

Creating Mailing Labels in Microsoft Word



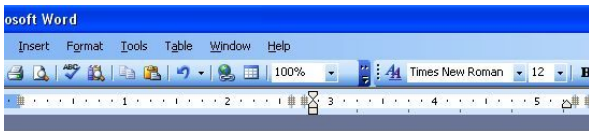
- ❖ Double-click the Microsoft Word icon to start the program



- ❖ Click on Tools, Letters and Mailings, Envelopes and Labels.

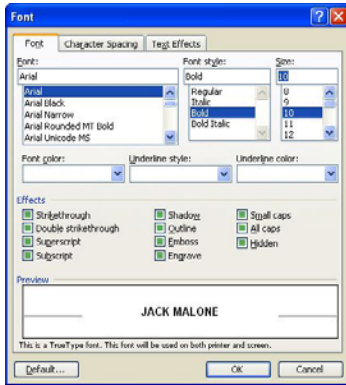


- ❖ Click on the Labels tab.
- ❖ Click on the Label to choose the appropriate label type. A recommended label stock is Avery 5160 – 30 labels to a sheet, each 1" x 2.63". This label size is also available from other manufacturers.
- ❖ Click on OK.
- ❖ Click on New Document. This will display a page of blank labels.

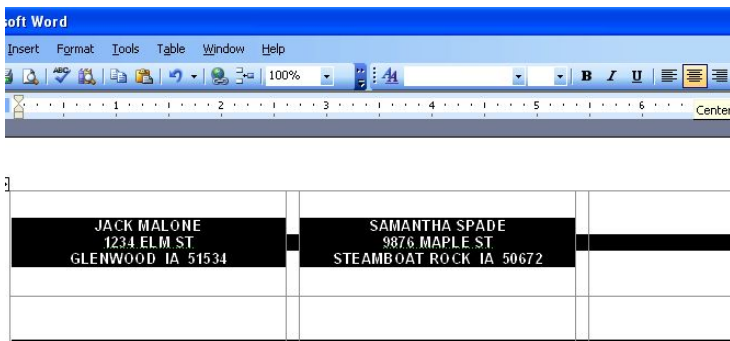


JACK MALONE 1234 ELM ST GLENWOOD IA 51534	SAMANTHA SPADE 9876 MAPLE ST STEAMBOAT ROCK IA 50672

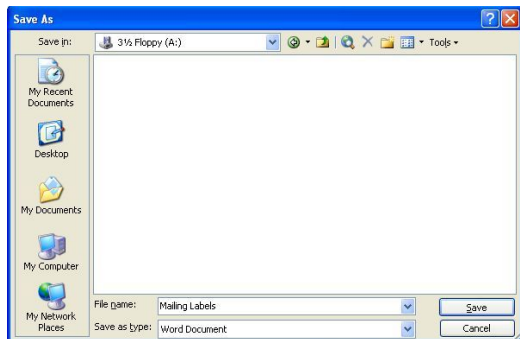
- ❖ Press Caps Lock to type the label in uppercase letters. This is the format preferred by the U.S. Postal Service.
- ❖ Type the recipient's name and press <enter>. Don't worry about the font. You'll fix that in the next section.
- ❖ Type the street address and press <enter>.
- ❖ Type the city, state and zip.
- ❖ Press <tab> twice to move to the next label.



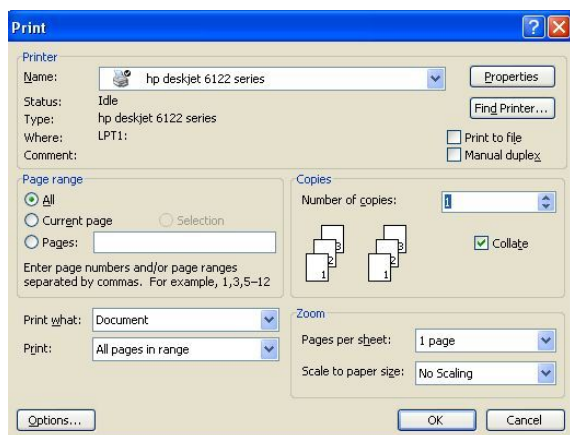
- ❖ Click on Edit, Select All.
- ❖ To set the font face, size, and style for your document, click on Format, Font.
- ❖ Choose a font from the pull-down menu for your labels. For example, you might choose Arial for its easy-to-read shape.
- ❖ Choose a font size of 8 or 10 to ensure the address fits on your label
- ❖ Choose a Bold font style to make your labels easier to read.
- ❖ Click on OK to close the Font window.



- ❖ With all of the labels still highlighted (Edit, Select All), click on Center on the Formatting toolbar. Centering the text of each label makes it more likely that what you typed will fit inside the label when you print.



- ❖ Click on File, Save As to save your document. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.



- ❖ Insert the label stock into the printer. Follow your printer's directions to determine how to load the label stock (e.g., label side up or label side down).
- ❖ Click on File, Print to print your labels. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Make any other changes, such as printing multiple copies or printing only the first page.
- ❖ Click on OK to begin printing.
- ❖ Click on File, Save to save your document. Click on File, Exit to close Word.