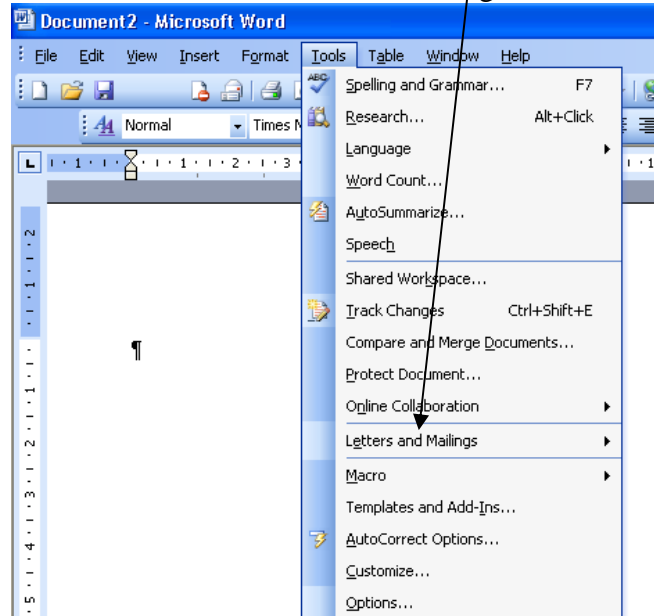


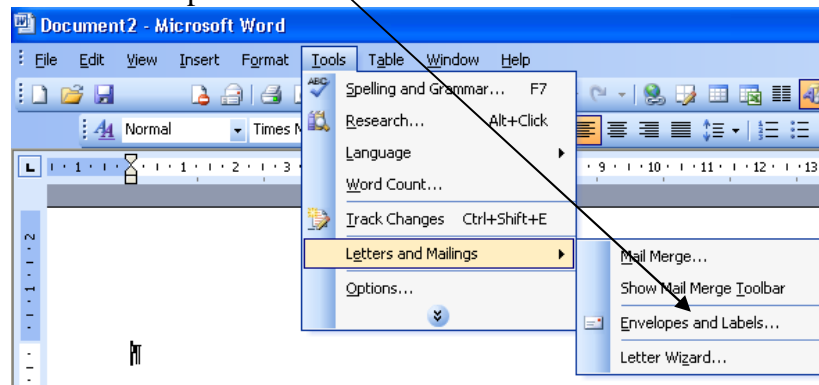
How to create mailing Labels in Word 2003

Open a new document (File and New and select Blank document on the right of the screen).

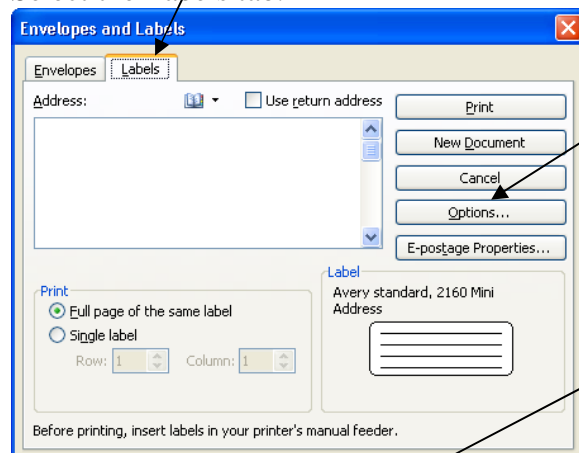
Got to Tools, and Letters and Mailings



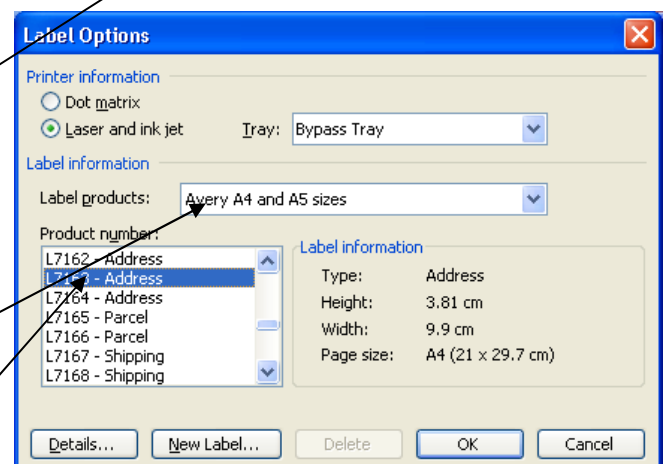
Select Envelopes and Labels



Select the Labels tab.

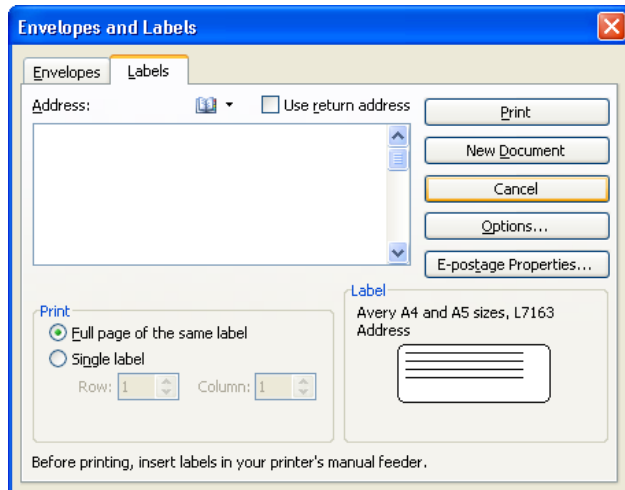


Click on Options.

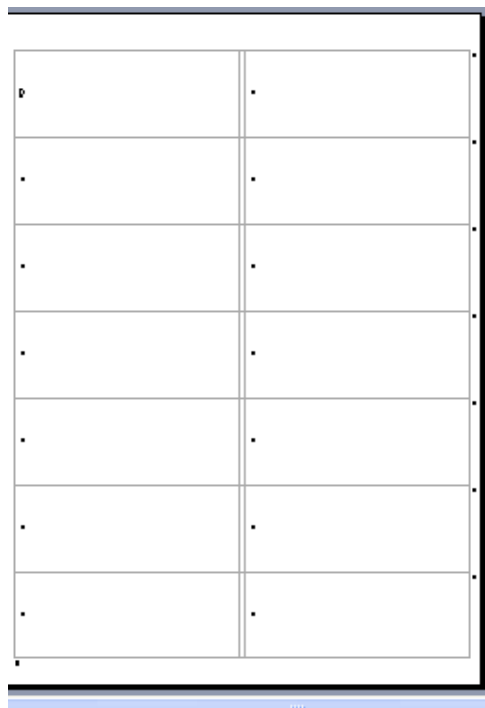


Select Avery A4 and A5 sizes and L7163

(or the label that you have chosen). Shops such as Rymans, W.H.Smiths and Staples stock labels, chose one appropriate for your needs, L7163 is one I use. It is important to get the right number for the label you have bought on the computer (right hand picture on the previous page) otherwise it will not print correctly. **Make sure you get the right type of label for your printer**, the 2 alternatives are laser and inkjet, with **most people using inkjet printers at home**.



Then select New Document, and a screen similar to the one below will appear. Addresses can then be typed in the space for each label (partial illustration on the right below). Move from label to label using the tab key or clicking with the mouse.



Save with an appropriate name such as Xmas List and it can be used again and again. Before printing load the labels into the printer instead of paper.

Mike Allen October 2010