

LESSON 149

LABELS AND MORE IN MS WORD

Microsoft Word can make printing labels easy if you know the tricks. Here's how to create labels the easy way.

Avery labels are the standard in most work places today, and Microsoft made Avery labels the default label manufacturer in Word 2000. Microsoft Word also maintains a database of labels made by other companies. To find the database click on Tools, and then on Envelopes and Labels. Click on the Labels tab, then on the Options button. You can select from about 15 manufacturers and Word will display product numbers for the labels available from each.

If you use labels made by manufacturers not listed in the database, or if your listed label product settings are not correct, you can adjust the settings if you know the proper dimensions for the label. To do so, click on Tools, then on Envelopes and Labels. Click the Options button and select your label from the Label Products and Product Number drop-down menus. Click the Details button to open a dialog box that reveals the setting Word will use for that label. Change the settings as needed, and when you have it aligned properly, you'll need to save your new custom label settings with a new name, as Word will keep the original settings for that product number label.

To print labels, click on Tools and then open Envelopes And Labels. Configure the label window with whatever content you want your label to show, click to print either a single label or a whole sheet of labels with the same content information, and now just click on the Print button.

