Creating Labels in Microsoft Word

A Seminar Presented by Martha Ryan
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This seminar will demonstrate how to make labels using Microsoft Word. It is designed for computer users who are beginners at creating labels. You will learn how to make your own address labels using the United States Postal Service recommendations. You will also learn how to make your own business cards. Information about other types of available labels will be provided.

Most label packages include formatting and printing tips. There are usually directions for Microsoft Word, Microsoft Works and WordPerfect.

Microsoft Word Formatting:

1) From the **Tools** menu, select Envelopes and Labels (some versions of Word will have Letter & Mailings)

2) If **Labels** is not already selected, click on the **Labels** tab and choose

Options

3) Highlight the product you are using (such as Avery 5260), and click OK.

Using the correct product number is essential. The **Options choice lists product numbers from Avery, so other companies usually note on their

products the compatible Avery number.

4) To create labels:

   a) For a single label or a full page of the same label (such as those used for return addresses), type the text in the box, and click **New Document**.

   b) To create a page of labels with addresses that are all different (like a

   Christmas card list), click **New Document** and type your information directly on each label. (The dialog box allows you to select printing a single label by selecting the row and column desired.)

Before printing, make sure you have selected the font and the size you want.

If you have selected the correct product number in step 3 above, there should be no problem lining up the labels. To make sure, you can print off a whole sheet of mailing labels on regular paper first and hold it up to the light to make sure they match up. The Avery Business Card package includes a practice sheet to do this.

Postal Regulations:
The United States Postal Service has a web site that is very helpful: www.usps.com. One of their downloads is **Addressing Tips and Tools**, which can be found on their web site under **All Products and Services**.

If you do lots of mailing, a useful reference is ***Publication 28, Postal Addressing Standards,*** which can be downloaded from the same site.

Their recommendations include using only capital letters on address labels and using no punctuation except the dash in 9 digit zip codes.

 Also use abbreviations whenever possible and a sans serif typeface.