Creating Labels in Word 2007

1. Click on the **Mailings** tab on the overhead menu bar.
2. Select **Labels** in the Create box on the overhead menu bar.
3. If the label you want to use does not appear in the Label box, click on the label that is in the box.
   a. Make sure the **Page Printer** box is checked.

   ![Label Options](image)

   b. Use the drop down arrow next to **Label vendors** to select the company that makes your label (usually Avery US letter)
   c. Select the number of the label that you wish to print on in the **Product number** box. I use 5160 for regular mailings but the label number should be written on the box the labels came in or printed on the back of the label sheet.
   d. Press the **OK** button.

**Printing a Single Label**

1. Click on the **Single Label** box and then use the up and down arrows to select the **row** and **column** of the label you wish to print.

   ![Single Label Options](image)

   **Note:** If you want to put a picture on a single label see the instructions under Adding Images to your labels.

2. Enter the address information in the **Address** box.
   a. You can change the font type, color or size by right clicking in the address box and selecting **Font**.
Creating a full page of the Same Label

1. Enter the Address information into the Address box.
   a. You can change the font size, style or color by right clicking inside the Address box and selecting font.
2. Click on Full Page of the same label.
3. Click on New Document.

Creating a full page of Different Labels

1. Leave the Address box blank.
2. Click on Full Page of the same label.
3. Click on New Document.
4. A new page of blank labels will be created for you. Fill in the address information for each label.

   Note: If you do not see the outlines for your labels click on the Layout Tab under Table Tools on the overhead menu bar and then select View Gridlines in the Table box.

Adding Images to Labels

1. Leave the Address box blank.
2. Click on Full Page of the same label.
3. Click New Document.
4. Click on Insert on the overhead menu bar and then select either Picture or Clip Art.
5. Choose the picture you want to insert and click on it.
6. Use the handles around the picture to resize it so you can get your address on the label.
7. Click one time on the image and then select Picture Tools from the overhead menu bar.
8. Click on Text Wrapping and select Square.
9. Move the picture to where you want it positioned on the label.
10. Type in the Address information next to the picture.
11. If you want to create different labels with different pictures just repeat steps 4 through 10 for each label. You can also select and copy the labels if you want two or three the same.
12. If you will be creating a full page of the same label click on Mailings on the overhead menu bar and select Labels.
13. You will see the address in the Address box but the picture will not show up. It will, however print on the labels.
14. If you want a picture on a single label the quickest way is to just put the picture on the single label you want and print the whole sheet.