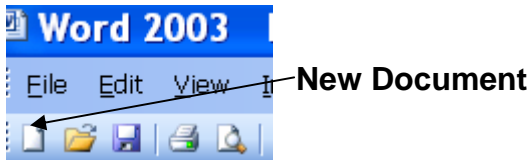


# Word 2003 Printing Labels

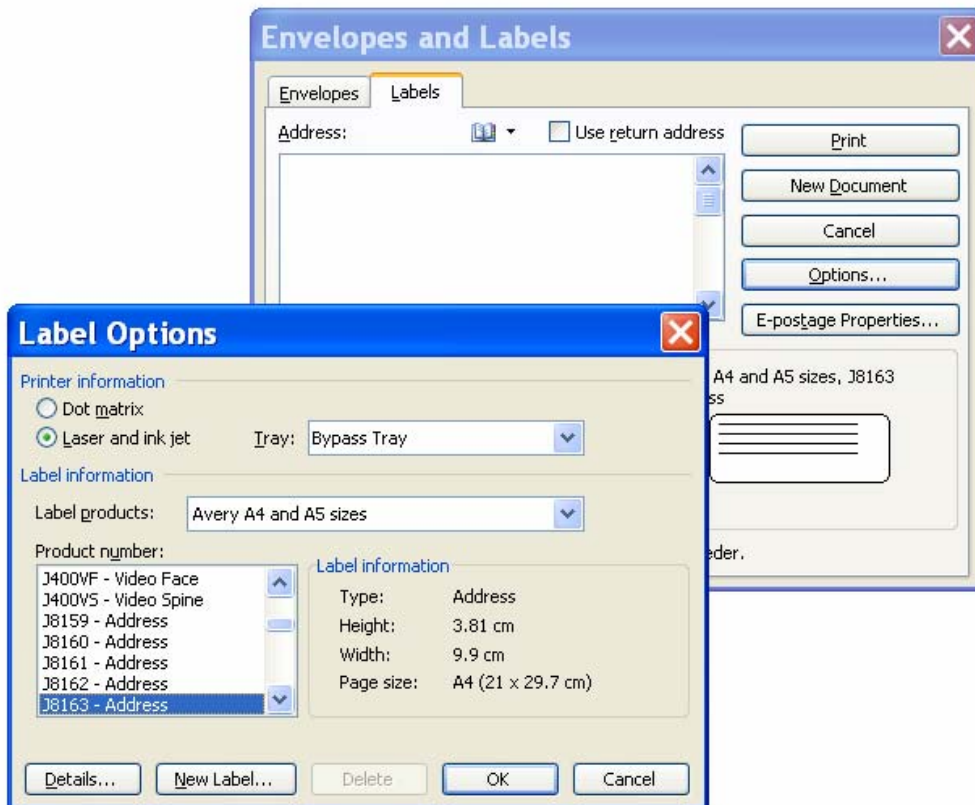
## 1. Choose a Label Size:

New Document then Tools/Letters and Mailings/Envelopes and Labels



Click **Labels** in the Envelopes and Labels box then **Options**

In the **Label Options** box use the Products drop down menu to select the label manufacturer then find your label's product number and click to select it. Click OK



## 2. Printing an Address:

Type a name and address in the Address panel

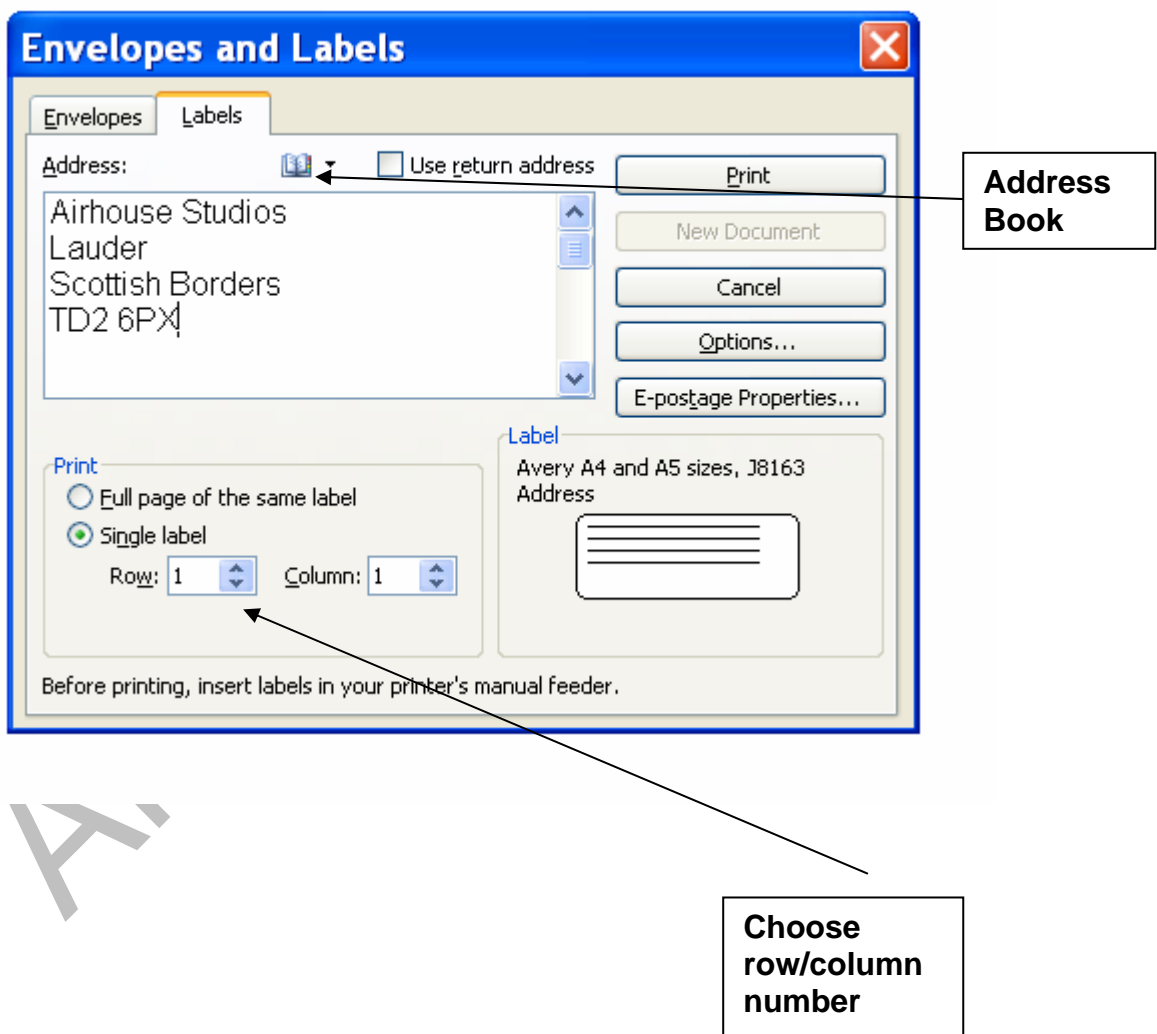
**Or**

Click on the Address book to retrieve the Address from your Outlook address book

**Or**

If you have typed a letter then highlight the address on the letter before go to **Tools/Letters and Mailings**

Print either a single label or a whole page of the same label. You can choose which row and column you wish to print from



### 3. Printing Multiple Addresses:

If you just want to print out a few addresses and don't want to use Mail Merge the carry out **Step 1** above then

Click on **New Document** in the Envelopes and Labels box then a document formatted for the labels you are using will appear

Enter the address in the first box using **Enter** to go to the next line

To go to the next cell, press the **Tab** key or click in the cell with your mouse

Airhouse Studios Lauder Scottish Borders TD2 6PX	Flat 6, 18 Henderson Gardens Leith Edinburgh EH6 4ET

#### 4. Formatting the Labels:

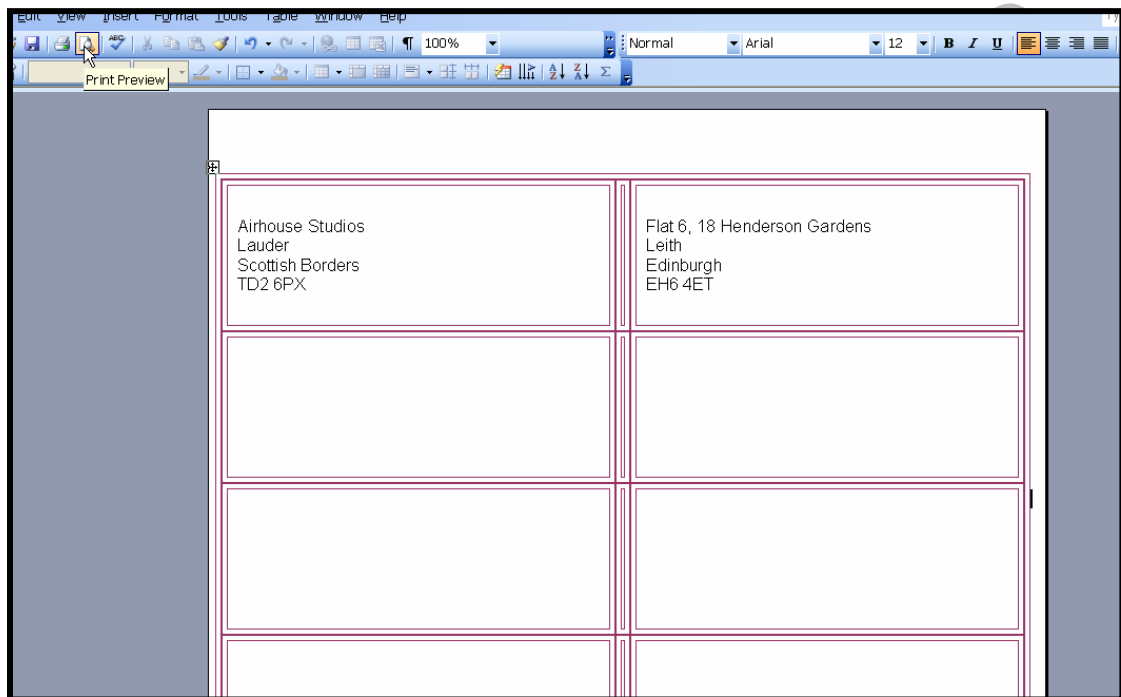
With your cursor in any cell, right click on the **Four Headed Arrow** at the top left of the table and click **Cell Alignment** to centralise the addresses

To add a border or shading click the **Borders and Shading** button and use the drop down arrow to select a border. Under the **Setting** section click on **All** to apply the formatting to all the labels. How much of the borders will show, depends on the margin size of your labels and the thickness of the border applied. Alternatively, use the **Shading** tab to apply shading.

Airhouse Studios Lauder Scottish Borders TD2 6PX	Flat 6, 18 Henderson Gardens Leith Edinburgh EH6 4ET

## 5. To Print:

Go to **File/Print Preview** to check your labels then click on the **Printer** button on the Preview window tool bar to print one sheet directly from the printer. Alternatively, click on **Close** then go to **File/Print** to open up your print dialogue box.



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