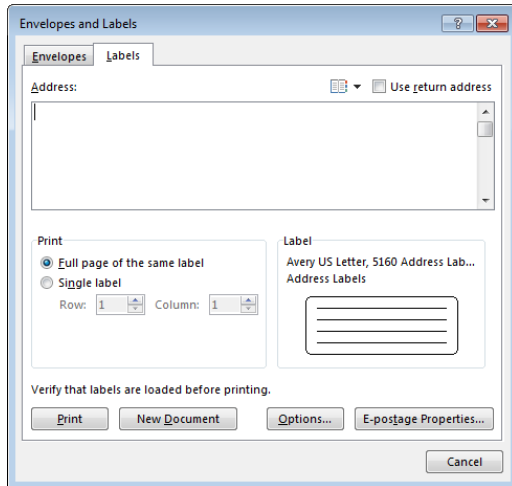
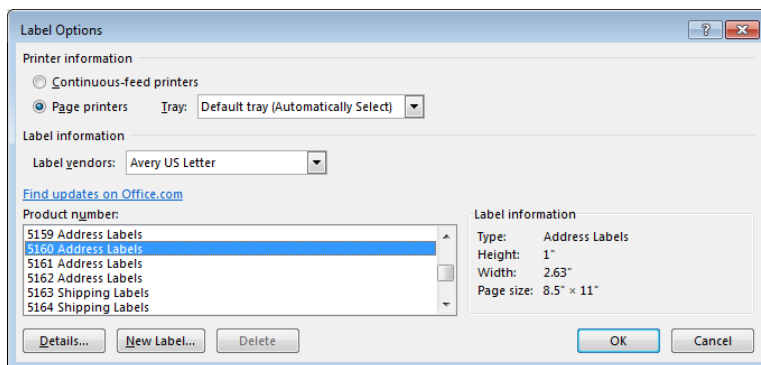


Accessing a template in Microsoft Word® for PC

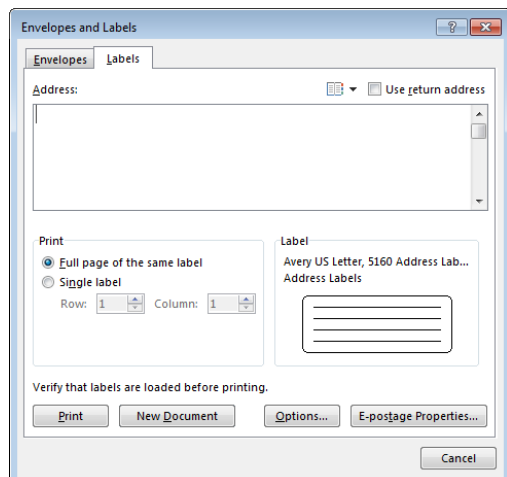
1. Open a new blank document in Microsoft Word.
2. Choose the Mailings tab at the top of the page.
3. Then select Labels to open the Labels dialog window.



4. Click the Options button.
5. In the Label Options dialog window, select Avery® US Letter from the Vendor List.



6. Next select the Avery template of product you want to print.
7. Click on Ok.



8. Make sure you have chosen Full sheet of the same label.

9. Select New Document.

If your template appears blank, please follow the steps below to enable the gridlines. The gridlines will outline the printable area for your template.

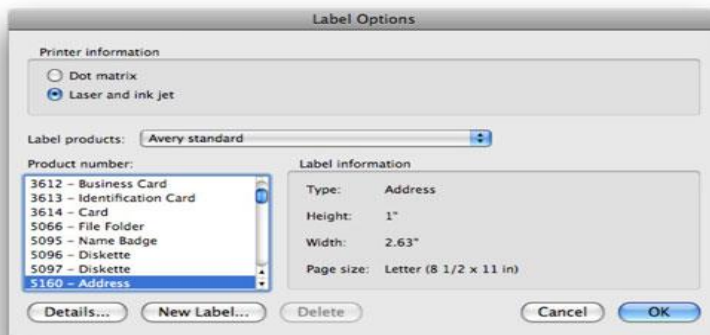
1. Click on the Layout tab at the top of the page.
2. Stay in the upper portion of Word and go to the far left and select View Gridlines.

Accessing a template in Microsoft Word® for Mac®

1. Open a new blank document in Microsoft Word for Mac (You can open a new blank document by pressing Command + N).
2. Next choose Tools.
3. Then select Labels to open the Labels dialog window.



4. Click the Options button.
5. In the Label Options dialog window, choose Avery® Standard for Label Products.



6. Next select the Avery template of product you want to print. Then select Ok.



7. Make sure you have chosen Full sheet of the same label.
8. Click Ok and a full sheet of the labels will appear.

If your template appears blank, please follow the steps below to enable the gridlines. The gridlines will outline the printable area for your template.

1. Choose the Table Menu.
2. Select Display Gridlines.