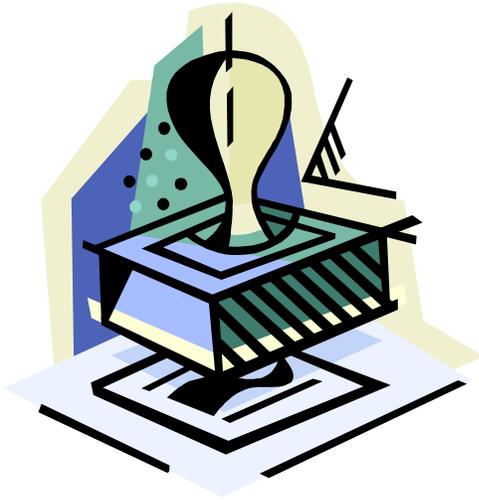


How to Create a Sheet of Labels Using Word



- Open Word
- Go to the Tools Menu, and choose Envelopes and Labels
- On that screen, enter your address (or what you want on the label) in the Address Window
- Click NEW Document and it will display a full page of labels with your address. (The standard label choice on mine is Avery 5260. You can click on Options before clicking on New Document to change the type of label.) Refer to the size on your label box to determine which label type to select.

Be sure to only use Laser Labels with Laser Printers. Getting labels stuck in the Printer can require a repair job.

To create labels with different addresses or words on them:

- Open Word
- Go to the Tools Menu, and choose Envelopes and Labels
- If there is anything in the Address Window, erase it.
- Click New Document and it will display a full page of blank labels. Then you can enter what you want in each label. Press Tab to get to the next label.