

(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
     af the label, as shown in the example from Microsoft Word helow;

of the label, as shown in the example from *Microsoft Word* below:

Insert Page Layout R	References Mailings F	Review View Of	fice Tab Add-Ins	Nuance PDF	Acrobat	Design Layout		
1 per sheet  B/W 2-sided	Times New Roman * 10 B I U * abs X, X <sup>3</sup>	- A ∧ ↔	= · (= · '\7·) (# ■ = = ■)(= ·		AaBbCc Aa 1 Normal 1 N	aBbCc AaBbCo No Spaci Heading 1	AaBbCc Heading 2	Char Style
Printing by Lexmark	Font	6	Paragraph	9		Styles		
Adjust ruler for each column (center column shown in this example) such that the label does not print against the edge of the label (columns 1 & 3 have not been adjusted yet)         Anita Abshire       Sharon Andresen         321 Vista Dr       1580-10th St         806 Inga								
Arroyo Gran	nde, CA-93420	LosOs	os, CA-93402	Nipomo	),CA·93444-88	854-		

- 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.