

Creating Labels in Word

Remember to buy the right kind of labels for your printer – laser or ink jet.

Create your labels:

- Open **Word**.
- From the **Mailings** tab, select **Labels**.
- Click **Options**, and select the Label vendor and product number you will be using (match your selection to the type of labels you purchased).
- Click **OK**.
- *To create labels with the same information on each* (such as address labels) enter the information you would like in the address box. Click **New Document**
- *If you want different information on each label*, click **New Document** and enter information in each cell (or use **Mail Merge**).

Change your formatting:

- Select All by highlighting or pressing CTRL +A.
- On the **Home** tab, change the font, size, color, etc.
- Change margins by moving the table borders (you will want to move the text in slightly if it is too close to the label edge when printing)

Insert a graphic if you like.

- Click the cursor inside the first label.
- Choose the **Insert** tab and **Clip Art**. Clicking on a choice will place it in the first label.
- On the **Picture Tools** tab, click on **Text Wrapping – Square**.
- To add the graphic to each label, select the graphic and press CTRL+C.
- In the next label on the sheet, place the cursor where you want the graphic and press CTRL+V.
- Repeat the previous step for each label on the sheet.