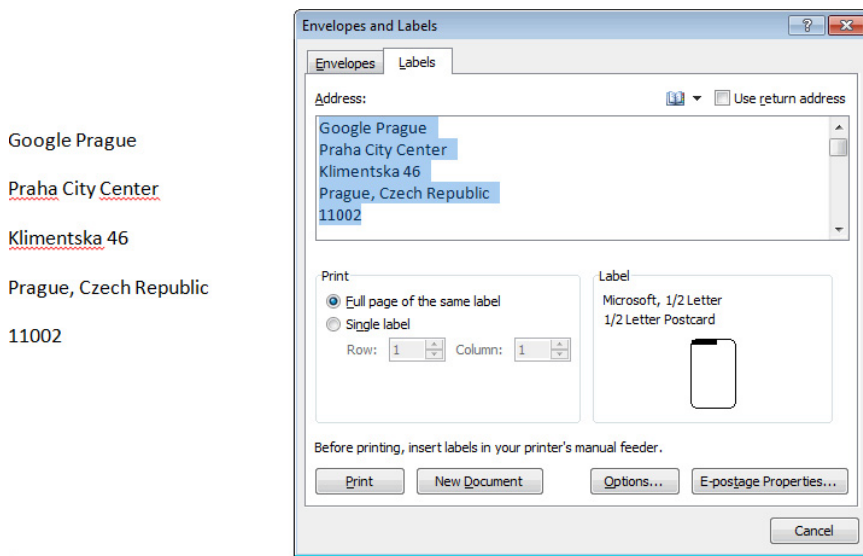


# Create Label in Word 2010

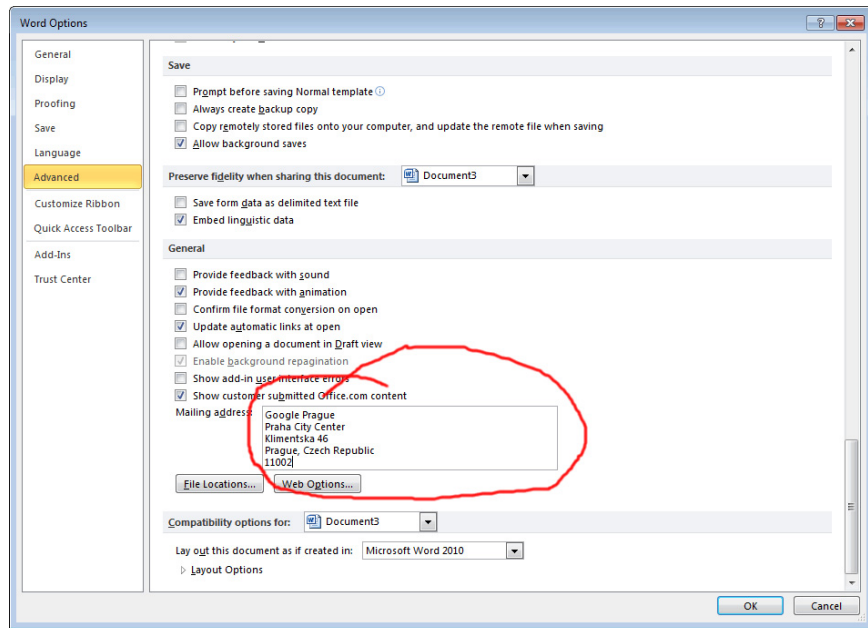
In the following tutorial, we will show you some basic and necessary steps to create and print Label in Microsoft Word 2010 program with just a few steps to set up. Technically, we can create labels directly with support tools right inside Word, or save them as a separate file ...

**TipsMake.com - In the tutorial article below, we will introduce you some basic and necessary operations to create and print Label in Microsoft Word 2010 program with just a few steps to set up.** Technically, we can create labels directly with support tools right inside Word, or save them as a separate file.

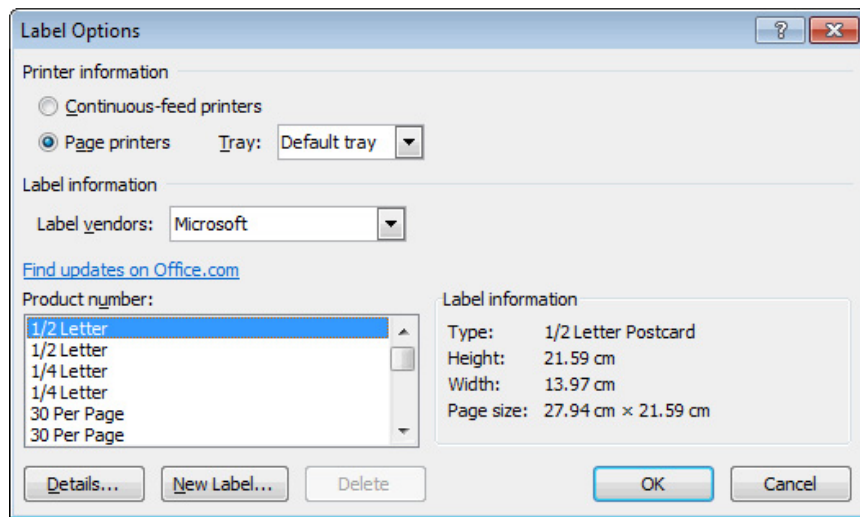
To start, you start Word program, open the **Mailings> Labels** tab in the **Create** group. If there is some information like the address in the current text, Word will use that information right in the **Address** field at the **Envelopes and Labels** window :



If the **Address** section has been selected, we can select and replace this data section by entering new information. Or check the box **Use return address** - the characters here will be inserted into the corresponding **Address** box. But where is this return address? Choose **File> Options> Advanced** , scroll down to the **General** tab near the bottom, we will see the **Mailing address** - this is the information store **return address**:

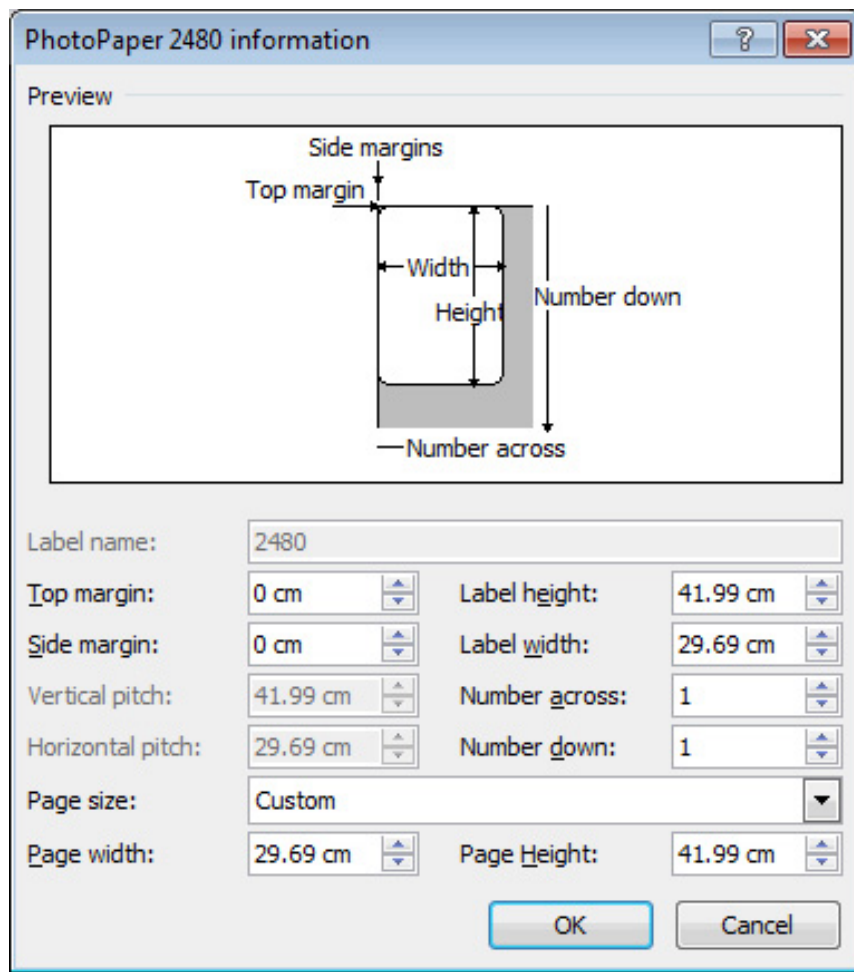


Also at this **Envelopes and Labels** window are a number of different options for you to insert all the labels into the text page or just display at a certain part. If you choose a **single label**, you must explicitly specify that display location in **Word**'s options. To display other options, click the **Options** button:



The options presented here are relatively easy to understand

To display more specific information here, click the **Details** button, the following example is the detail of the **2480 PhotoPaper** standard :



After performing editing operations, we can save it under another name for more convenient use later. Once you have selected the entire label printing mode, you will see that the list of these labels is arranged correctly and correctly in 1 table if you click the **New Document** button in the **Envelopes and Labels** window :

Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002
Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002	Google Prague Praha City Center Klimentska 46 Prague, Czech Republic 11002

Good luck!

You finished reading the article "**Create Label in Word 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.