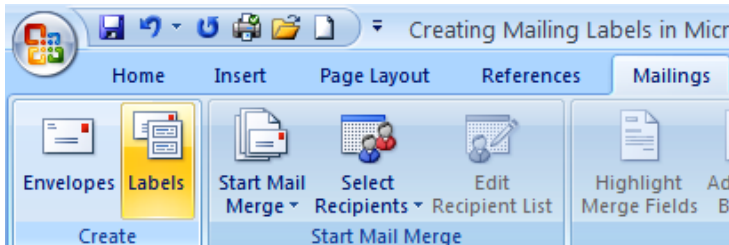
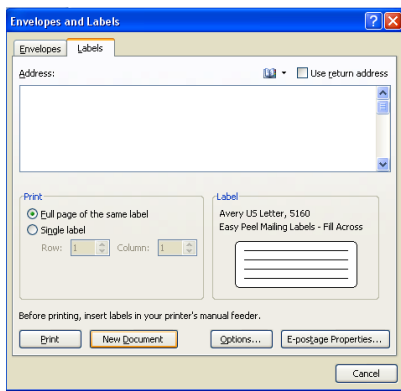


Creating Mailing Labels in Microsoft Word 2007

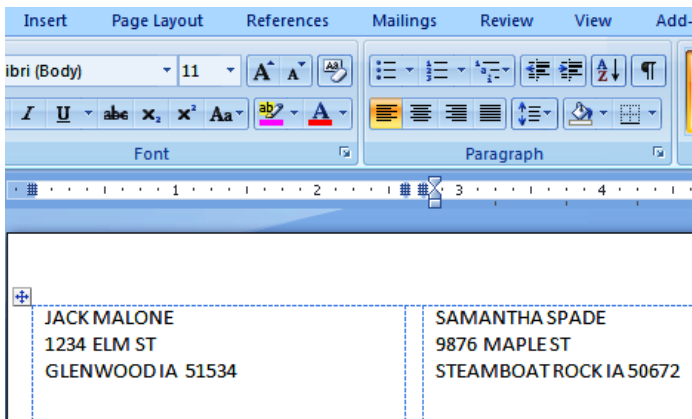


- ❖ Double-click the Microsoft Word icon to start the program.

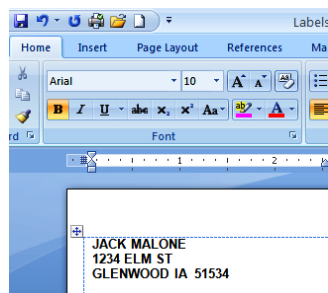
- ❖ Click on the Mailings tab.
- ❖ Click on the Labels icon in the Create group.



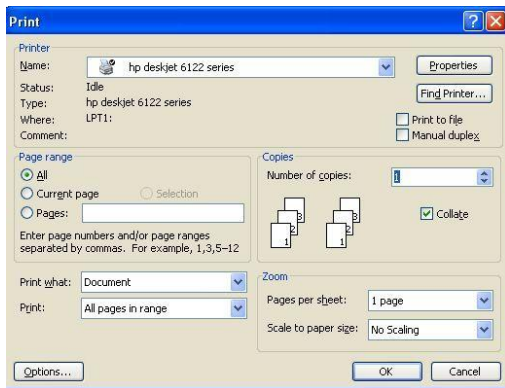
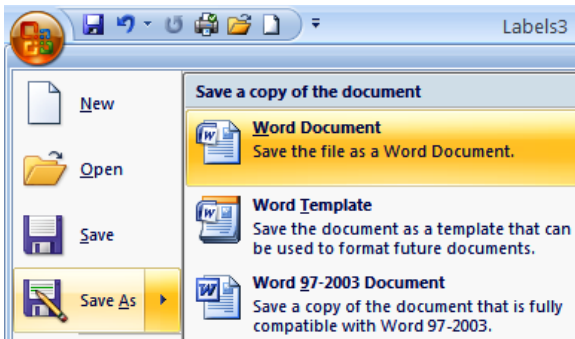
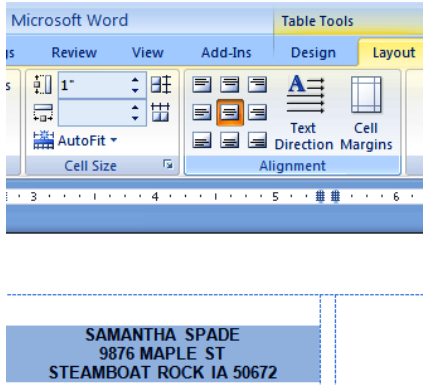
- ❖ Click on the Label box to choose the appropriate label type. A recommended label stock is Avery 5160 – 30 labels to a sheet, each 1" x 2.63". This label size is also available from other manufacturers.
- ❖ Click on OK.
- ❖ Click on New Document. This will display a page of labels.



- ❖ 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.



- ❖ Press <ctrl/a> to highlight the text of all of your labels.
- ❖ In the Font group, 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.



- ❖ Use the mouse to highlight all of the text. Select All (or <ctrl/a>) will not work for this step.
- ❖ Click on the Layout tab.
- ❖ In the Alignment group, click on the Align Center icon. Centering the text of each label makes it more likely that what you typed will fit inside the label when you print.
- ❖ Click on the Office Button and Choose Save As Word Document 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 the Office Button, 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 Save (or press <ctrl/s>) to save your document.
- ❖ Click on the Office Button and Choose Exit Word when finished.