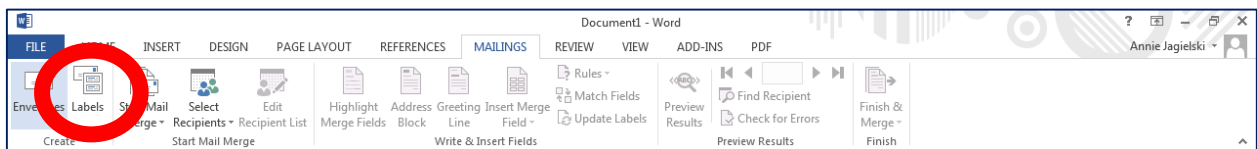



Word 2013: Creating Labels

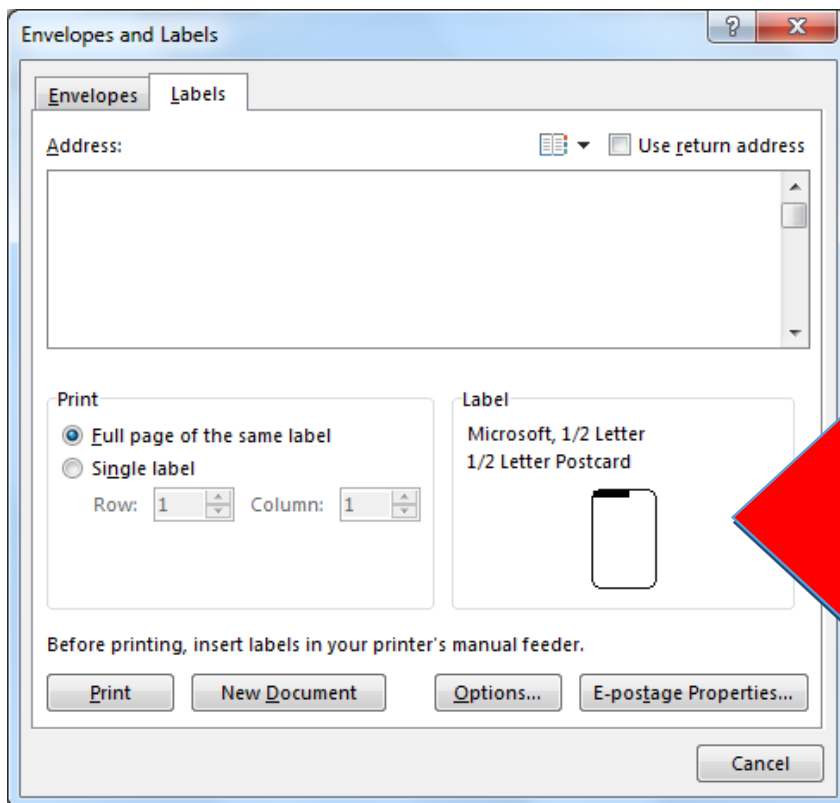
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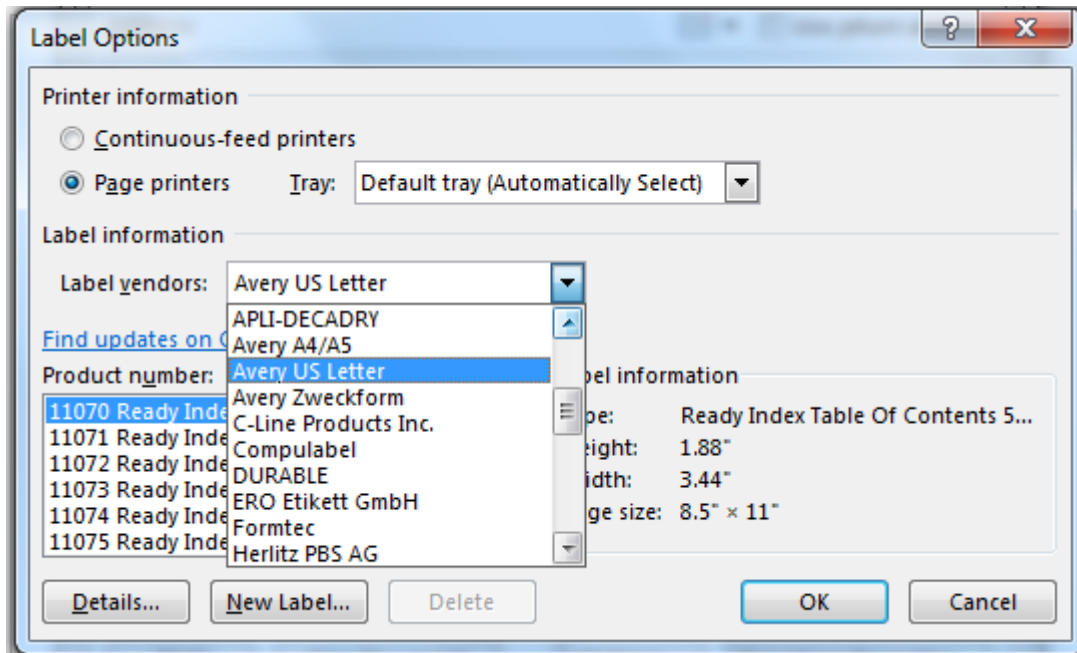
Creating Labels

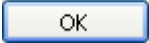


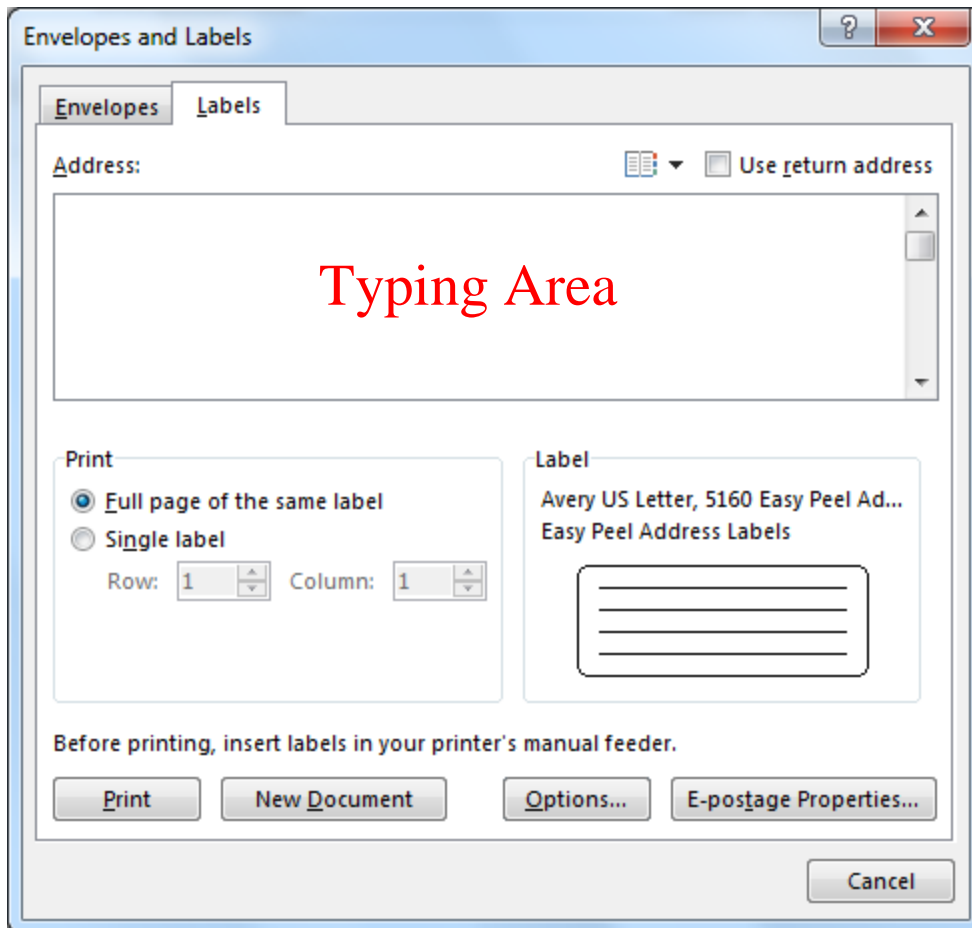
1. Open Word.
2. Click the **Mailings** tab.
3. Click 



4. Click the picture of the label from the pop-up screen.



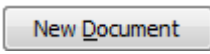
5. Click the down arrow next to **Label vendors** and find the manufacturer of the labels that you are using.
6. Scroll down and find label number. The number should appear prominently on the label packaging.
7. Click 



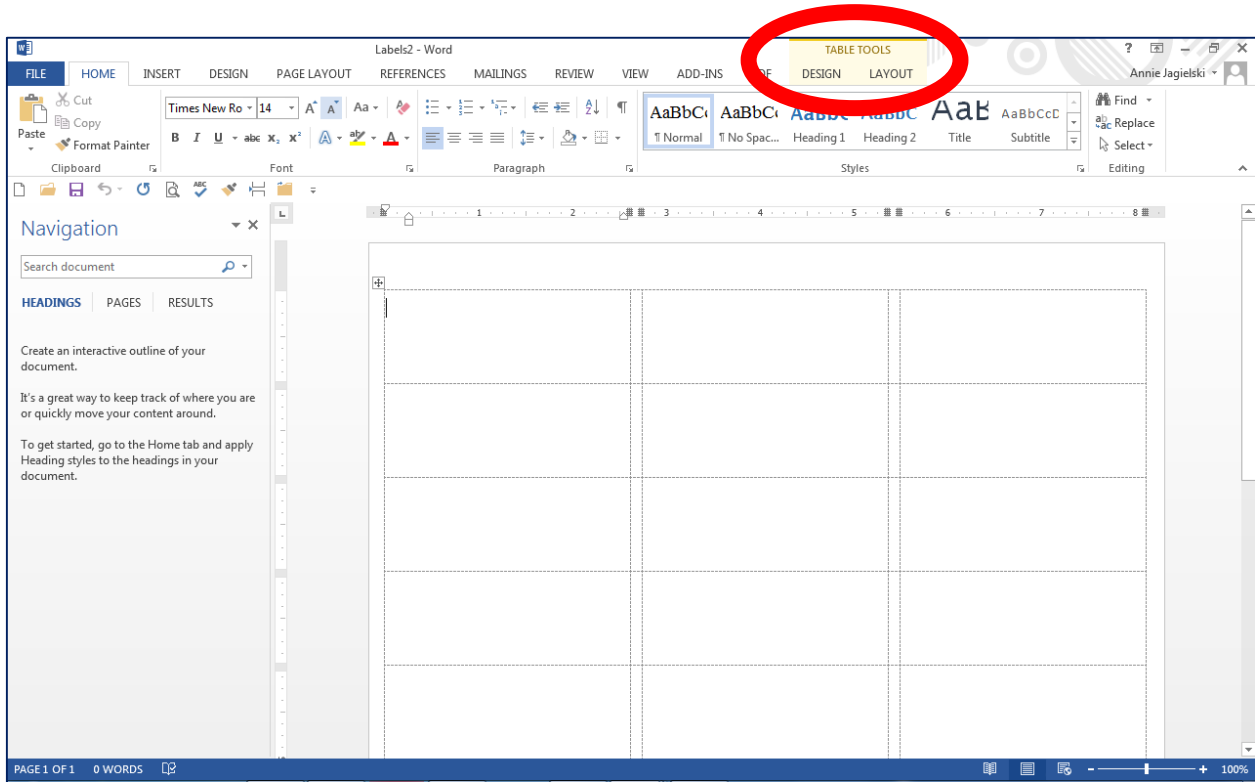
7. Click 



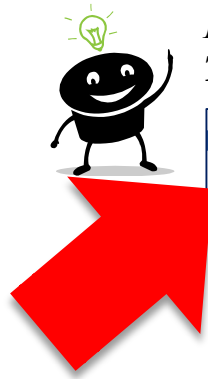
If you want a page of the same label:

- a. Type the label in the box under **Address**.
- b. Select **Full page of same label**.
- c. Click 

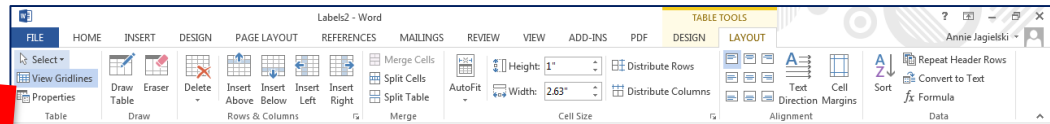
Word 2007: Creating Labels—continued



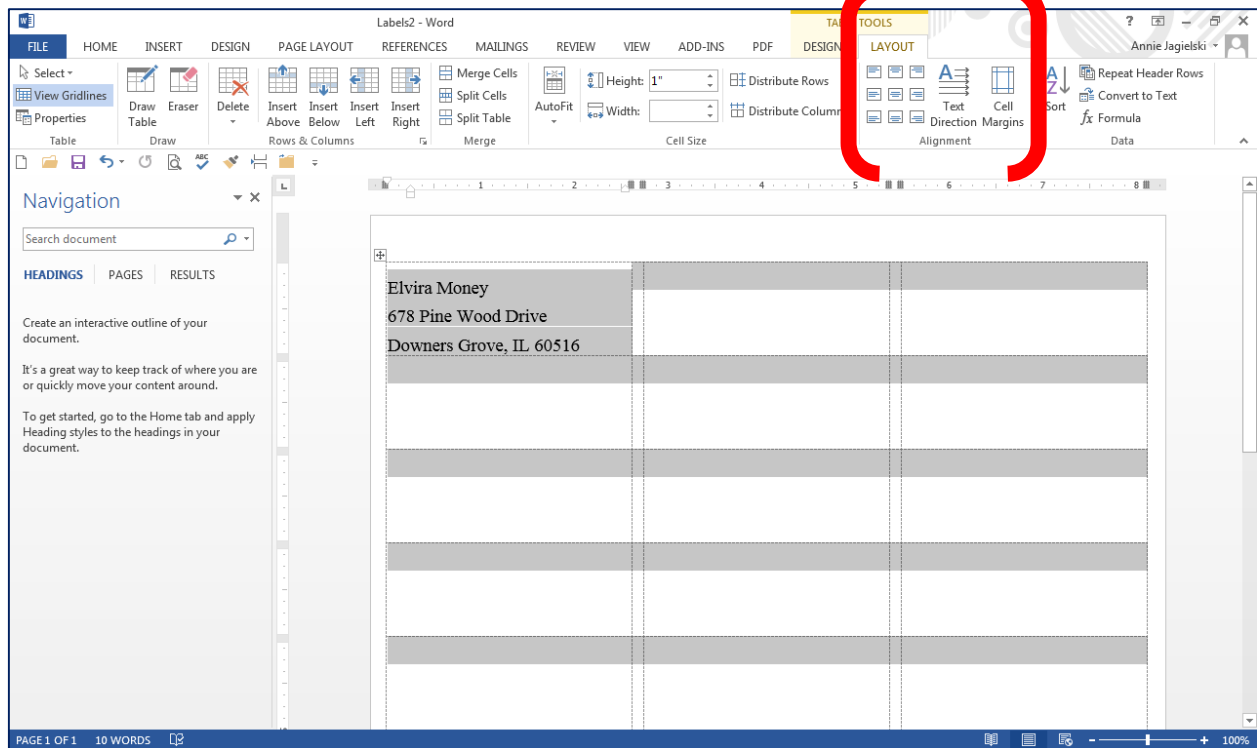
8. **Table Tools** appears at the top of the screen because labels are formatted tables.




*If you don't see light blue lines in the background, click **Table Tools/Layout** tab. Click **View Gridlines**.*

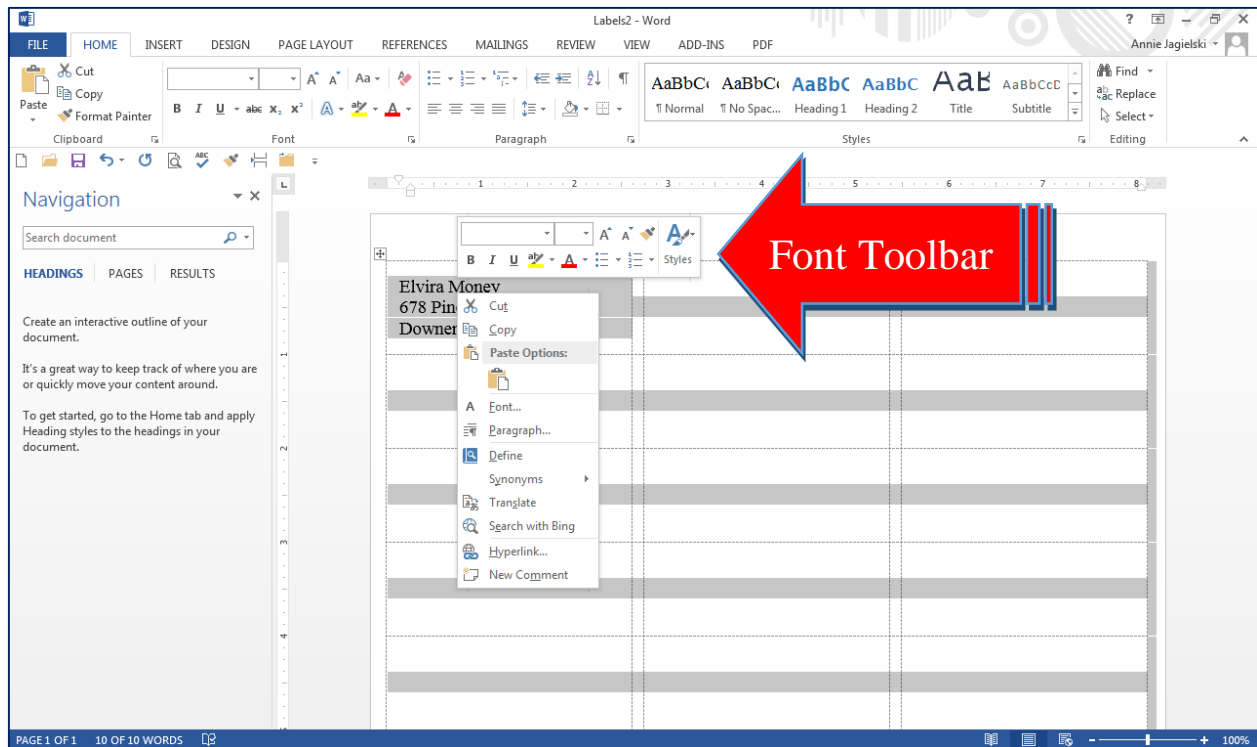


Formatting Labels



1. Type the first label or as many labels as you wish.
2. Highlight the label. To highlight the entire document, hold down the **Ctrl** key on the keyboard, and then press the **A** key on the keyboard. Release both keys.
3. From the **Alignment** group, you can change how the type is displayed. Let's center the type in the label; however, keep it flush left by clicking 

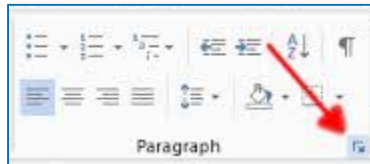
Word 2007: Creating Labels—continued



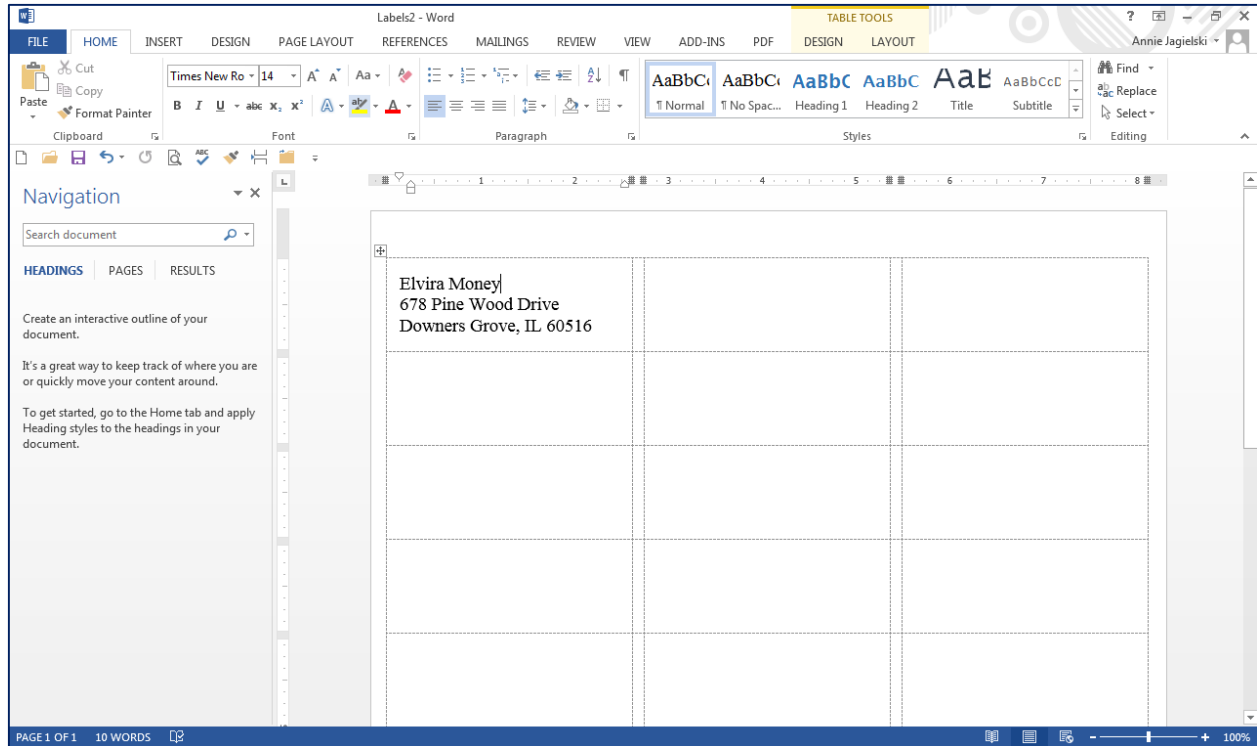
4. To change the font, font size, and/or the font color, **RIGHT** click the label.
Note: If you select all the labels, Ctrl + A, you can format all the labels at once. See #2 above.
5. Click the tools from the **Font Toolbar**.



To change the spacing between lines, click the **Dialog Launcher** in the **Home** tab/**Paragraph** group, and change the spacing before and after the lines. You may want to play with the margins, too.



Word 2007: Creating Labels—continued



It is always a good idea to print the first page of labels on a piece of paper to see if they line up correctly.