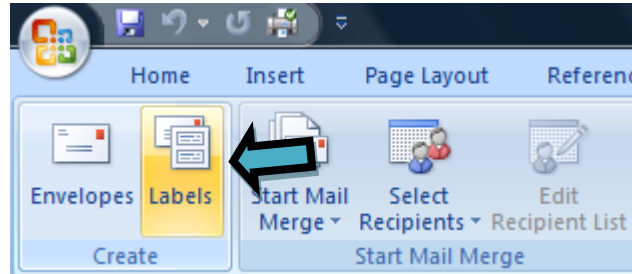


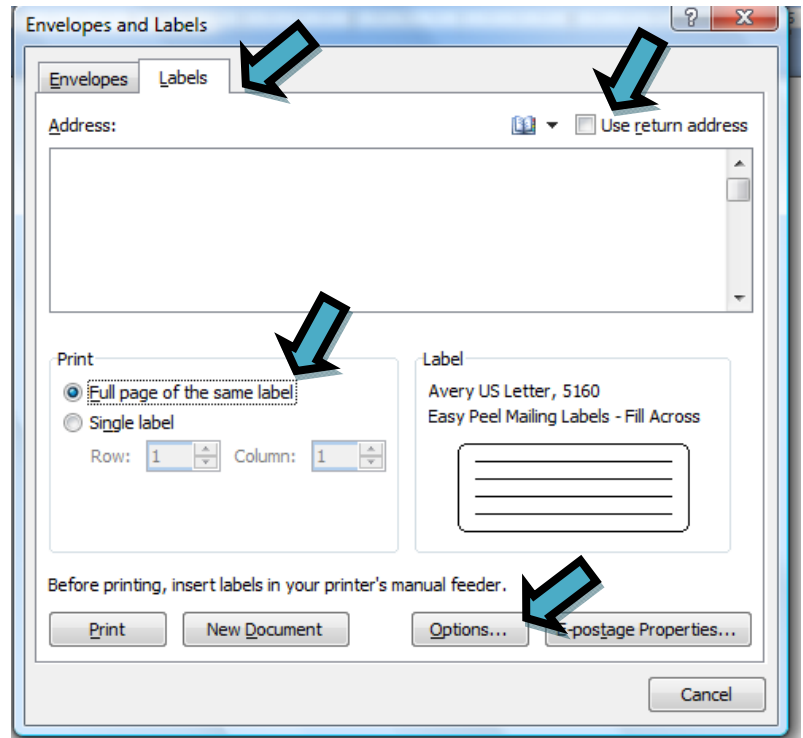
PRINTING LABELS

Single Labels

1. Open new Word Document
2. On the Mailing tab click Labels.

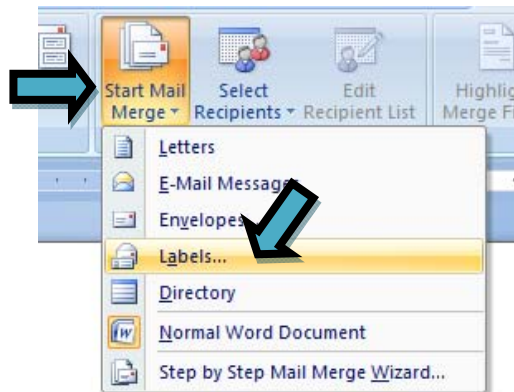


3. Enter the Address
4. Select Full Page of Same Label or Single Label
5. Click the Options button to change label style and size.
7. Click Print OR New Document to see the labels on your screen.
8. Click the Office Button and Print.

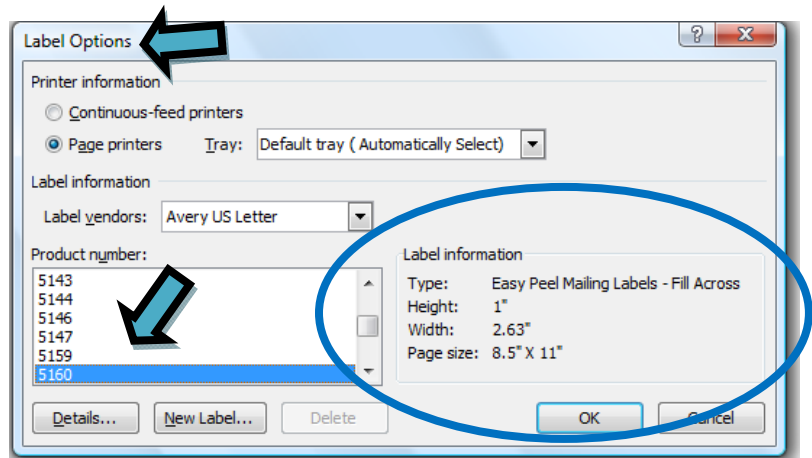


Multiple Labels

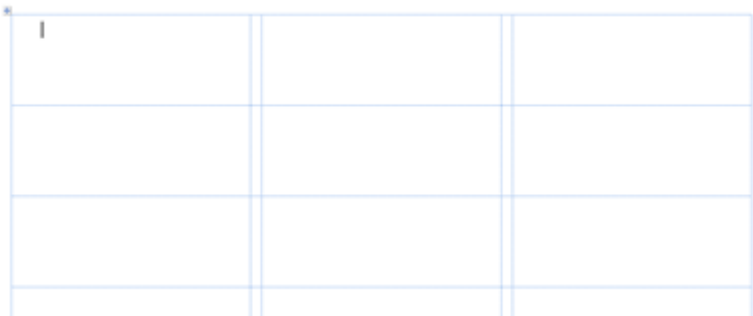
1. Open New Word Document.
2. On the Mailings tab click Mail Merge / Labels.



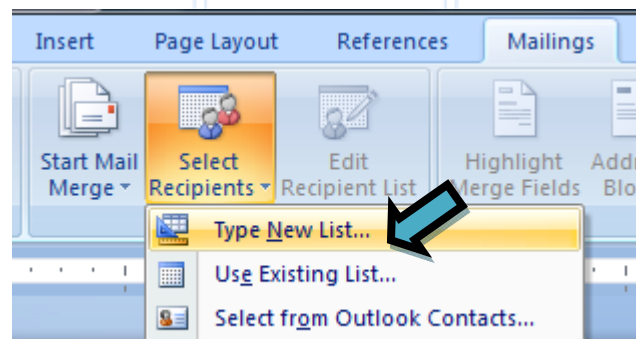
3. The Labels Options window opens. Select the Label Product number size.
4. Click OK.



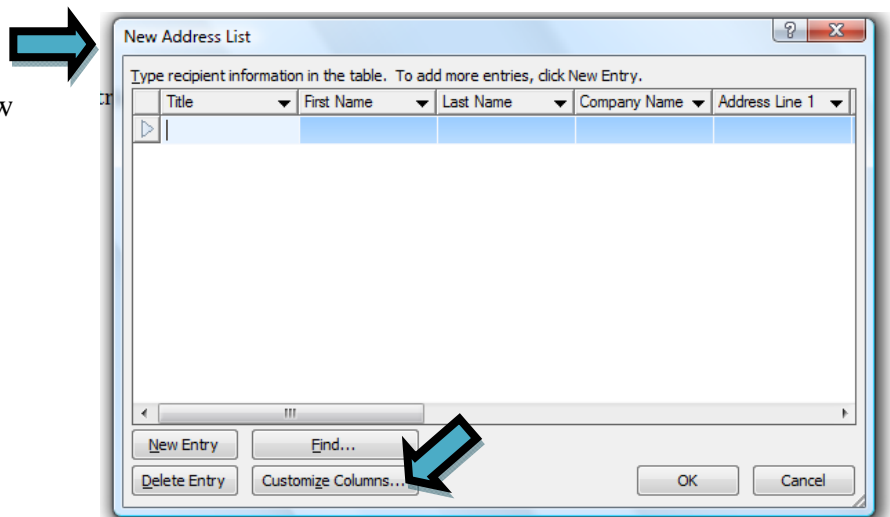
5. The document now shows the labels format.



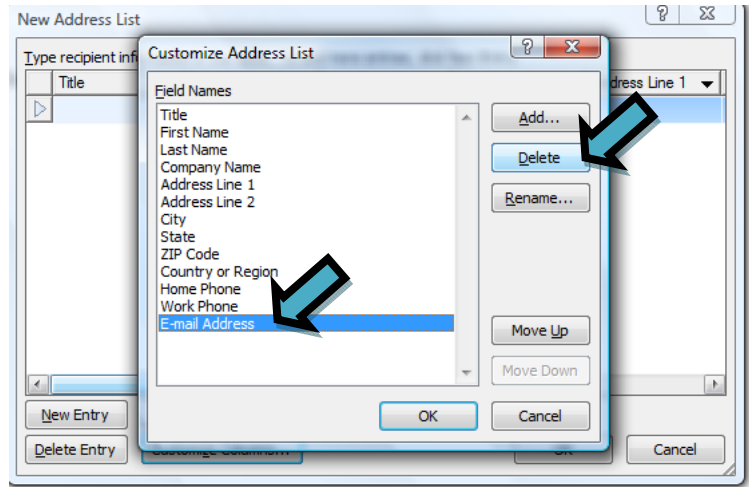
8. Click Select Recipients.
9. Select either Type New List, Use Existing List, or Select from Outlook Contacts.



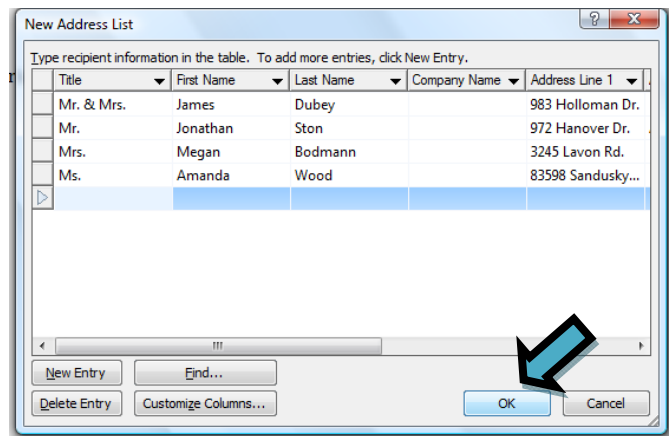
10. Click Type New List
11. The New Address List window opens.
12. Click customize Columns



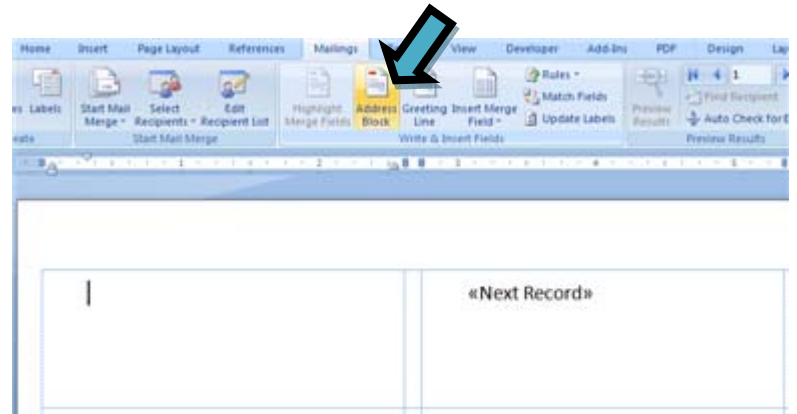
- Delete the unwanted columns from the Address List.



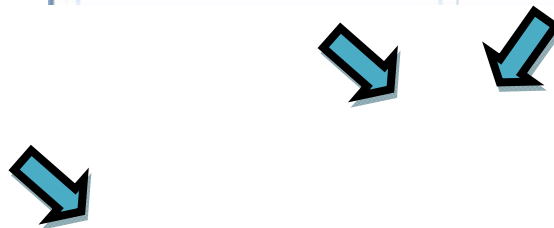
- Enter the information, pressing the tab key to move to the next field. At the end of a line, the tab key will start a new line. Click the OK button when finished.

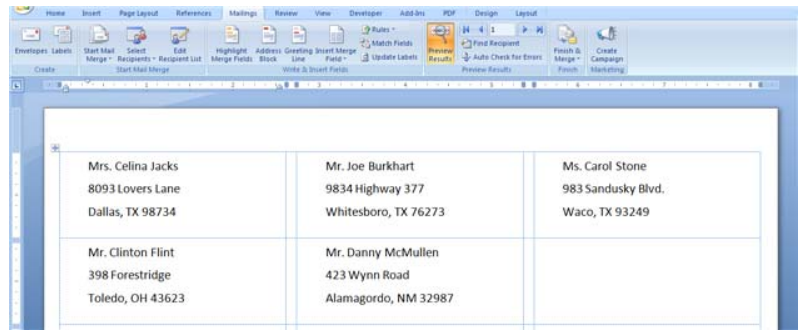


- Click the Address Block button
- Click Update Labels
- Click Preview Results

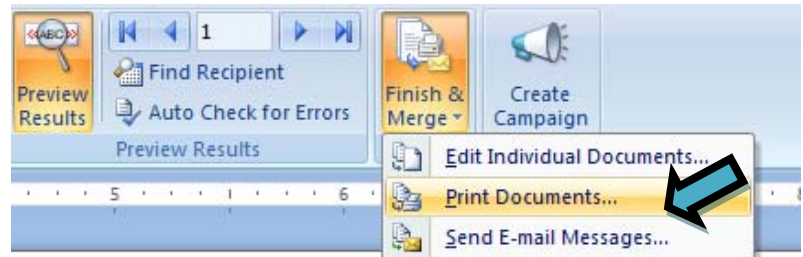


- Click the Preview Results button.
- The merged information now shows.





21. Click Finish & Merge / Print Documents to print the labels.



If you prefer you can use the Step by Step Merge Wizard to guide you.

