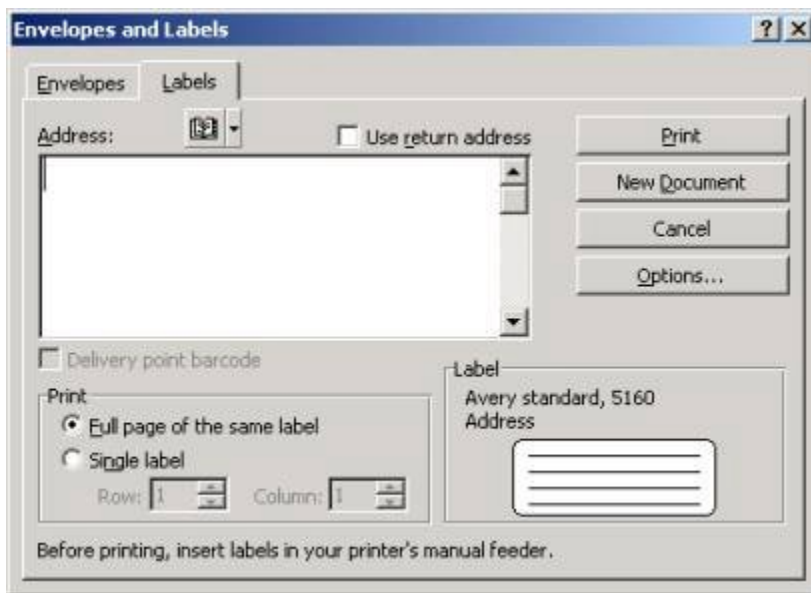


## Printing one sheet of labels in Word for one time use.

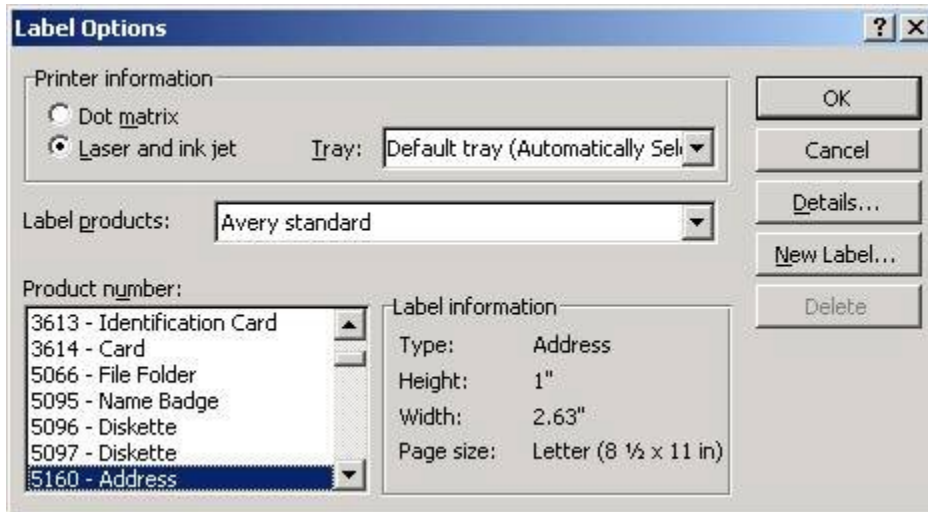
If you need to make a sheet of labels for a one time project and will never use those same addresses ever again, you can do it in Word. This is recommended only if the addresses are handwritten and you definitely will not use them again. Otherwise there are ways to convert the addresses and do a mail merge using Excel or Access.

In Word's Tools menu, go to Envelopes and Labels. Click on the "Labels" tab and select your Label style by clicking on the Label icon at the bottom of the window.

When you have your settings as you need, click on the "New Document" box to the right.

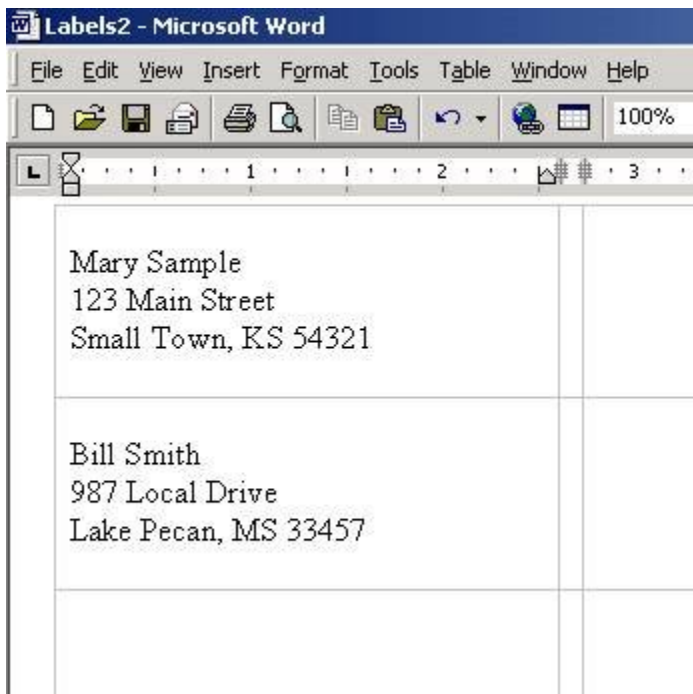


Choose the Avery or other brand label from the list that you are going to use for your project. If you have a preprinted one (with the university logo for example), you may need to adjust the printing area to accommodate where the text will print. You would select "New Label" to do this.



You can also change the font for your labels at any point just like any other Word document to make them have the look you want.

Here is a sample of what the page will look like as you start typing in your names and addresses.



Remember to do a test page on a blank sheet of regular paper first to make sure you load the label paper in correctly so as not to waste any sheets. If you want to check to make sure the addresses print within the margins of each label; place printed sheet up behind the blank label sheet and hold up to the light so you can see if it will print where you want.