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.

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Envelopes Labels	
<u>A</u> ddress:	Use <u>r</u> eturn address
	Ψ.
Print	Label
Eull page of the same label	Avery US Letter, 5160 Address Lab
Single label	Address Labels
Row: 1 🗘 Column: 1 🗘	
Verify that labels are loaded before printing	
Print New Document	Options E-postage Properties
	Cancel
	Cancel

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

Label Options	? 💌
Printer information	
Product number:	Label information
5159 Address Labels 5160 Address Labels 5161 Address Labels 5162 Address Labels 5163 Shipping Labels 5164 Shipping Labels 5164 Shipping Labels	Height: 1" Width: 2.63" Page size: 8.5" × 11"
Details New Label Delete	OK Cancel

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

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 <u>Full page of the same label</u> Single label 	Avery US Letter, 5160 Address Lab Address Labels
Row: 1 Column: 1	
Verify that labels are loaded before printing.	
Print New Document	Options E-postage Properties
	Cancel

- 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®

- 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.

Richard "Richie" Rich 12 Rich Blvd. NY, NY 10021			_	Font
		 Particular 	my address	code
Label			-	
Avery standard, 5160				ptions
Address		-	_	
Number of Labels				
• Full page of the same labe	t l			
O Single label Row: 1	Column	1		
Printing Options				
If your label style uses a non- your labels are not lining up o customize your feed method s	n the page con	r size and rrectly,	Cust	omize

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

 Dot matrix Laser and 				
Label products:	Avery standard			
Product number:		Label inform	ation	
3612 - Business		Type:	Address	
3613 - Identifica 3614 - Card	tion Card			
5066 - File Fold	er	Height:	1*	
5095 - Name Ba	dge	Width:	2.63*	
5096 - Diskette				
5097 - Diskette 5160 - Address		Page size:	Letter (8 1/2 x 11 in)	
Details	(New Label	Delete	Cancel	ОК

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

Richard "Richie" Rich 12 Rich Bivd. NY, NY 10021			Font
		 International 	ny address sry point barcode
Label			
Avery standard, 5160 Address			Options
Number of Labels			
Full page of the same label Single label Row: 1	Column: 1	. (
Printing Options			
If your label style uses a non-sta your labels are not lining up on t customize your feed method set	the page correc		Customize
Mail Merge) (Print			Cancel 0

- 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.