

Custom labels

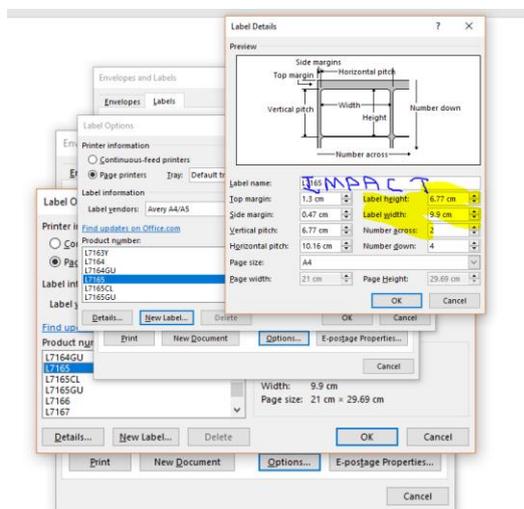
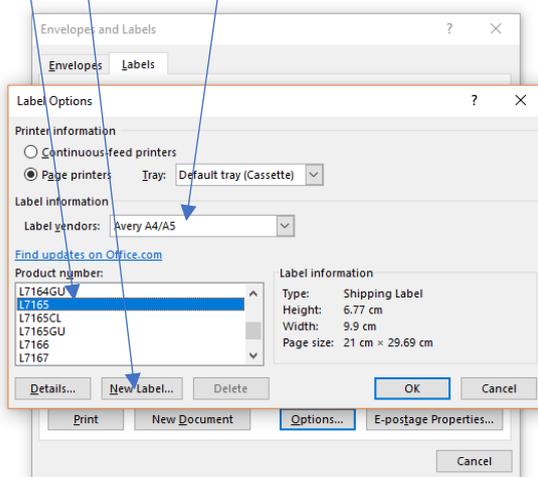
In Word mailings/labels

Click on options

Change label vendor to Avery A4/A5,

Find label that most closely matches the label you have e.g. 2 x 6 labels per page

Click new label



Change label name

Measure impact label height and width and enter into corresponding boxes

Click ok

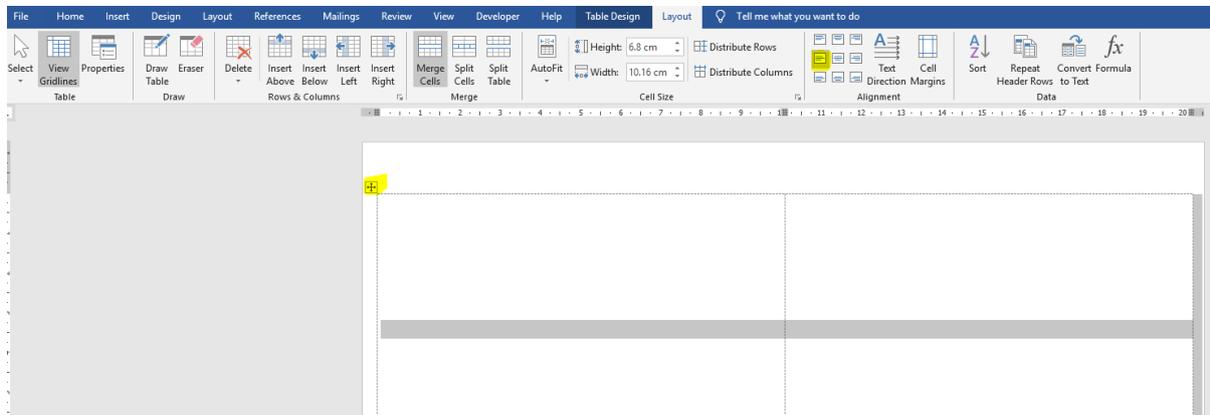
Click ok in next box

Click new document

If merging labels, the template can be found in other/customer

Suggest to align center left to allow for any differences in the margins

(select table, click layout and align centre left button)



Also suggest you print a full page onto plain paper first and hold against back of labels to check alignment before printing onto labels.