



Creating Labels in Microsoft Word 2007



Abstract

This information applies to creating an individual label or a sheet of identical labels. For example, you can print a single label for a mailing address or file folder, or you can create a sheet of identical labels, such as return address labels.

Provided by SSND IT Department

1. Open Microsoft Word 2007. Normally there is a icon on your desktop that you can *double click* on.



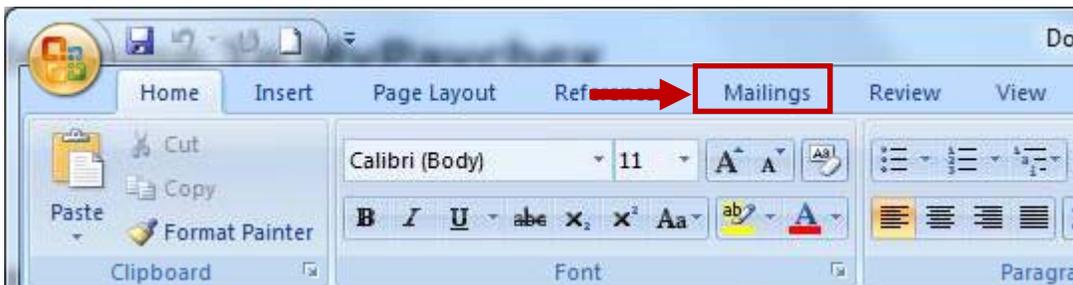
a. Or *click* on the start button , then type in the word, **word**.



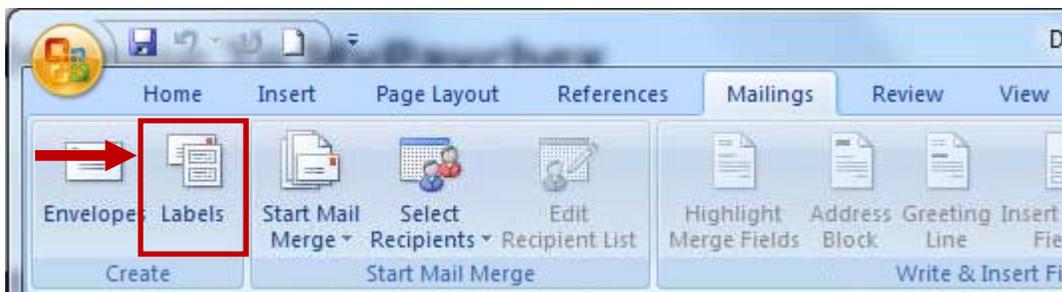
b. One of your selections should be **Microsoft Word 2007**, *click* on that.



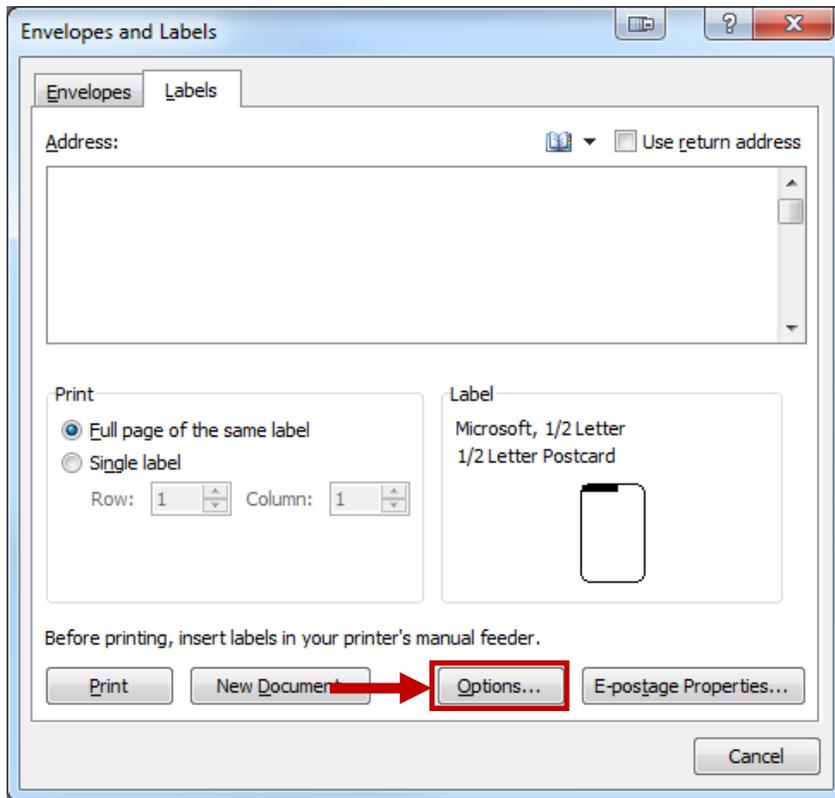
2. In the top ribbon *click* on the **Mailings** tab.



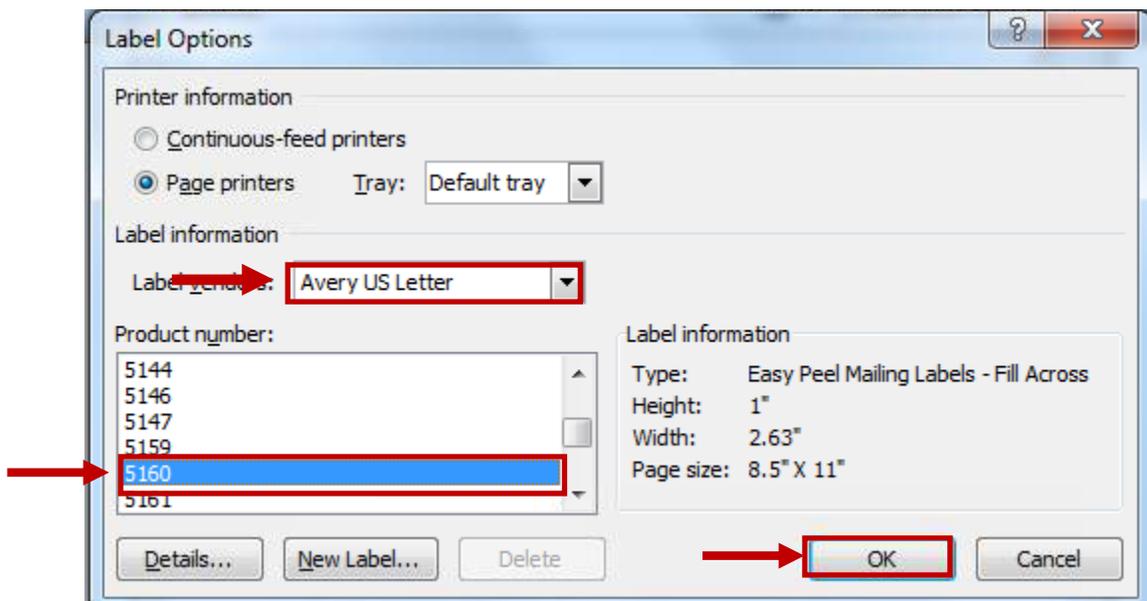
3. *Click* on the **Labels** button on the left side.



4. A new window like the one shown below will appear.
The first thing we need to do is get the correct setting for the labels, that is to say the correct size.
To do this we *click* on the **Options** button.

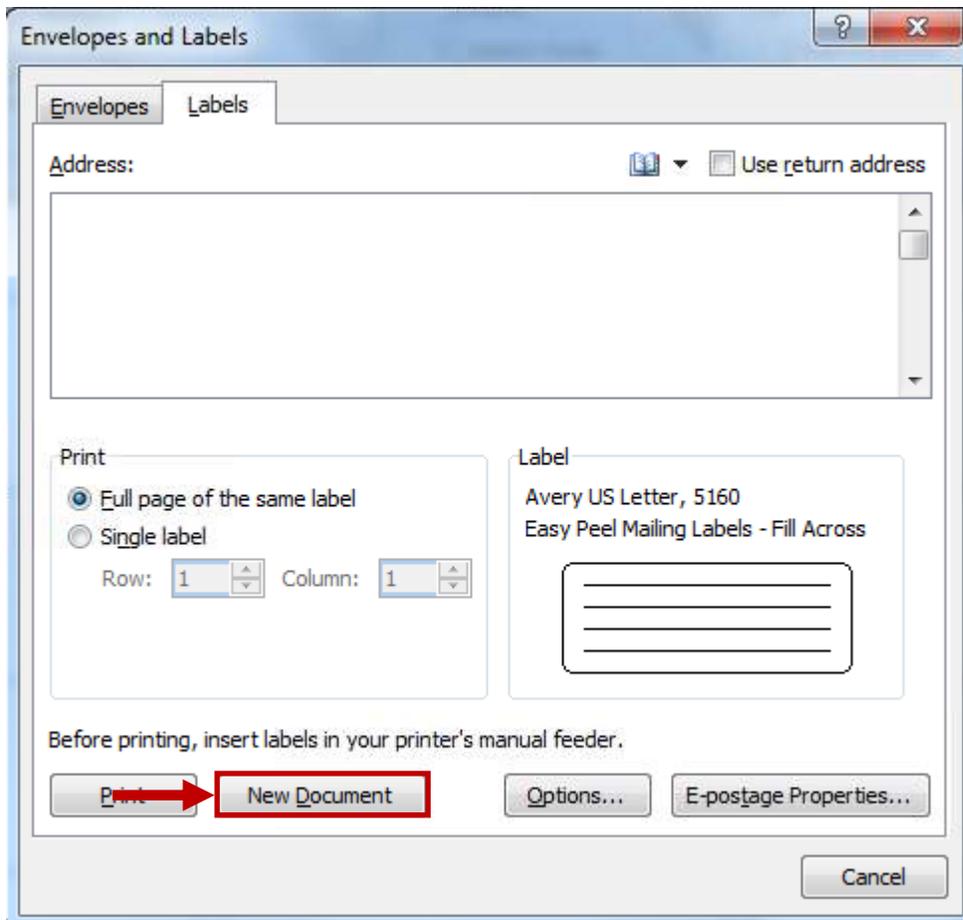


5. Under Label Information, select the Label Vendor you are using (ex: Avery Labels). The most common label manufacturer is Avery but check your label packaging materials to verify. Then below the Vendor you will pick the Product number, which is also found on the packaging materials your labels came in. After you have those selected, *click* **OK**.

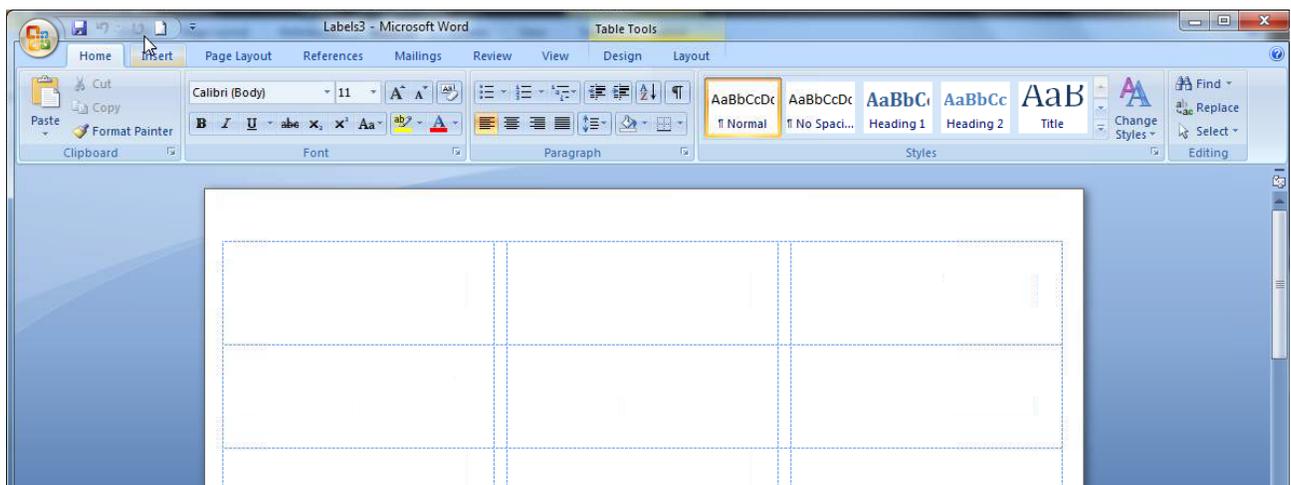


- If you would like the same label repeated over (i.e. return address labels – where you need a whole sheet of labels with the same information on it) please *proceed* to step # 8.

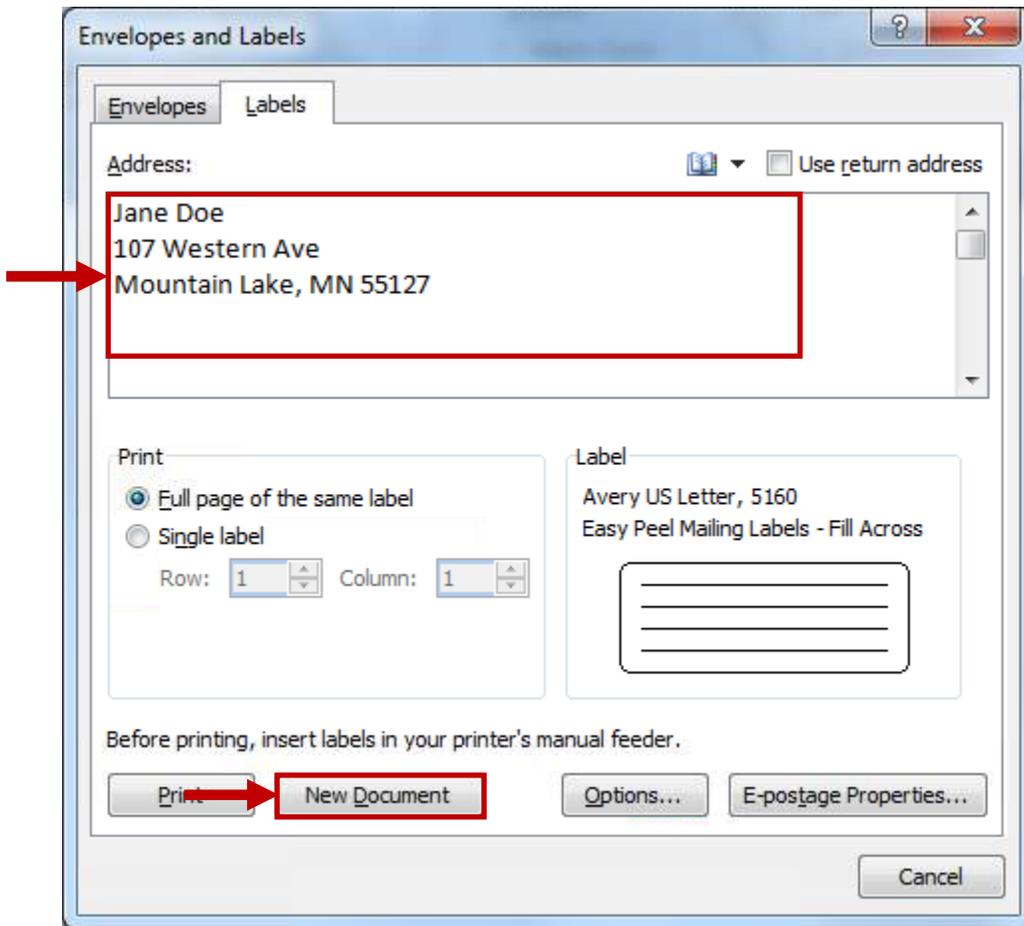
To proceed with individual labels, *click* **New Document**. This will open up a new document that has the label design you selected.



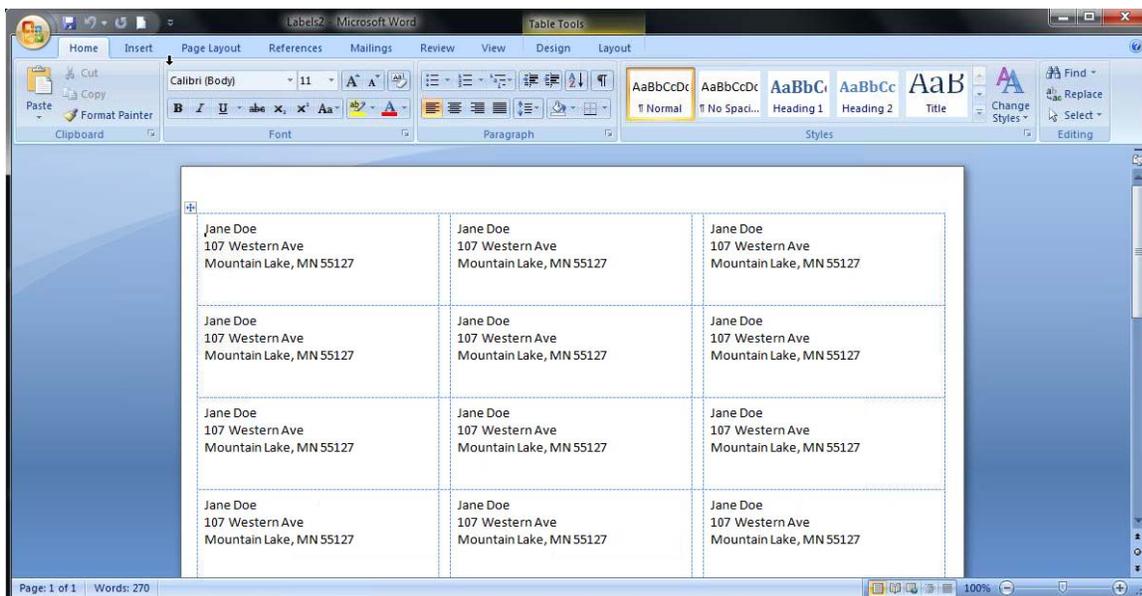
- Here you can *type* in your individual labels (i.e. file folders, mailing address labels. etc.). Once you finish typing up your labels *proceed* to step #10 to print them.



8. Type in what you would like have repeated on the entire sheet of labels, and then click **New Document** at the bottom.



9. Your sheet will appear with all the labels ready to be printed.



10. Click the **Office**  button in the top left corner then *click Print*. The printer will be waiting for you to place the sheet of labels in the tray of your printer.

