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

Envelopes and Lab	els		?	\times	
<u>E</u> nvelopes <u>L</u> ab	els				
Label Options				?	×
 ○ Continuous feed p ● Page printers Label information Label vendors: Avery Find updates on Office. 	rinters Iray: Default tray (Cas A4/A5	sette)			
Product number:	•	Label informat	ion inning Label		
L7165 L7165CL L7165GU L7166 L7167	v	Height: 6.7 Width: 9.9 Page size: 21	7 cm) cm cm × 29.69 cm		
Details New L	abel Delete		ОК	Cano	el
Print	New <u>D</u> ocument	Options	E-postage Prop	erties	T
				Cancel	



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)

File	Horr	ie Insert	Design	Layout	Reference	s Ma	ilings	Review	View	Develop	er Help	Table Desi	gn Layou	ıt 🖓	Tell me what	t you w	vant to do							
Select •	View Gridlines	Properties	Draw Erase Table	r Delete	Insert Above	Insert Below	Insert I Left	Insert Right	Merge S Cells C	plit Split cells Table	AutoFit	Uidth:	5.8 cm 🗘 10.16 cm 🗘	🗄 Distr	ribute Rows ribute Columns	s		A Text Direction M	Cell largins	A Z↓ Sort	Repeat Header Rov	Conve vs to Teo	fx rt Formula t	
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Also suggest you print a full page onto plain paper first and hold against back of labels to check alignment before printing onto labels.