

All about Labels

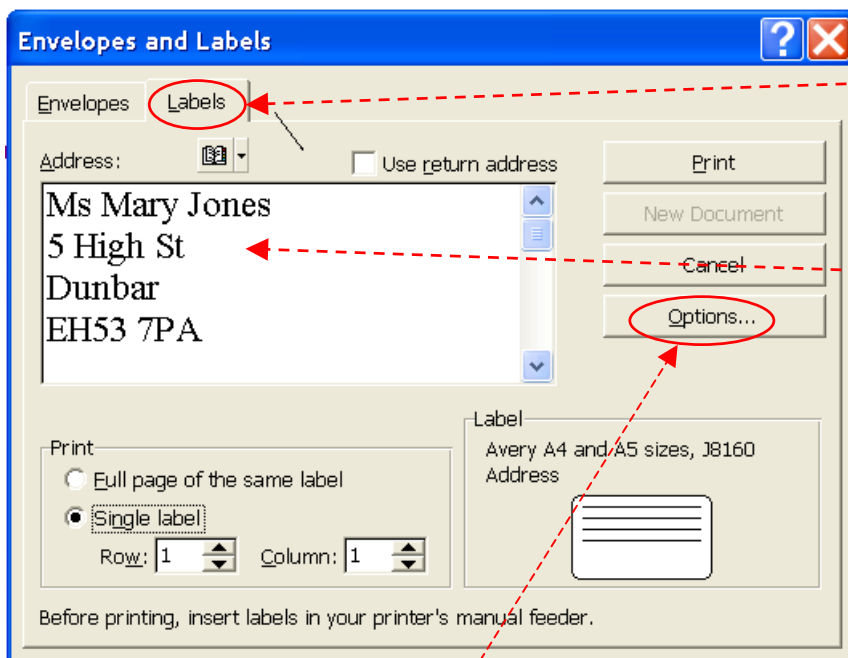
1. How to create a single label or a full page of the same label

- Type the address you want to go on a label in a word document, as you would write it on an envelope:

Ms Mary Jones
5 High St
Dunbar
EH53 7PA

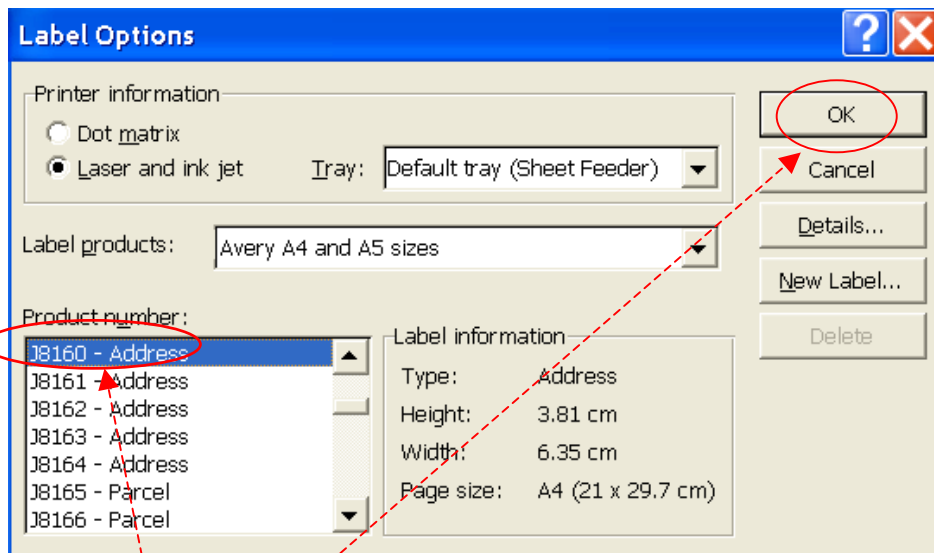
Ms Mary Jones
5 High St
Dunbar
EH53 7PA

- Select the name/address, by clicking the cursor at the beginning of the name, holding the left mouse button down & dragging the mouse pointer diagonally down & to the right, until the address is highlighted.
- Go to **Tools** >> **Envelopes & Labels** which will open the **Envelopes & Labels** dialogue box.

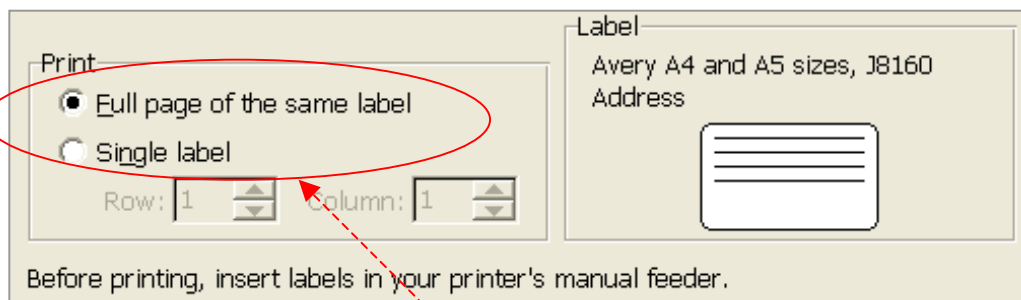


- Make sure the **Labels** tab is selected
- You will see the selected name & address in the address pane

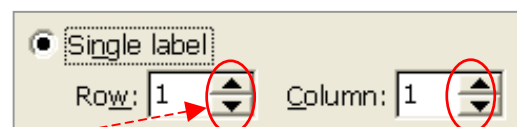
- Click on the **Options** button, to open the **Label Options** dialogue box:



- Select the exact label version that you will be using by clicking on it. You may have to scroll through the list till you find the right one.
- Click **OK**
- Back in the **Envelopes & Labels** box in the **Print** pane

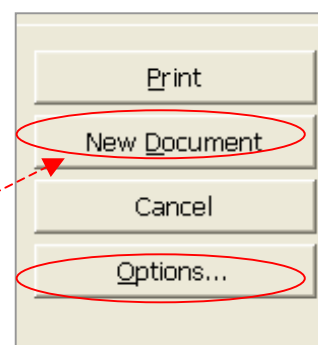


- Select whether you want a **Single label** or a **Full page of the same label**, by clicking the required radio button
- If you chose a **Single label**, you then have the option to choose which label on the sheet you want to use. Click on the little arrows to select which column & row of labels you wish to use.
- Make sure the printer is switched on with the labels loaded.
- Go to **File >> Print**, set printer preferences & click **OK**.



2. How to set up labels by typing the addresses into a table.

- You can set up labels by typing the addresses directly into a table grid in a word document.
- Go to **Tools** >> **Envelopes & Labels** which will open the **Envelopes & Labels** dialogue box.



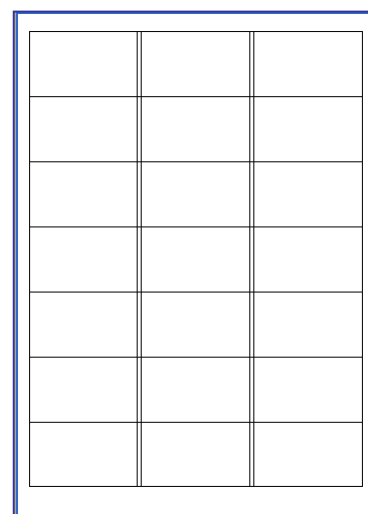
- Click on the **Options** button (as shown above) to select the exact make of label you wish to use.

- Click on the **New Document** button

- This will open a blank page, except it will be laid out as a table with hidden grid lines on it!

- Go to **Table** >> **Show Gridlines**

- Your page will now look like this, with the gridlines showing faintly. 



- You can now enter names & addresses individually in each box in turn.

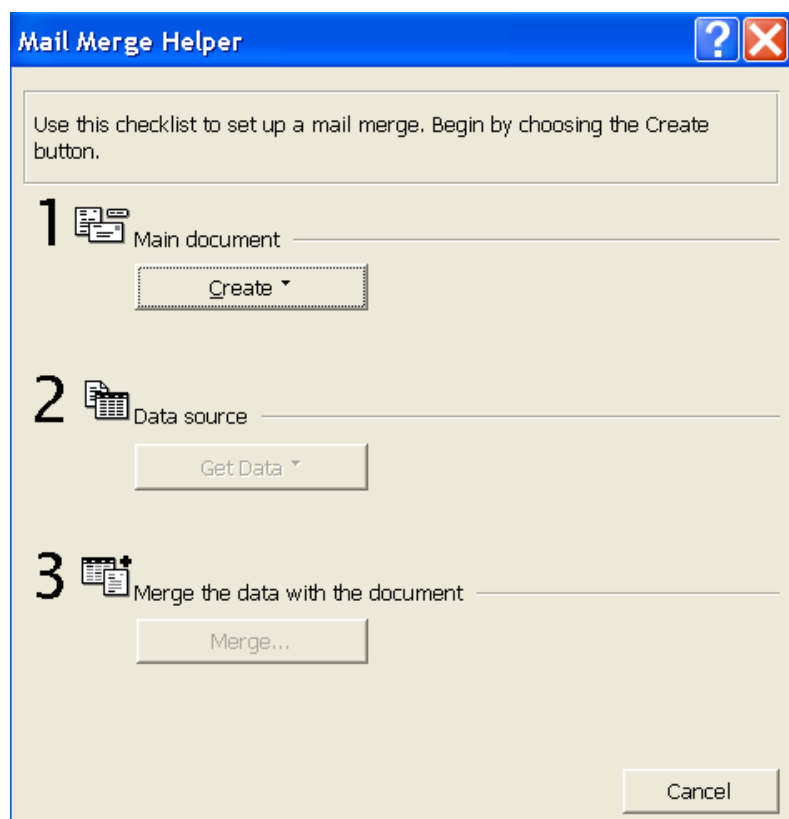
- Use the **Tab** key to jump from one box to the next

Peter Jones 6 High St Toytown T16 7AB	Mary Smith 27 South Street Prestonpans EH47 9BY	Rob Roy McGregor 1 Battlefield Road Callandar Stirlingshire

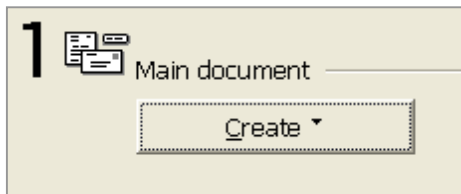
- When you have all the names & addresses typed in you can alter the style if you wish, changing the font, size or colour.
- When you have the page displaying as you wish you are ready to print it off, so turn on the printer & put the blank page of labels in position.
- Go to **File** >> **Print** & change the print options if required.
- Then click **OK**. The gridlines will not show on the labels!

3. How to make labels using Mail Merge

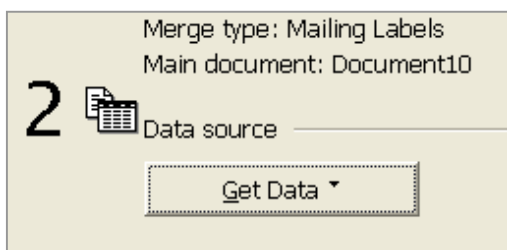
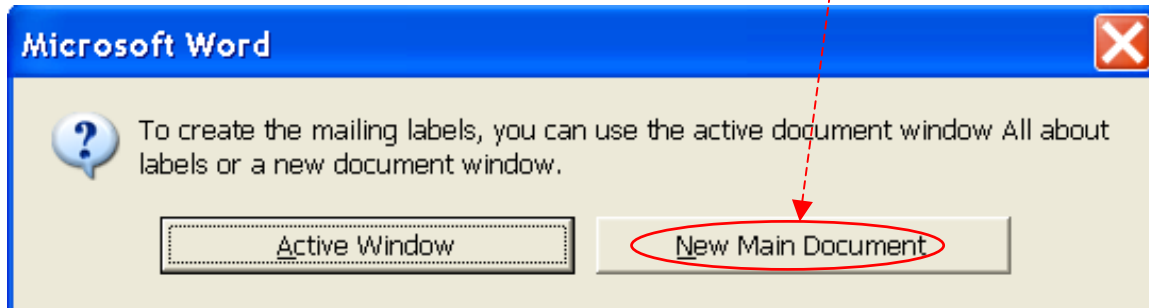
- This is how you can make labels if you already have your addresses stored in a database, a spreadsheet, or in a table in a word document.
- Go to **Tools** >> **Mail Merge** which will open



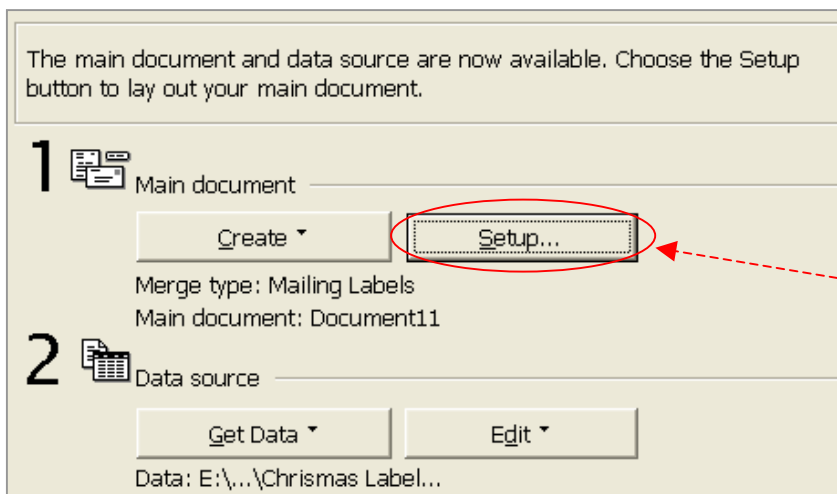
- The **main document** is where you will be creating the labels.
- The **data source** is where the names & addresses are currently stored.



- Click on the **Create** >> **Mailing Labels**
- Select **New Main Document**



- Select **Get Data** >> **Open Data Source**

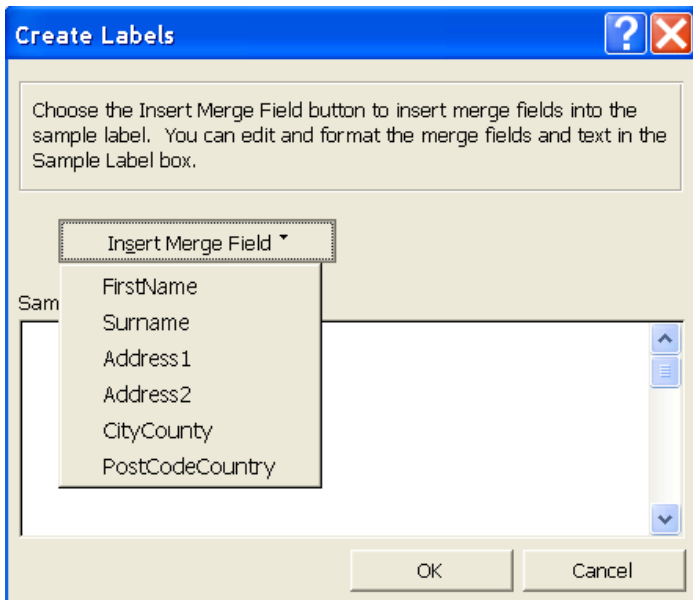


- You are now prompted to layout your label page, so press the **Setup** button.

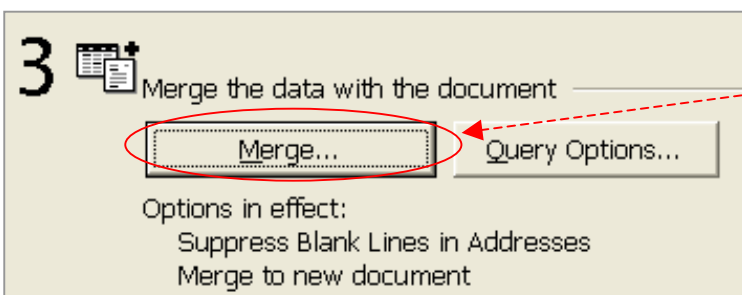
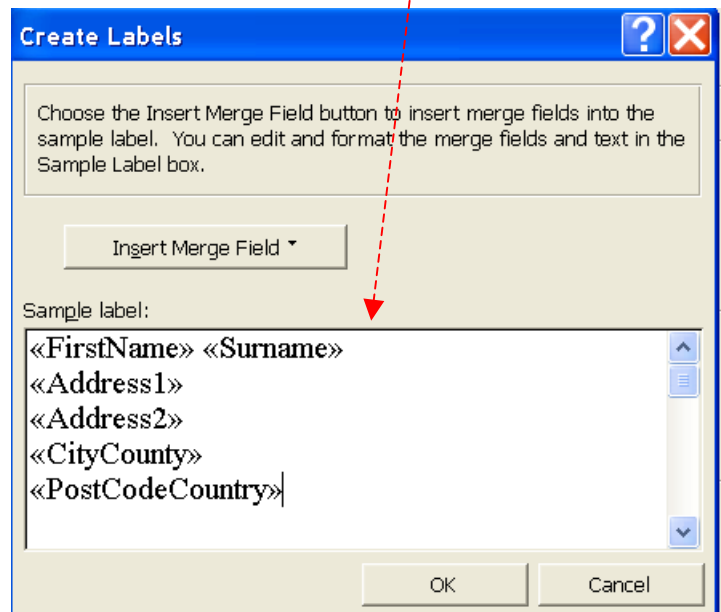
- Firstly select the exact type of label you will be

using in the **Label option** box & then click **OK**

- Secondly, you are asked to insert the table fields that you want used on the labels:

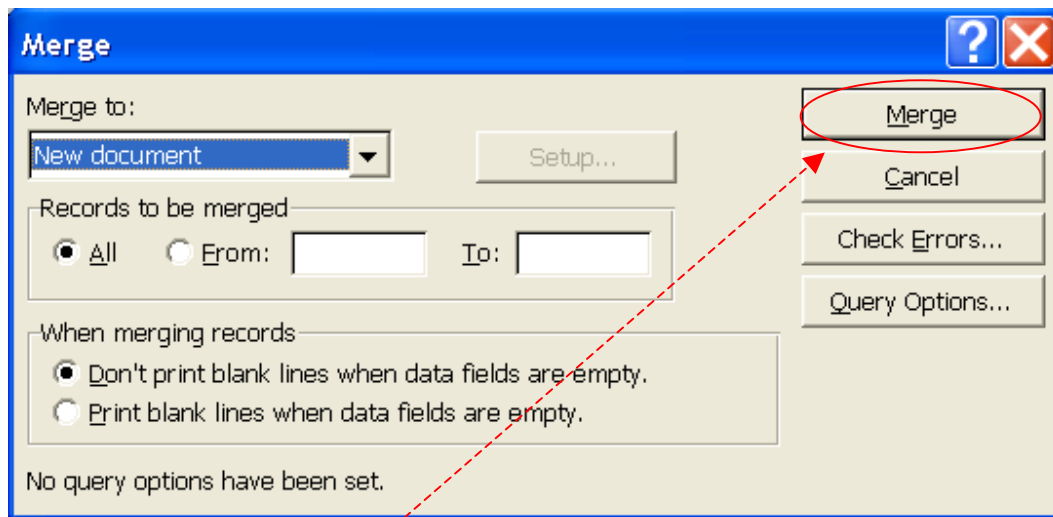


- You can then click on each field in turn to add it to the label template
- The finished label template will look something like this



- You are then prompted to merge the data with the document

- This opens the Merge dialogue box where you can set your final options:



- Click on **Merge** & the addresses will all populate your template document
- If you wish you can alter the style, changing the font, size or colour of the text.
- When you have the page displaying as you wish you are ready to print it off, so turn on the printer & put the blank page of labels in position.
- Go to **File** >> **Print** changing the print options if required.
- Then click **OK**.
- For further information on formatting & printing please see the following help sheets:

Formatting text in word
&
Printing your work