HOW TO CREATE A TEMPLATE USING MICROSOFT® WORD

1. Open Microsoft Word
2. Choose the Mailing tab on the tool bar
3. Choose Labels
4. In print box choose "full page of same label"
5. Choose Options, New Label
6. Give your label a name you'll remember "Your Template Name" in the Label Name field
7. Complete the parameters as follows:

For <u>CARDS</u>

a. **Top margin:** 0.25"
b. **Side margin:** 0.25"
c. **Label height:** 1"
d. **Label width:** 5.25"
e. **Number across:** 2
f. **Number down:** 8
g. **Vertical pitch:** 1"
h. **Horizontal pitch:** 5.25"
i. In the drop down menu, change **Page Size** to letter landscape 11" x 8.5"
j. **Choose OK**

For <u>LABELS</u>

a. **Top margin:** 0.85"
b. **Side margin:** 0.4"
c. **Label height:** 1.35"
d. **Label width:** 5.25"
e. **Number across:** 2
f. **Number down:** 5
g. **Vertical pitch:** 1.35"
h. **Horizontal pitch:** 5.35"
i. In the drop down menu, change **Page Size** to letter landscape 11" x 8.5"
j. **Choose OK**

8. Choose "Your Template Name" from the Label Options menu and click OK.

Congrats, you are now ready to use your template!

PRINTING TIPS
1. Print a test page on a blank sheet of paper.
2. Hold the printed test page behind the Label or Card Sheet to check the alignment.
3. If adjustments are necessary, make them.
4. When the alignment is correct, print onto the Label or Card Sheet.

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