Printing – Printing Labels

Word 2010 isn't a label-making program. Word prints on labels just as it prints on any sheet of paper. Basically, Word puts a table on the page, making each cell the same size as the sticky labels. Word then fills the cells with information, which fits snugly on each label. When the sheet emerges from the printer, you have a bunch of labels for your peeling-and-sticking pleasure.

What follows are very basic instruction with printing labels with Word 2010. For more involved results, please start with ***these instructions courtesy of Microsoft****.*

[[LINK: http://office.microsoft.com/en-us/word-help/make-labels-for-a-mass-mailing-HA101854798.aspx]]

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1. In Word 2010, Click the Mailings menu, and then click the Labels button (in the Create Group).
2. In the Address Text Box, type the text you want printed on the label, keeping in mind the size limits of your selected label.
3. (Optional) Apply some simple formatting by right-clicking in the Address box and selecting from the pop-up menu that appears (you can choose Font or Paragraph).
4. Select the Full Page of the Same Label radio button (this button appears in the Print section of the Envelopes and Labels dialog box).
5. In the Label section, choose the type of label you're printing on. If the stock number that's displayed doesn't match up, click the sample label to display the Label Options dialog box, from which you can choose the proper stock number or design of your labels. Once you have completed your Label selection, click OK.
6. Click the New Document button (by placing the labels in a new document, you can further edit them, if you like. You can also save them so that you can use the same document when you need to print a batch of the same or similar labels again).
7. Print the labels by pressing Ctrl+P or File > Print. Ensure that the sheet of labels is loaded into your selected printer, proper side up.