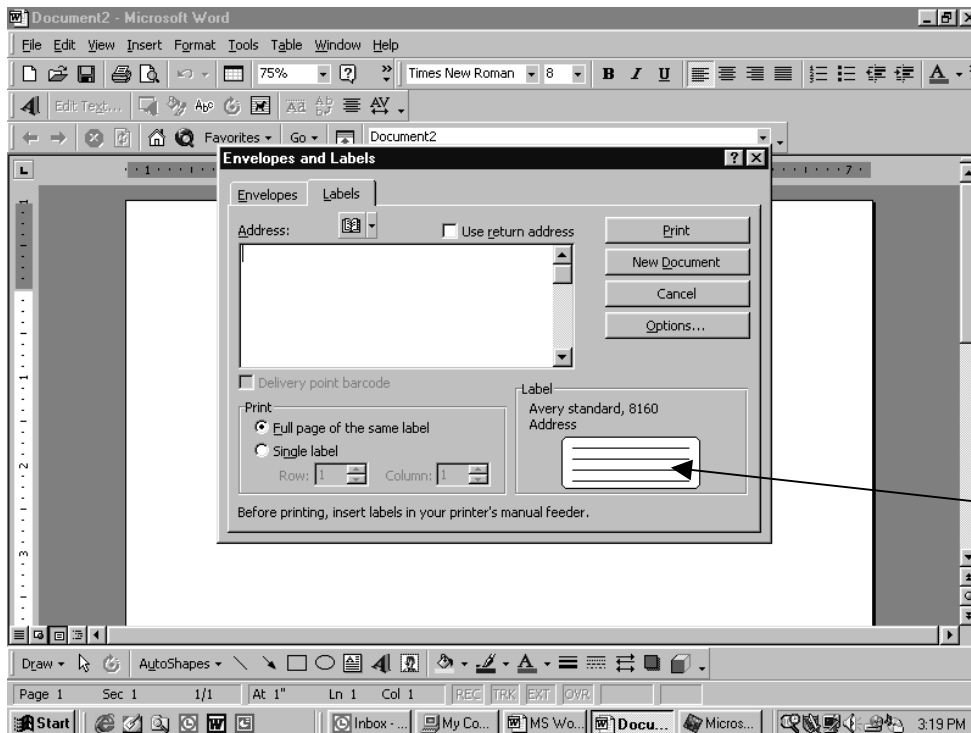


## MS Word ~ Making Labels

### To Begin:

1. **Launch MS Word.**
2. From the **Tools** menu, select **Envelopes and Labels.**
3. Select the Labels tab.
4. Double-click on the selected label



Double-click  
here to  
select label  
style.

### For a sheet of the same label:

1. Type information in address box and then select New Document. If you choose this option, you can print directly from this screen.

### For a sheet with different labels:

1. Click New Document and a new page with grid lines will appear. Fill in the labels, formatting as needed.

### Printing:

1. Be sure that you place the label sheet in the printer the correct way. It's good to do a test sheet on regular paper. Then select **File/Print.**