

MAKING LABELS

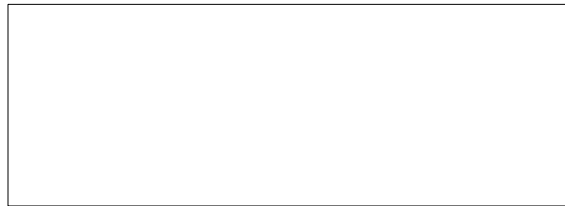
I. Types of labels

As most of you know, there are many different types and sizes of labels which can be formatted and printed using your computer and printer, a program, and label stock (paper). In fact, Avery (Avery Dennison Corp.), the premier labels-stock producer, makes over 400 different sizes and types.

We will concern ourselves today only with address labels and return address labels.

A. Label-stock -

1. Use white or clear label-stock.
2. Use label-stock made for your printer type -- either Ink Jet or Laser -- retail boxes are clearly marked.
3. Address labels - most common sizes are: 1" x 2-5/8"



or 1" x 4"



4. Return address labels - most common sizes are: 1/2" x 1-3/4"



or 1" x 2-5/8"



5. Label descriptions. Labels are often described as *1-up*, or *2-up*, etc., meaning the number of labels across the label-stock sheet.
For example, Avery #8160 is *3-up* at 1" x 2-5/8" (with 30 labels per sheet).

II. Labels software



For making labels you can chose from various types of programs:

- Labels only program - small & you must type in each address
- Address List or Address Book programs - for making lists & labels
- Word Processor programs
- Database programs
- Spreadsheet programs

III. USPS Preferences

The Post Office guidelines show the following preferences:

- Use a "clean" font; no script, no italics, nothing fancy.
- 10 point fonts are good for return address labels
- 12 point or larger for address labels
- Use white or light colored envelopes.
- Use black color for text.
- Use capital letters only.
- Use minimal punctuation, if any.
- Don't place graphics on same lines as address.
- Don't print addresses or place labels in envelope areas reserved for machine codes.

IV. Return address labels - general

Most word processors provide a method of creating and printing a full sheet of labels of-the-same-return-address.

V. Address labels - general

- A. Most word processors provide a method of creating and printing address labels one-at-a-time.
- B. Most database or spreadsheet programs contain a label making function and *merging* function to allow printing of labels from an address list.
- C. A *database* address book can be made simply in Microsoft Works 4.5 database.

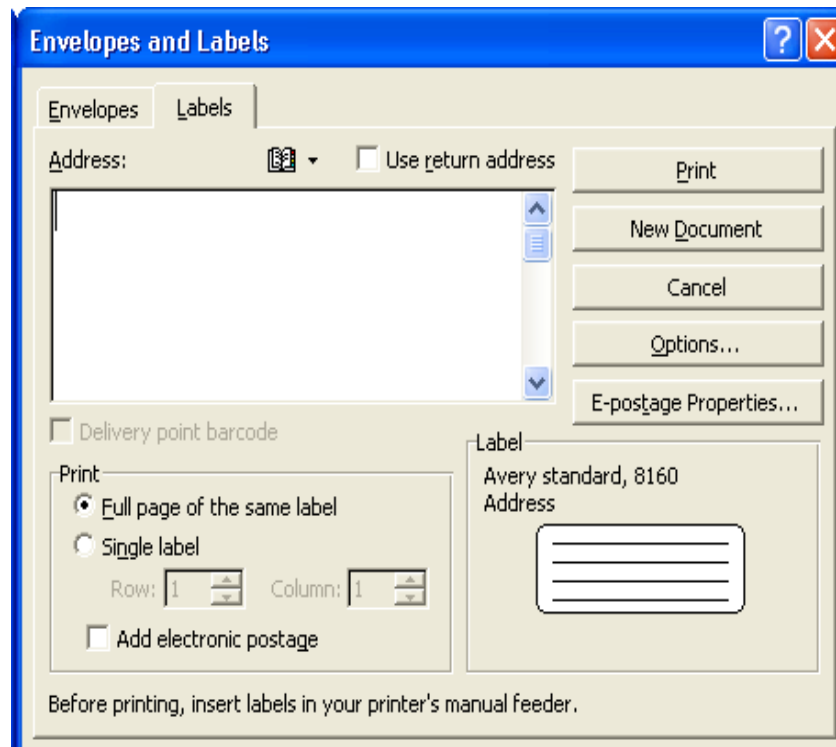
Go to Task Launcher
Click on Common Tasks
Double click on Address Book
Click Yes, run the Task Wizard
Click on Personal Address Book
Click Next, Next, then Create It
Click on Create Document
On the menu bar, Click on Save
Type a name for the document
Click on the Save button
Now you can enter names, addresses, etc. into your new address book.
Look at your address book in different modes by clicking on View on the menu bar
Items can be added, changed or deleted at any time after opening the file.

VI. Return address labels - Details

A. Creating Return Address labels

1. Using Microsoft **Word** 2002

Click on Tools
Click on Letters and Mailing
Click on Envelopes and Labels
See



In white box, type the return address as you want it to appear on the labels,

Put dot in front of Full page of the same label,

Click on Options button and choose the size label you are using,

Click OK,

(Before printing the labels it is a good idea to print the "labels" on a

sheet of regular paper and compare this printout to the template received in the label-stock package. Usually you can put the printed sheet on top of the template, hold the two up to a bright light and check the alignment. If okay, load a sheet of label-stock in your printer.) Click on the Print button.

If these instructions don't work for your word processor, Click on Help.

2. Using Microsoft **Works** 4.5

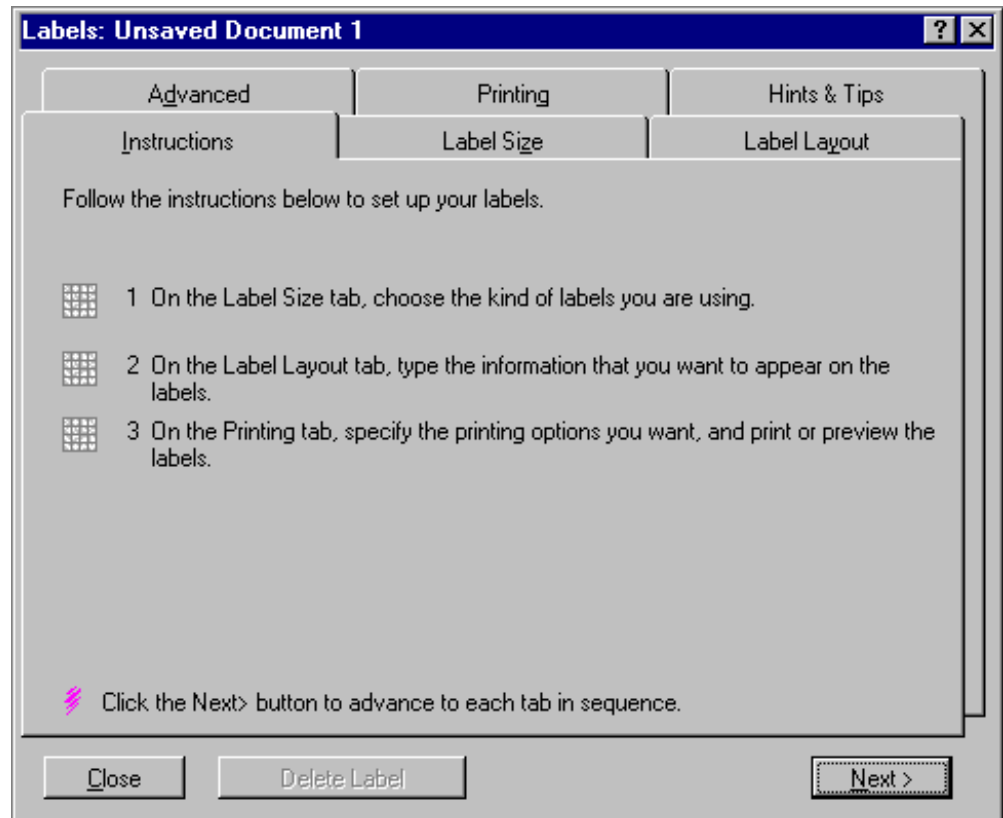
Go to Task Launcher and click on Envelopes and Labels,

Double click on Return Address Labels,

Click Yes, Run Task Wizard button,

(If the First Time Help window appears, click OK button)

See the Label Instructions window,



Read instruction 1, then click on the Label Size tab,

Click on Avery 5160 for 2-5/8" (3-up) labels,

Click Next (to take you back to Label instruction window) and note that a check mark is shown in front of instruction 1,

Read instruction 2, then click on the Label Layout tab,

Click Font button to choose the font and size (use size 10)

Click OK button

Type in your name & return address

Click Next,

Read instruction 5, then click on Printing tab,

In the Number of Labels box, change the "1" to the number you want,

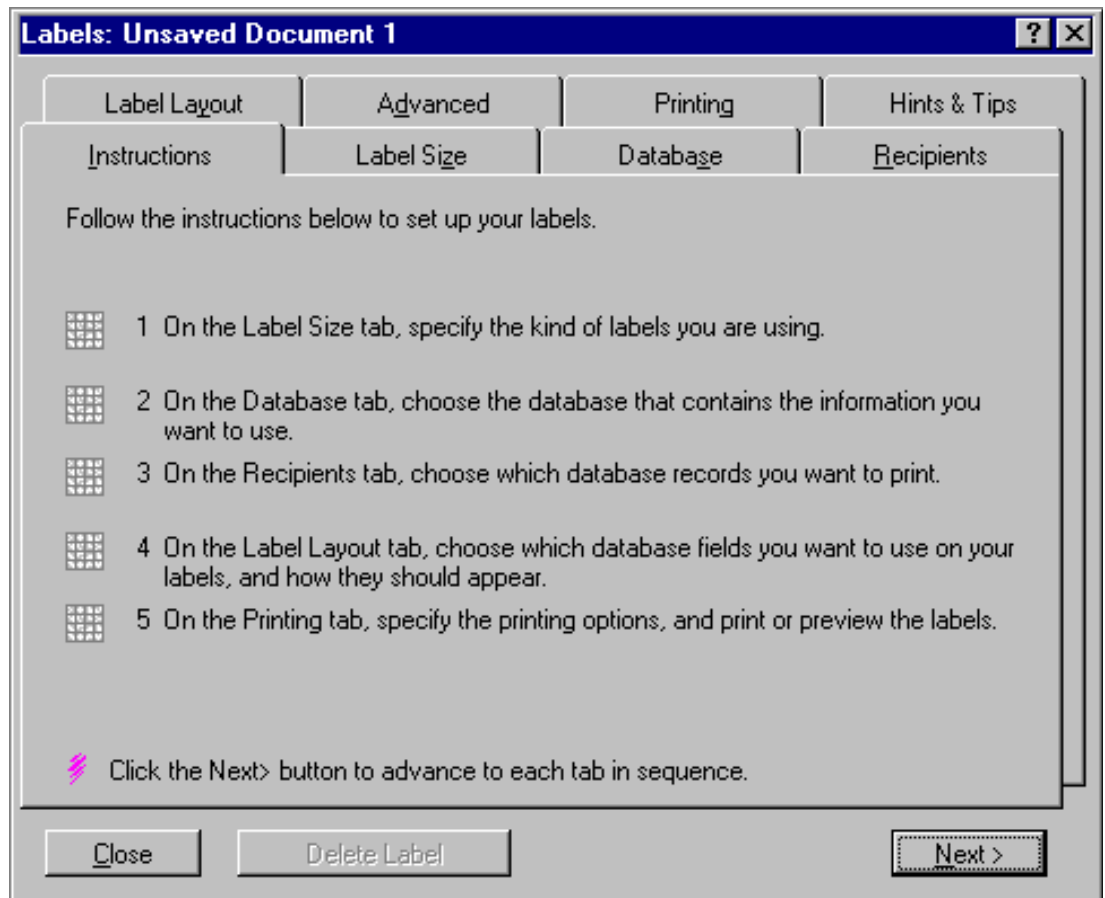
Click on Preview button to see what the printed labels will look like.

If anything needs correction, click on the Cancel button, Click on the appropriate tab and make changes. (Before printing the labels it is a good idea to print the “labels” on a sheet of regular paper and compare this printout to the template received in the label-stock package. Usually you can put the printed sheet on top of the template, hold the two up to a bright light and check the alignment. If okay, load a sheet of label-stock in your printer.) If all is okay, click on the Print button. If you have problems, click on Help on the menu bar.

VII. Address labels - Detail

A. Creating a single address label (using Microsoft Word 2002)
Same as VI. (Above)

B. Creating address labels using merge function (using Microsoft Works 4.5).
Go to Task Launcher and click on Envelopes and Labels,
Double click on Labels,
Click Yes button, to run Task Wizard,
(If the First Time Help window appears, click OK button)
See the Label Instructions window,



Read instruction 1, then click on the Label Size tab,
Click on Avery 5161 for 4" (2-up) labels or 5160 for 2-5/8" (3-up) labels,
Click Next (to take you back to Label instruction window) and note
that a check mark is shown in front of instruction 1,
Read instruction 2, then click on Database tab,

Select the name of the data base containing your address list (mine is "Addr list new.wdb"),

Click Next (and notice that a check mark is shown in front of instruction 2),

Read instruction 3, then click on Recipients tab,

Click on All Records (However, I want a label for only for some people in my database so I will click on Currently Marked Records then click on View Database where I can mark the records I want labels for.

In the database I will mark the records I want to use),

Click the Next button.

Read instruction 4, then click on the Label Layout tab,

Select Name then click Add Field,

Select Surname then click Add Field,

Click New Line,

Select Address then click Add Field,

Click New Line,

Select City then click Add Field,

Select State then click Add Field,

Select Zip then click Add Field,

Click Next.

Read instruction 5, then click on Printing tab,

Click on Preview button to see what the printed labels will look like.

If anything needs correction, click on the appropriate tab and make changes; if all is okay click the Print button.

If you have problems, click on Help on the menu bar.