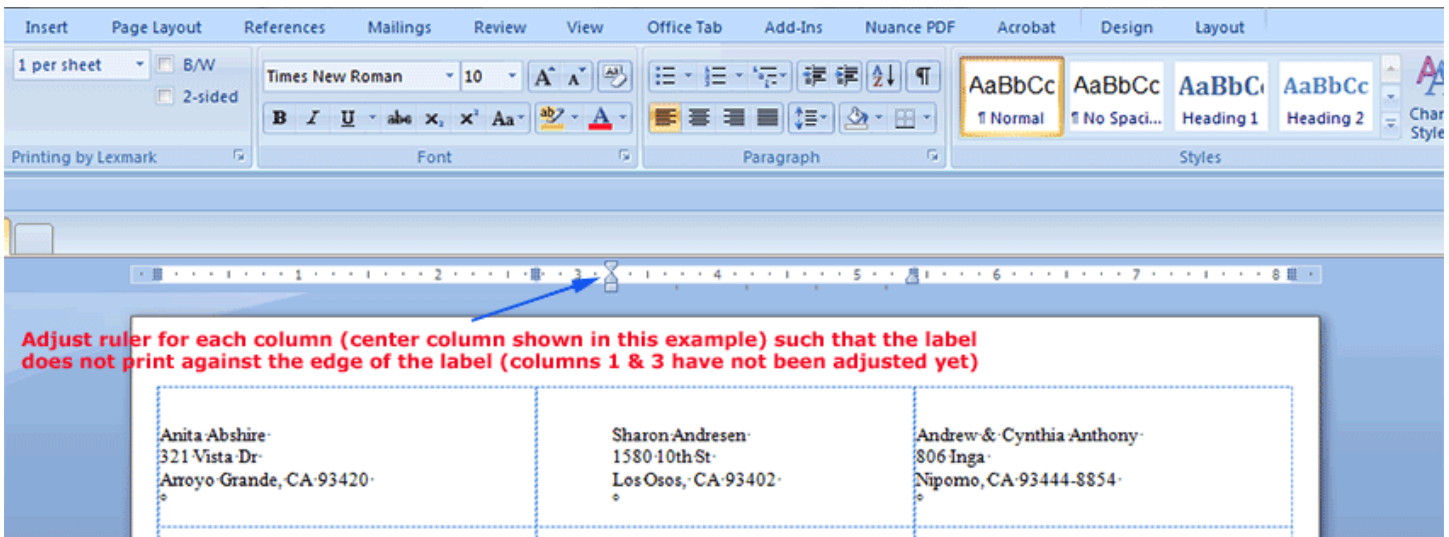


# Mailing Labels

11-11-2019

(BASED ON 1"x2-5/8" 30/SHEET ADDRESS LABELS SUCH AS **AVERY INK JET #8160** OR **AVERY LASER #5160**.)

- Select (click) the desired label at the bottom of the 'Mailing Labels' page
- A new window will appear with the labels, from which we will cut-n-paste into your word processor
- Select 'Edit' (located at top of browser window), then 'Select All', then back to 'Edit', then select 'Copy'.
  - A shortcut for these steps is Ctrl A 'select all', then Ctrl C 'copy'.
- Open your Word program
- Select "**Page Setup**" from the "**File**" menu on your word program (write down settings).
  - Start with 0.40 in. for **top**, **left** and **right** margins, and 0.20 for **bottom**.
- Now paste (Ctrl V) into the new Word document
  - You will probably need to adjust the 'margin' for each column so that the labels do not print against the edge of the label, as shown in the example from *Microsoft Word* below:



- Use "**Print Preview**" from the "**File**" menu on your browser before printing anything.
  - Look at all pages to see that the text lines up with the previous pages. If you need to adjust the alignment, select "**Page Setup**" from the "**File**" menu and change the settings.
  - Return to "**Print Preview**" to see how the changes affect the alignment. Repeat this process as necessary until proper alignment is achieved.
- Print test pages (maybe just the first two pages) on blank paper and compare with a sheet of labels. If the output is aligned, write the settings down for future use.