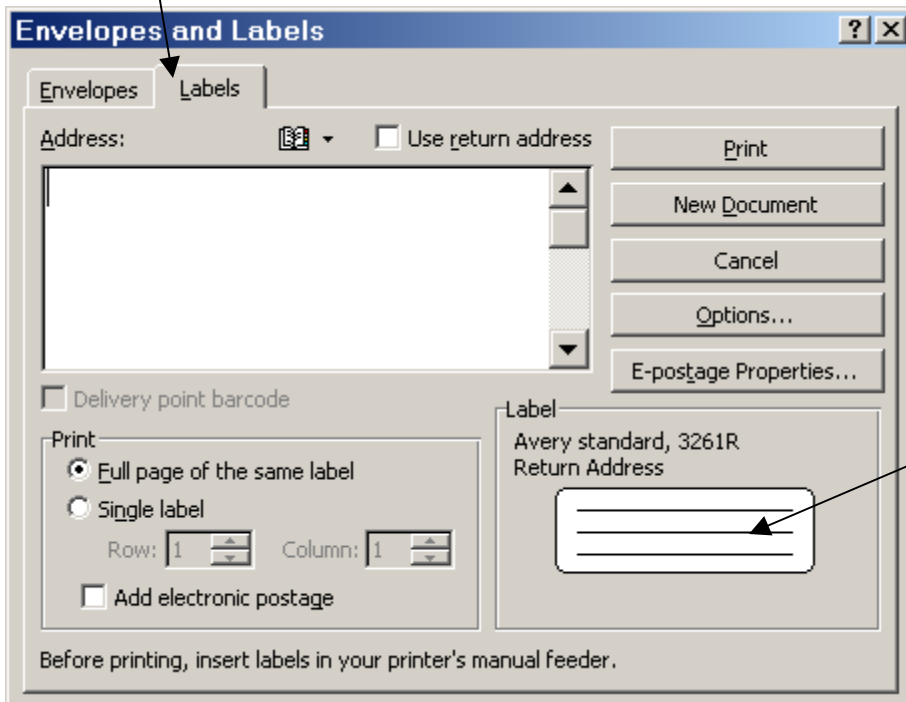
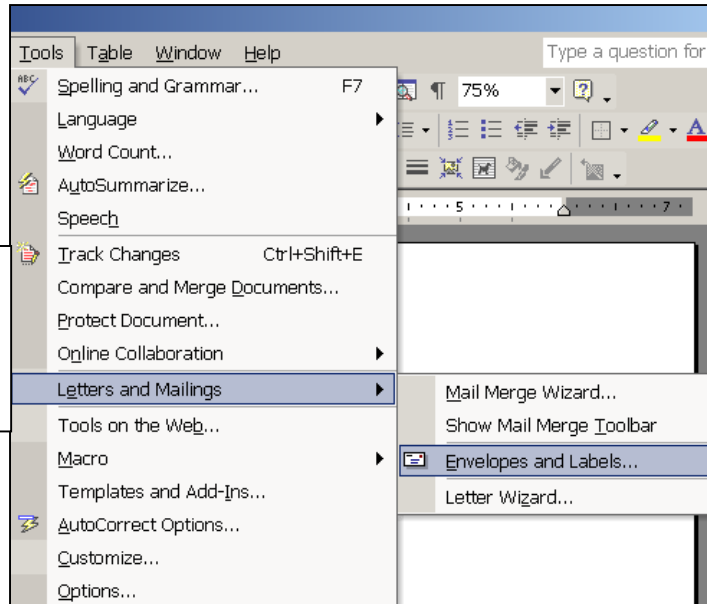


Return Address Labels Microsoft Word

Open up Microsoft Word so that you are in a blank document.

Click on **TOOLS** to **LETTERS AND MAILINGS** to **ENVELOPES AND LABELS**.

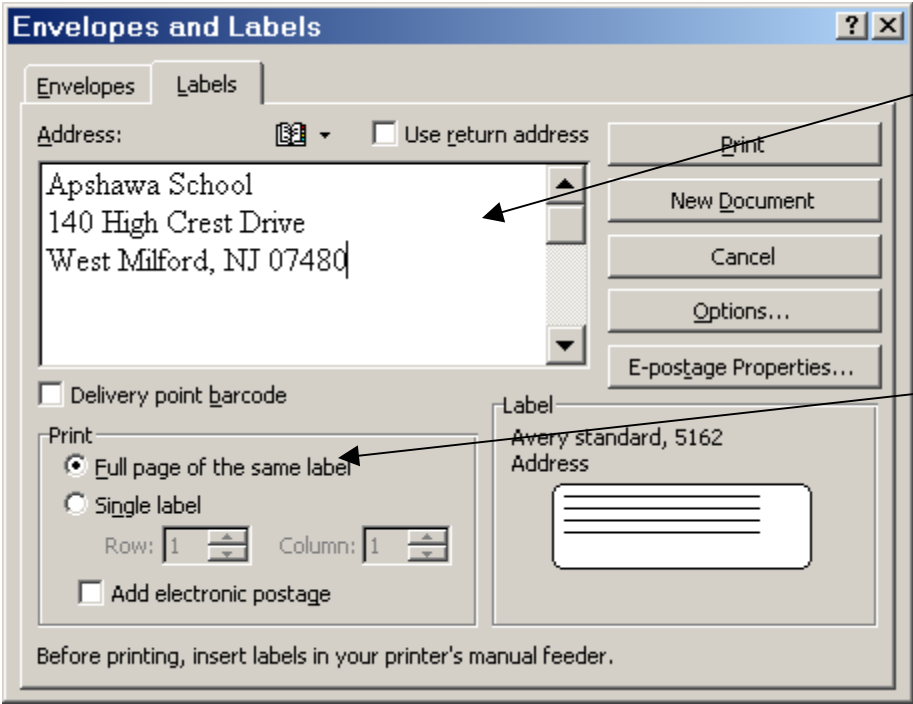
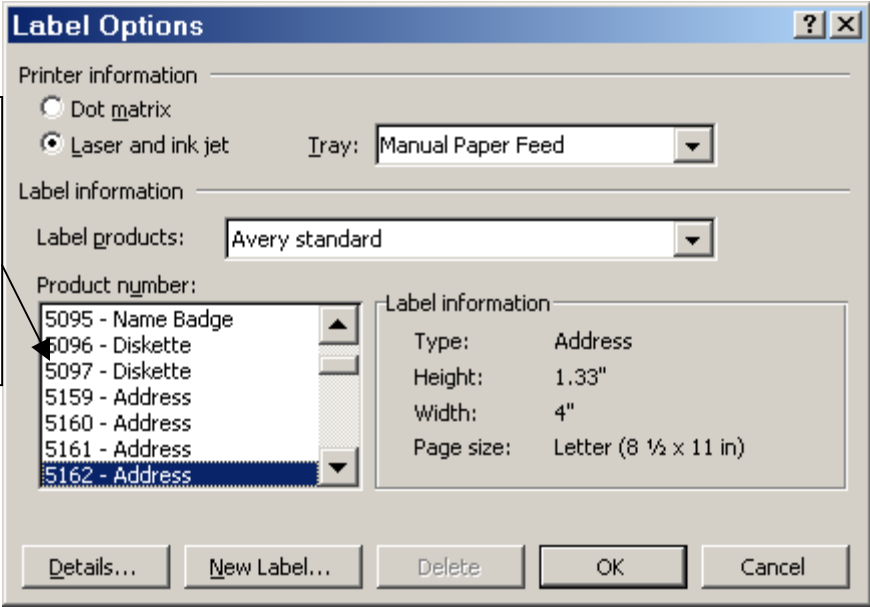
Click on the tab for **LABELS** to select that screen.



Click on the sample label to open up the screen where you can choose your size label.

Choose the correct size label as printed on the box of labels you have.

Click OK.



Type in the address you'd like to print.

Click to select FULL PAGE OF THE SAME LABEL

To customize your address, highlight it. Then RIGHT CLICK on it, and select FONT. Choose the font, font size and color you'd like, then click OK.

Click on the **NEW DOCUMENT** button. This will allow you to further customize your labels and save them for future use.

A new Microsoft Office document will open with all of your labels on it.

** If you cannot see the dividing lines between your labels, click on **TABLE** at the top of the screen and select **SHOW GRIDLINES**.

Now you can save your labels and print them.