the Tools menu; for Word XP or 2003, choose Envelopes and Labels from the Letters and Mailings sub-menu on the Tools menu.

2. Leave the Address text box blank.

3. In the print section at the bottom left hand corner, the "Full page of the same label" radio button should be selected.

4. Check the label setting in the Label section at the right hand bottom corner.

If this need changing click the Options button at the right hand side of the dialog. The Labels Options dialog opens:

A. In the Label information section, select the Label product you are using from the Label products drop down list box, e.g. "Avery A4 and A5 sizes".

B. In the Product number list box, select the Avery code of your labels.

C. Click OK.

5. Click the New Document button at the right hand side of the dialog box.

6. A new word document opens. This is a single page which contains no text, but

which is formatted for the given Avery code (it's formatted using a table).

Filling in the template

- To move around the labels, you can either:

    - Click in a label.

    - Use **TAB** to move through the labels. Note that you have to **TAB** twice to move between labels on the same row.

- To extend the template, you can either:

    - With the insertion point in the last label, press **TAB**.

    - With the insertion point somewhere in the bottom row, choose Rows

Below from the Insert sub-menu on the Table menu.

- If you want to change the font or font size of the labels:

  A. Press **CTRL + A** to select all the text.

  B. Change the font and/or font size in the formatting toolbar.

- Press **CTRL + P** to print the labels.