

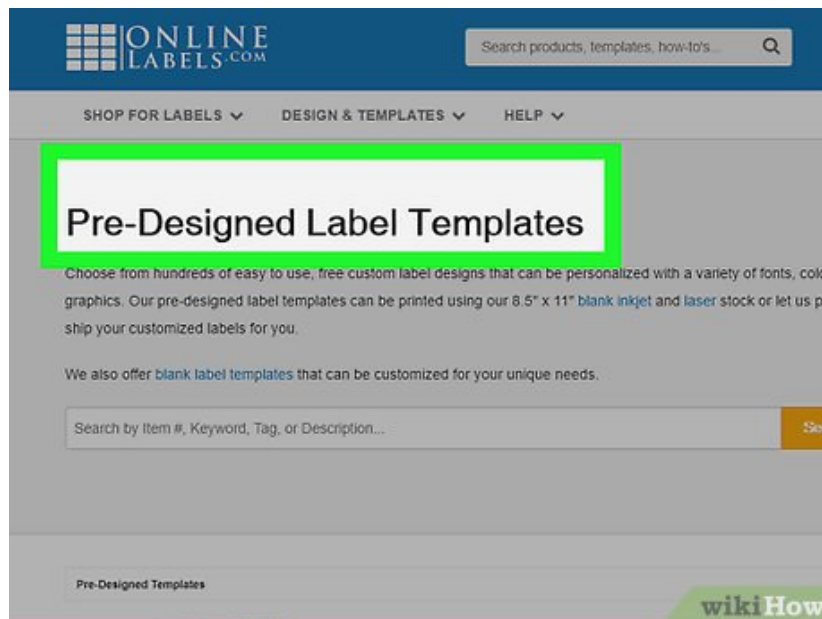
How to Create Labels in Microsoft Word

This wikiHow teaches you how to set up and print a template for a single label or multiple labels in Microsoft Word. Obtain the labels you need. Labels come in different sizes and for different purposes, for everything from regular, no. 10...

Method 1 of 2:

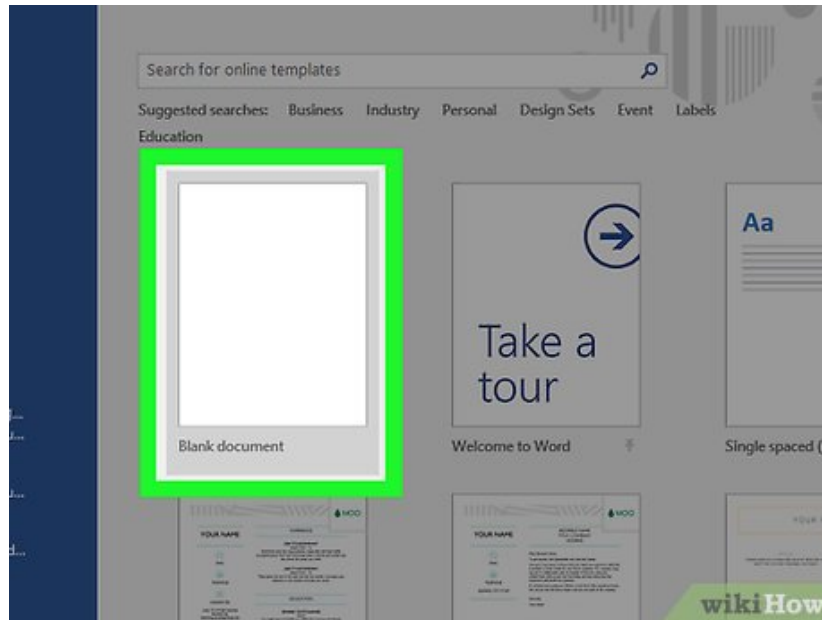
Printing a Single Label or a Sheet of the Same Label

1.



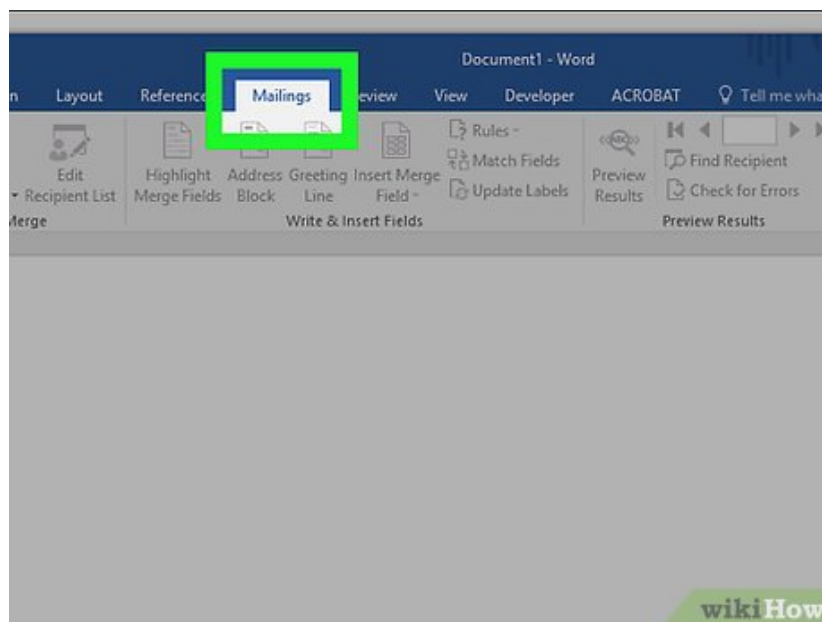
Obtain the labels you need. Labels come in different sizes and for different purposes, for everything from regular, no. 10 envelopes to legal-sized mailings and CD covers. Get the labels that are best-suited for your project.

2.



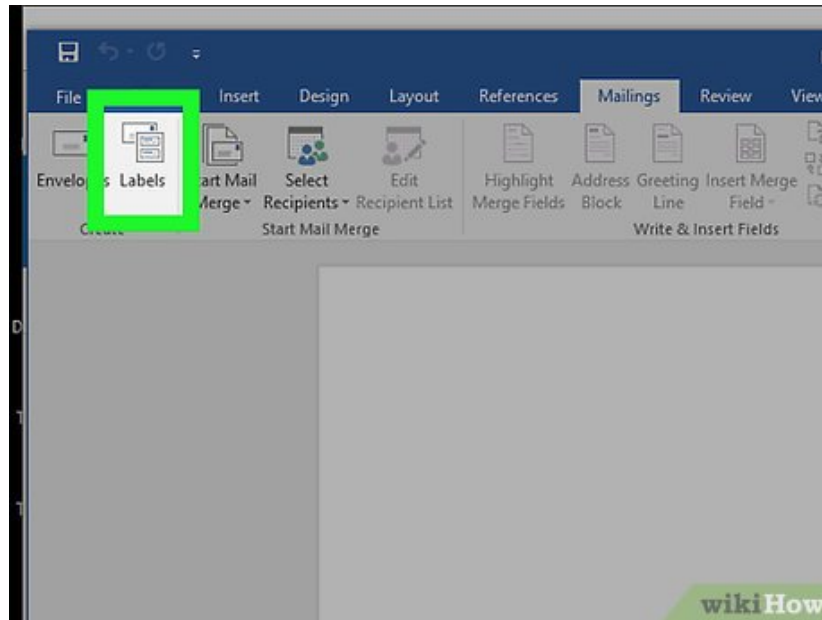
Create a new Microsoft Word document. Double-click the blue app that contains or is shaped like a "W", then double-click **Blank Document** in the upper-left part of the opening window.

3.



Click the Mailings tab. It's at the top of the window.

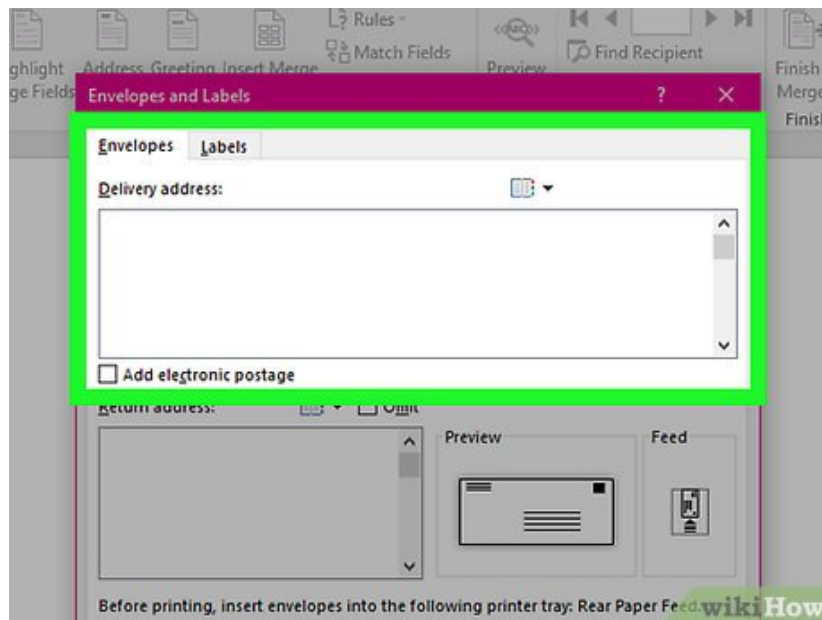
4.



Click **Labels** under the "Create" menu. It's at the far-left of the toolbar.

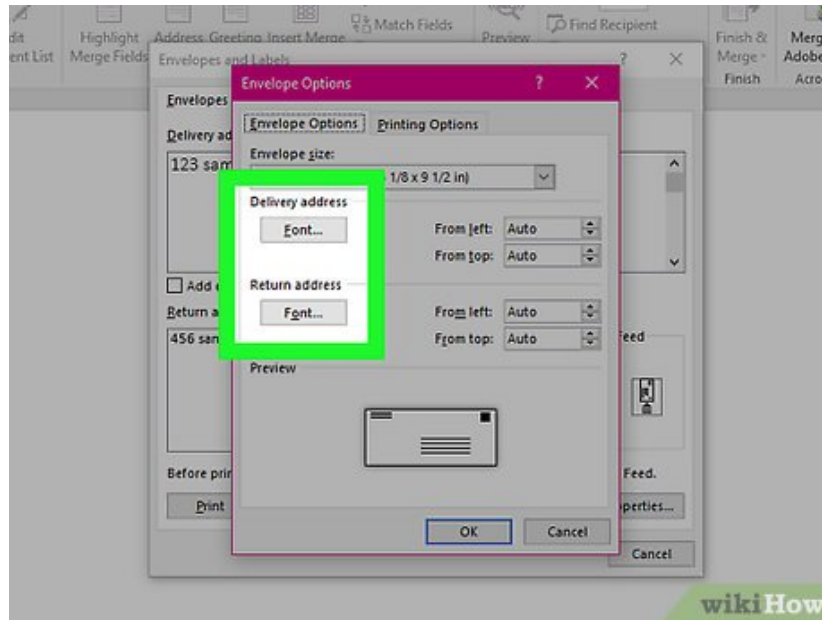
1. If prompted, click **OK** to grant Word access to your contacts.

5.



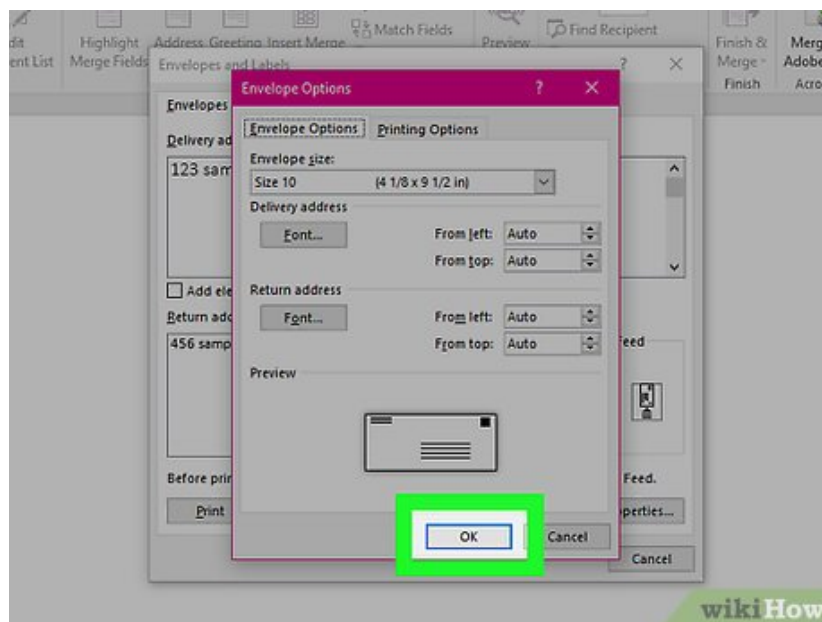
Add text to the label. Do so by typing a recipient's address, name badge text, CD label, etc., in the **Delivery Address** field or by clicking the address book icon to the right of the field, selecting a recipient and clicking **Insert**.

6.



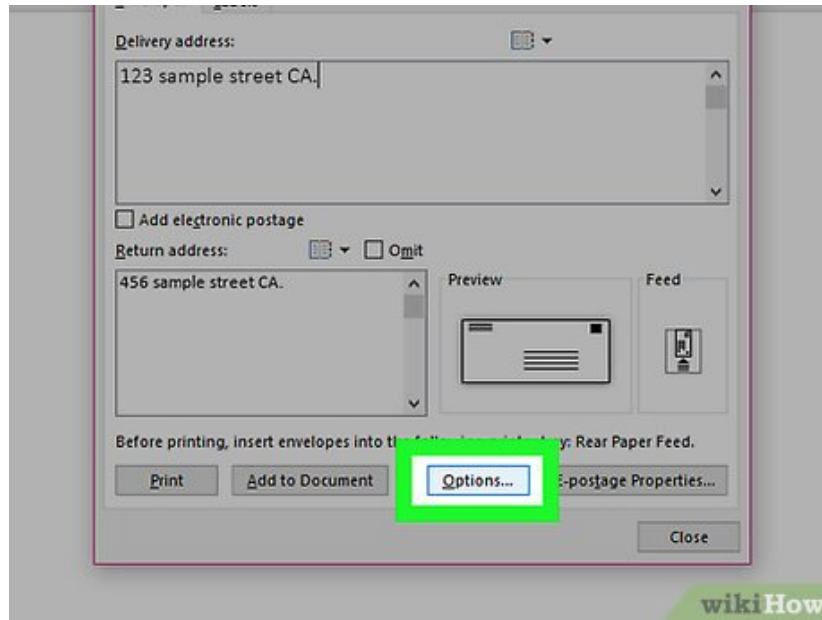
Click **Font...**. This dialog box allows you to customize the look of the labels by selecting a font, text size, text color, and style.

7.



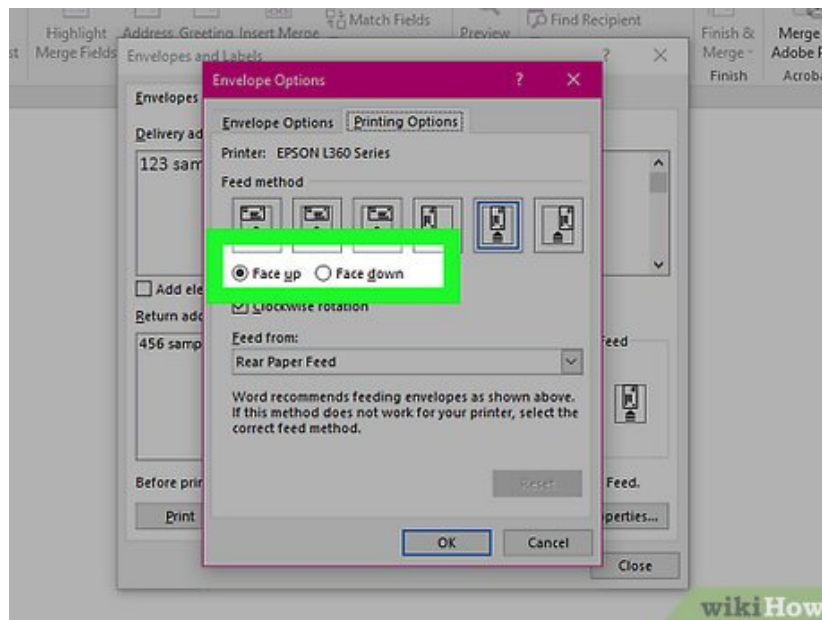
Customize the label text and click **OK**.

8.



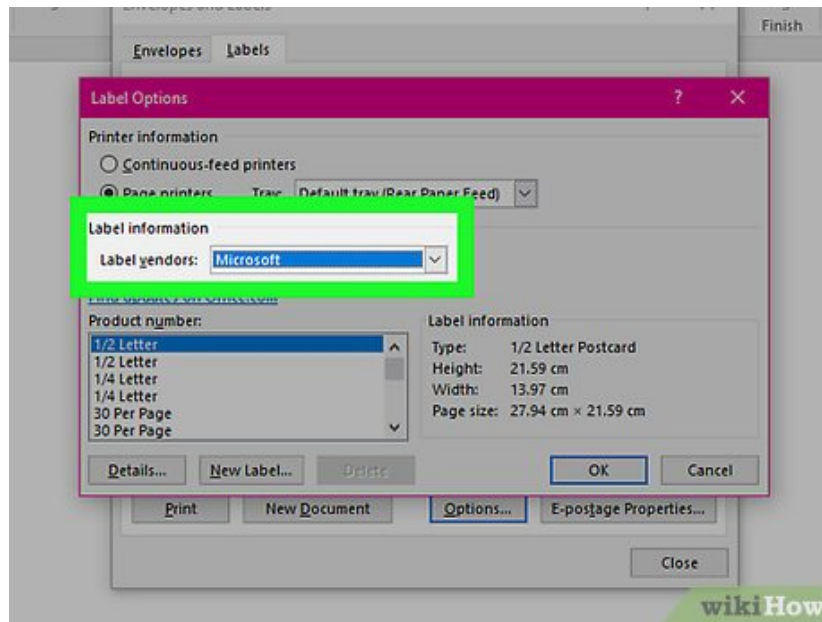
Click **Options...**. It's a button in the **Label** section of the dialog box.

9.



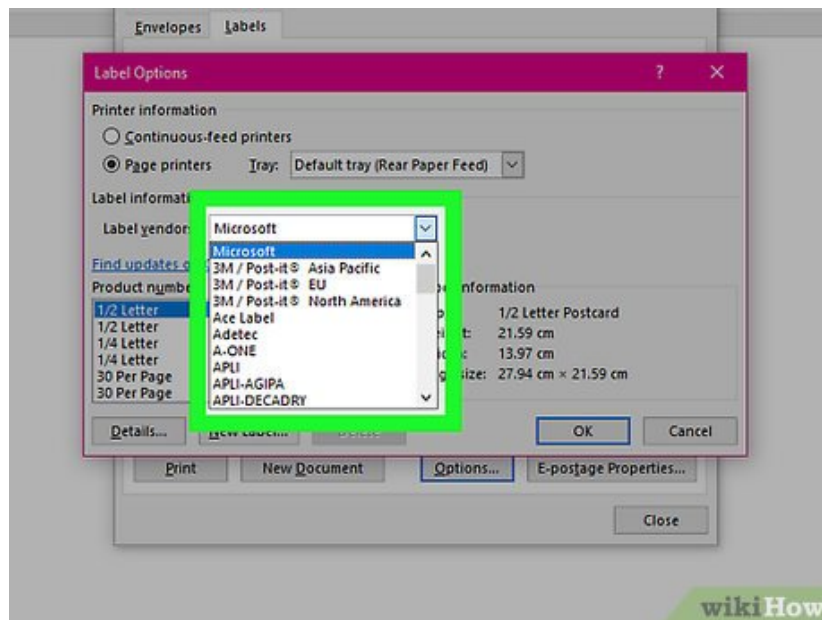
Click the radio button next to your printer type.

10.



Click the "Label products" drop-down menu.

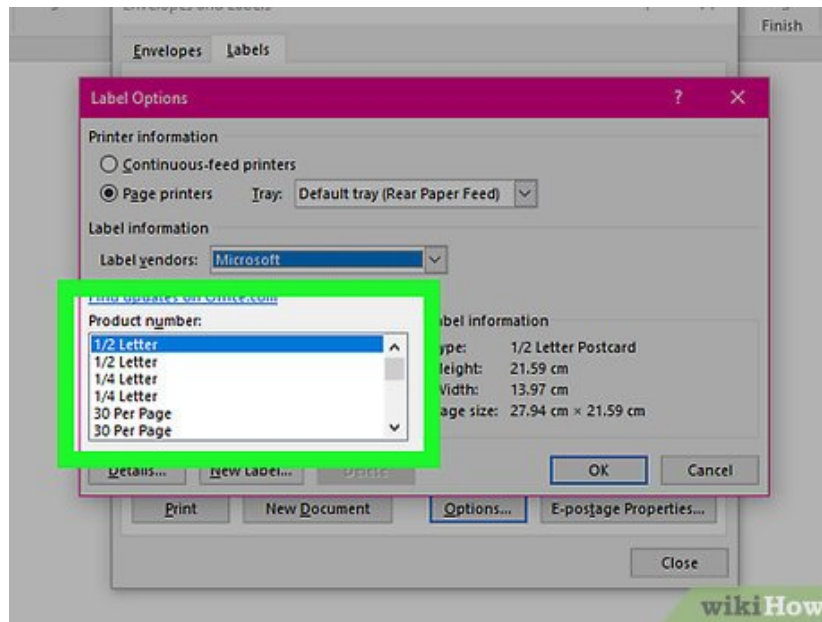
11.



Select your label manufacturer.

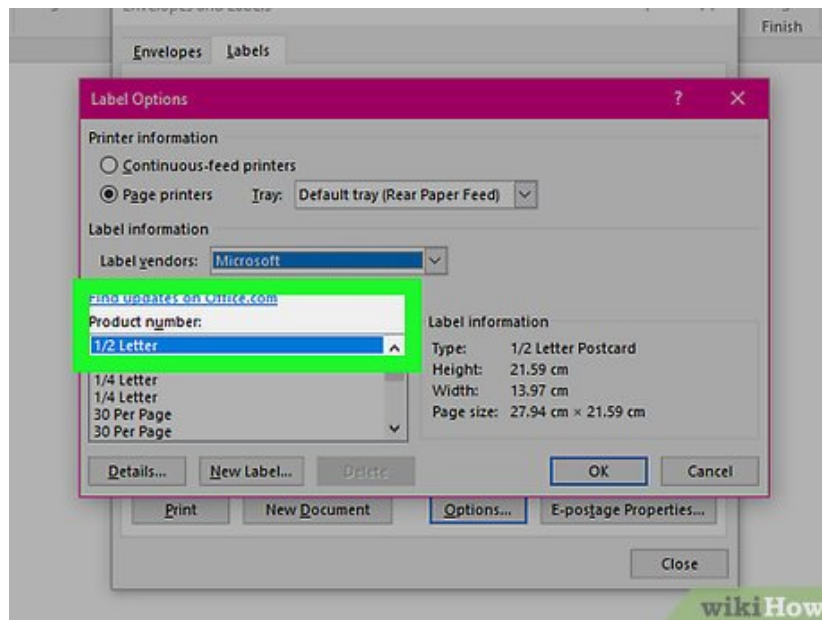
1. If your manufacturer isn't listed, examine the label packaging for the label dimensions and the number per sheet. With this information, you can select an equivalent product.

12.



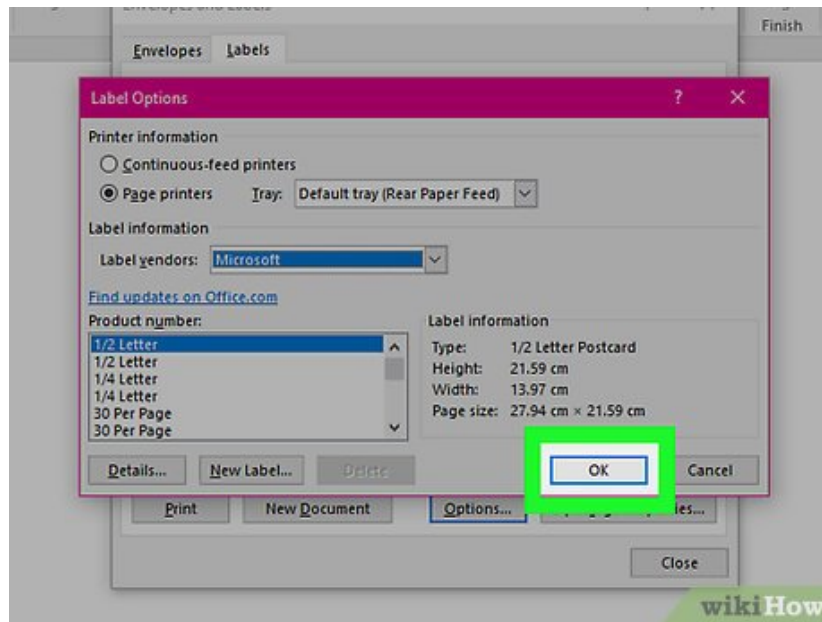
Click the "Product number" drop down.

13.



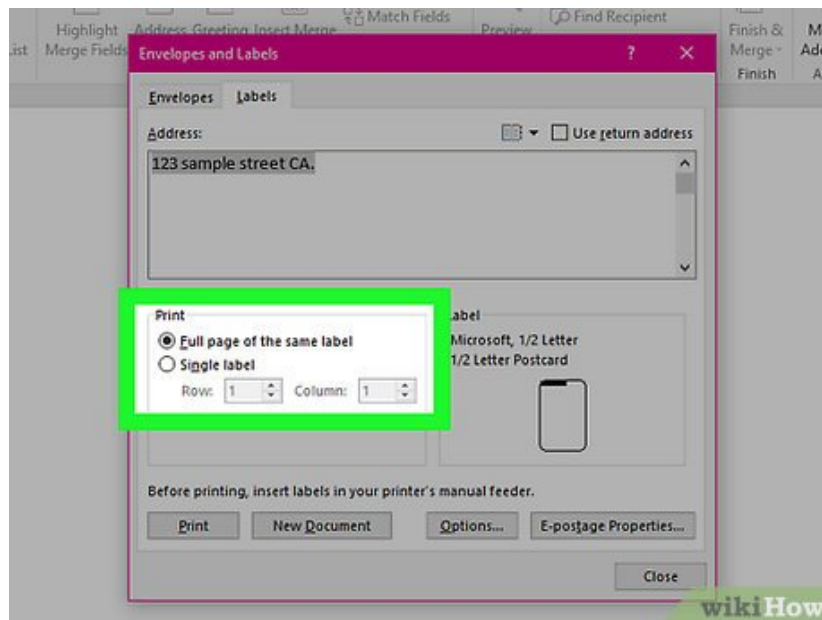
Click the product number for your label. It should be clearly marked on the packaging.

14.



Click **OK**.

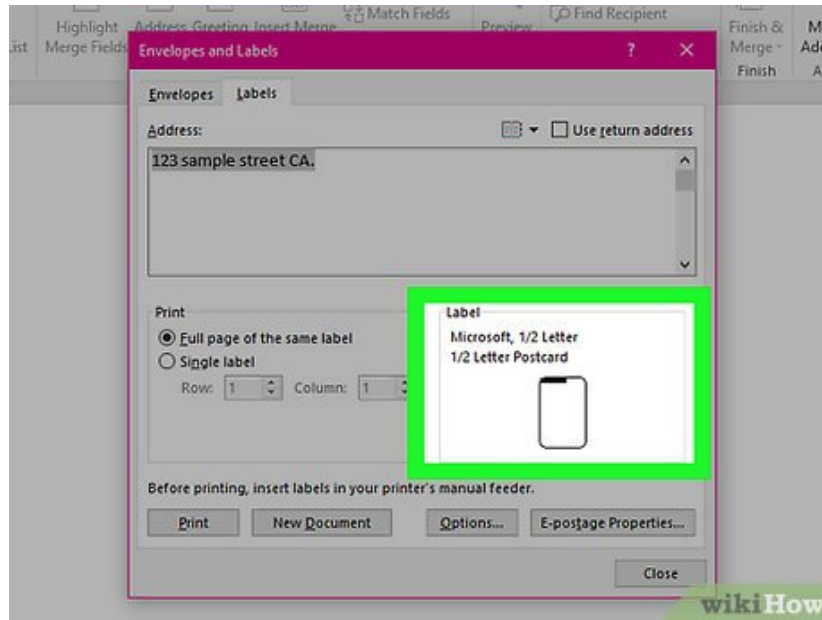
15.



Select the number of labels you're printing.

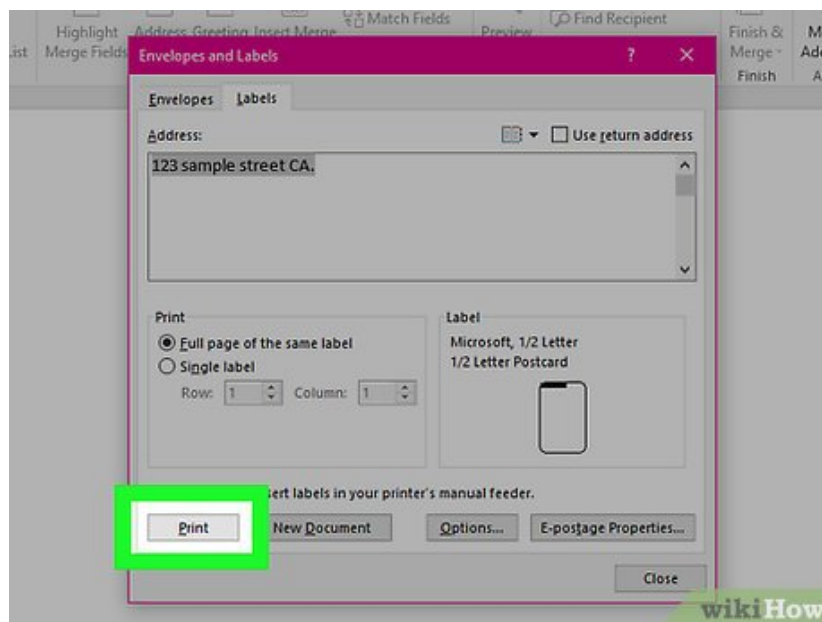
1. Click **Full page of the same label** to print a full sheet of the label
2. Click **Single label** and then identify the row and the column on the label sheet where you'd like the label to be printed.

16.



Insert the blank label sheet into your printer. Make sure you have them aligned correctly for your printer.

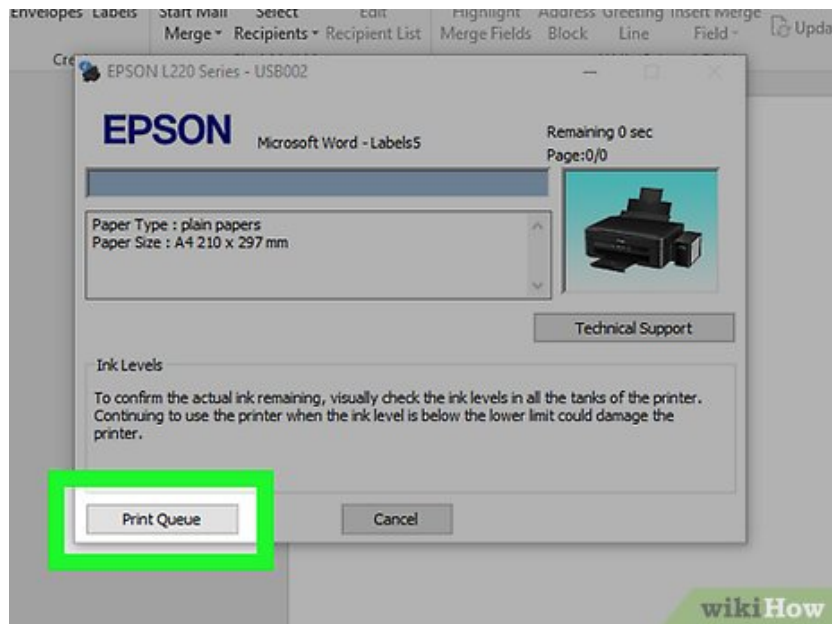
17.



Click **Print...**

1. Make sure the print preview of the labels looks the way you want it to.

18.



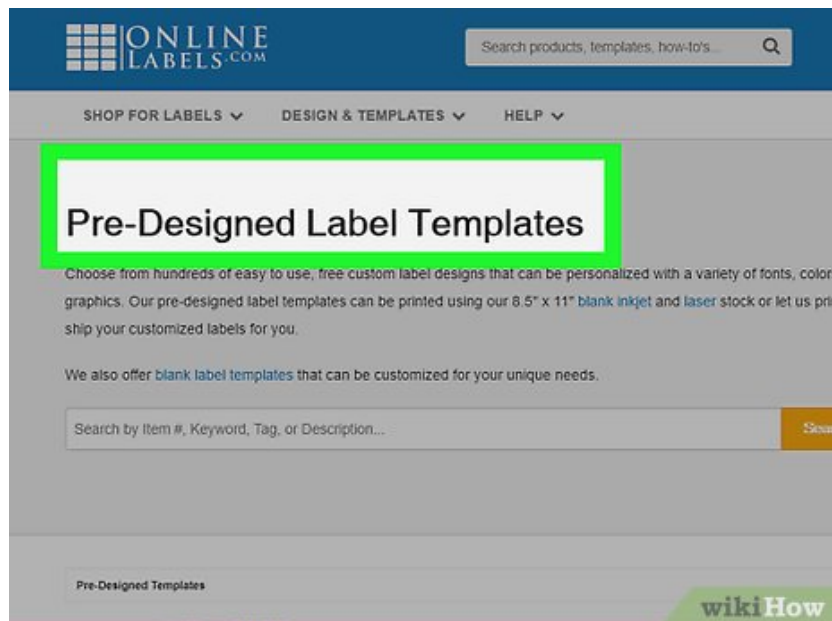
Click **Print**. Your label(s) will print.

1. Click **File** in the menu bar and **Save** if you want to save this label template for future use.

Method 2 of 2:

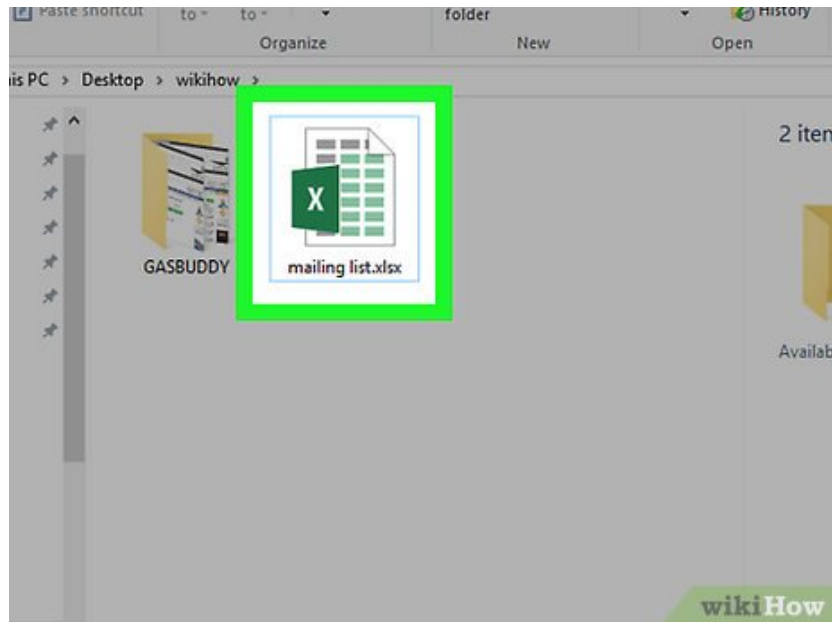
Printing Labels from an Address List

1.



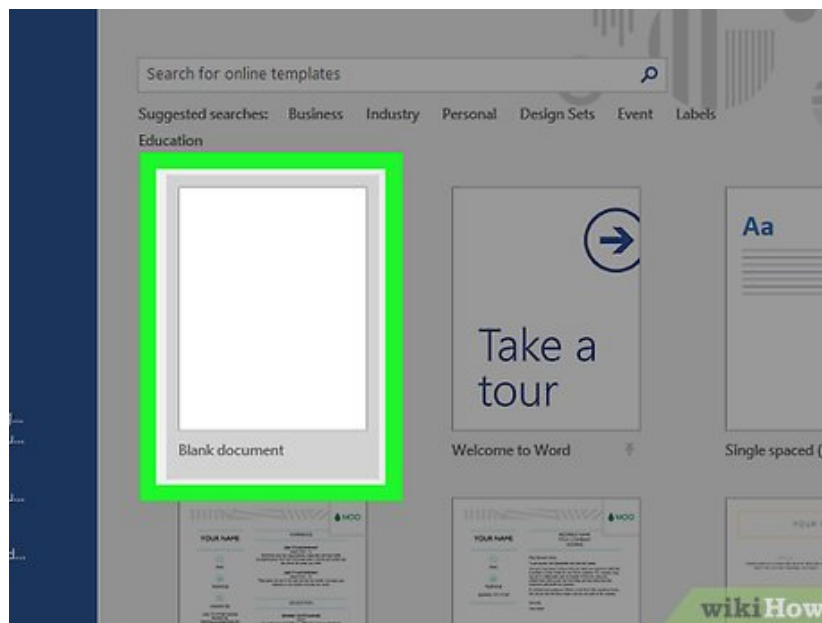
Obtain the labels you need. Labels come in different sizes and for different purposes, for everything from regular, no. 10 envelopes to legal-sized mailings. Get the labels that are best-suited for your project.

2.



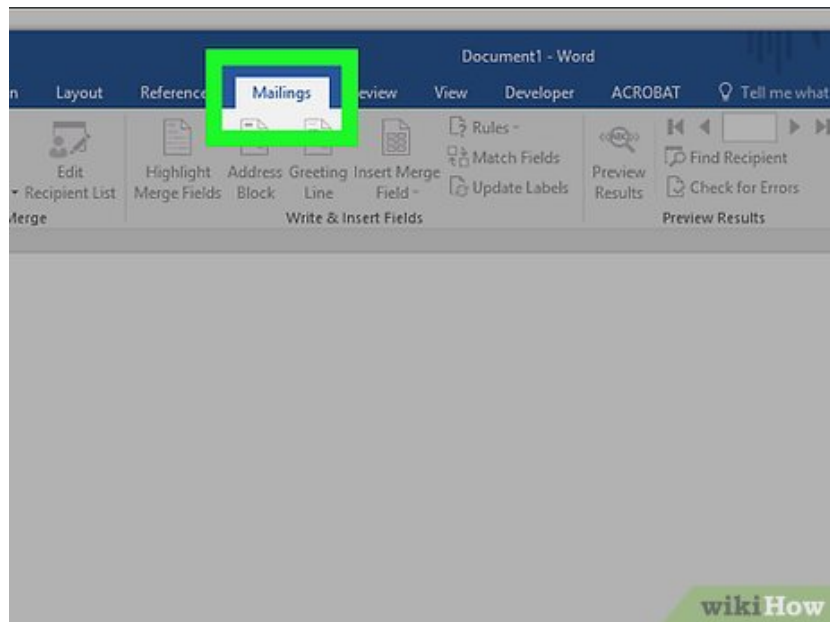
Prepare your mailing list. Word can pull names and addresses from an Excel spreadsheet, an Access database, your Outlook contacts, or on Mac, your Apple contacts or a FileMaker Pro database. You can also type a new mailing list during the merge, if you prefer.

3.



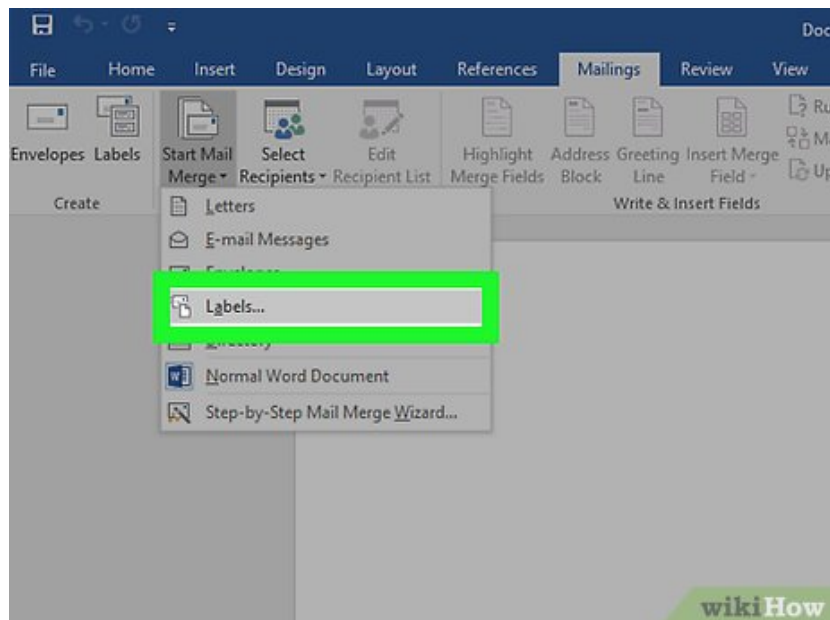
Create a new Microsoft Word document. Double-click the blue app that contains or is shaped like a "W", then double-click **Blank Document** in the upper-left part of the opening window.

4.



Click the **Mailings** tab. It's at the top of the window.

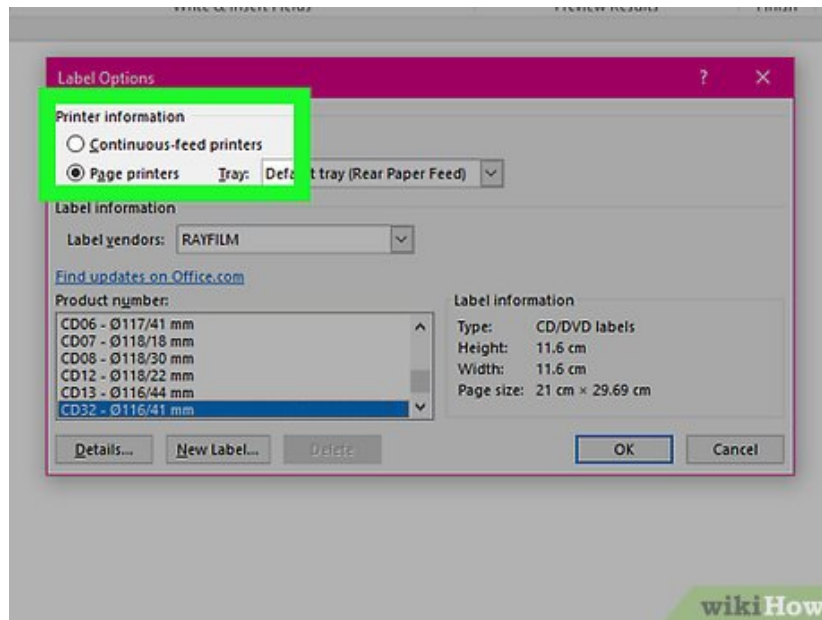
5.



Click **Start Mail Merge** and **Labels...**. It's at the far-left of the toolbar.

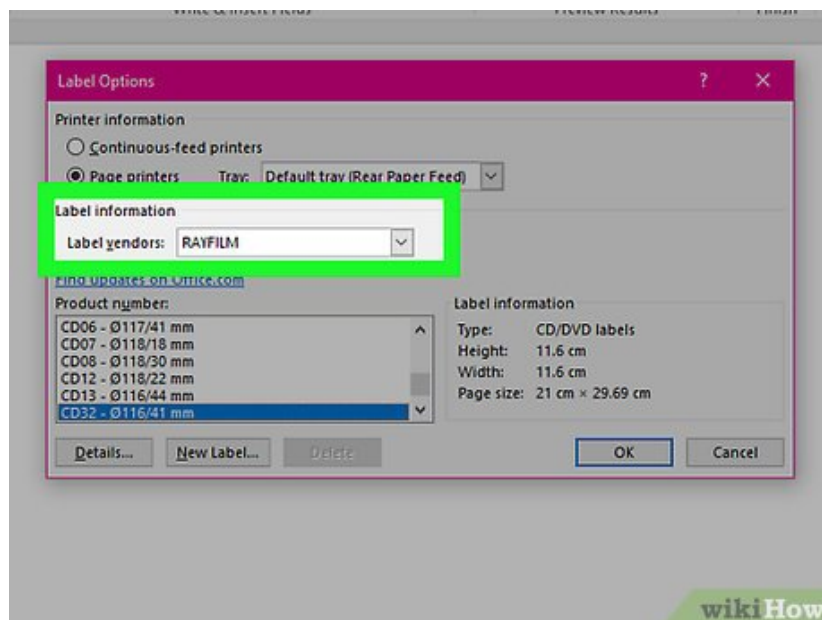
1. If prompted, click **OK** to grant Word access to your contacts.

6.



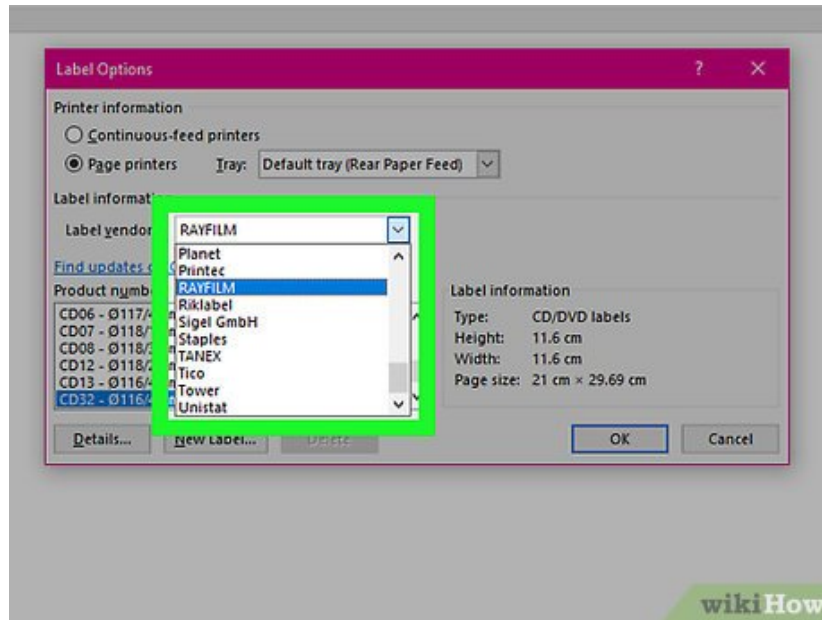
Click the radio button next to your printer type.

7.



Click the "Label products" drop-down menu.

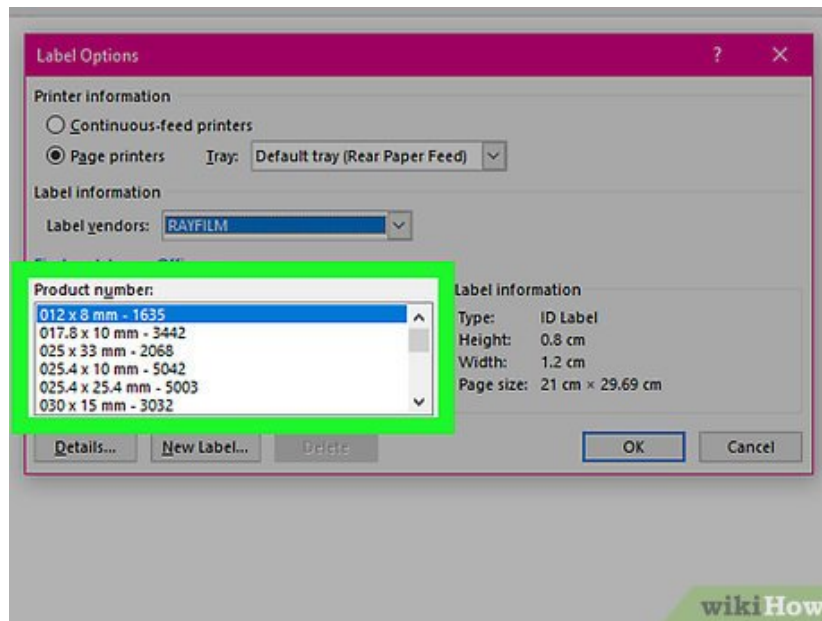
8.



Select your label manufacturer.

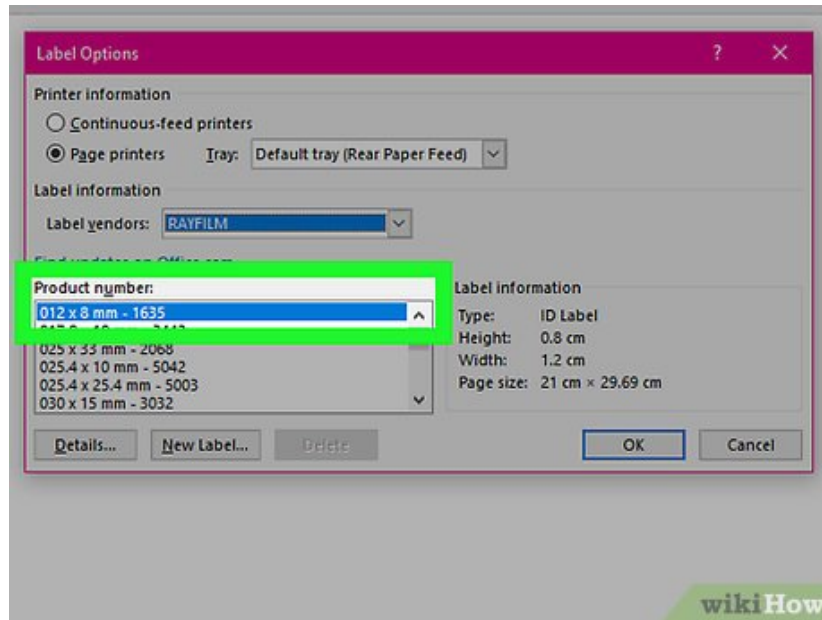
1. If your manufacturer isn't listed, examine the label packaging for the label dimensions and the number per sheet. With this information, you can select an equivalent product.

9.



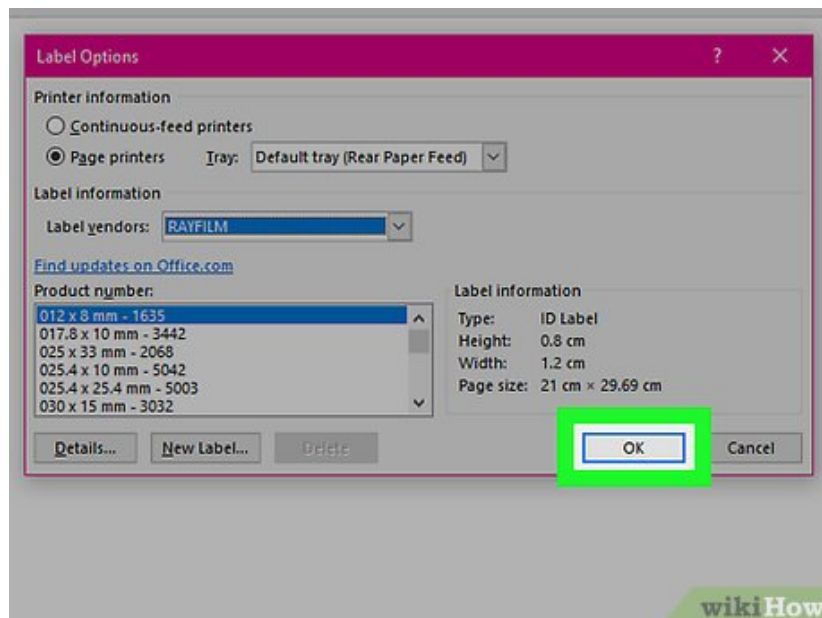
Click the "Product number" drop down.

10.



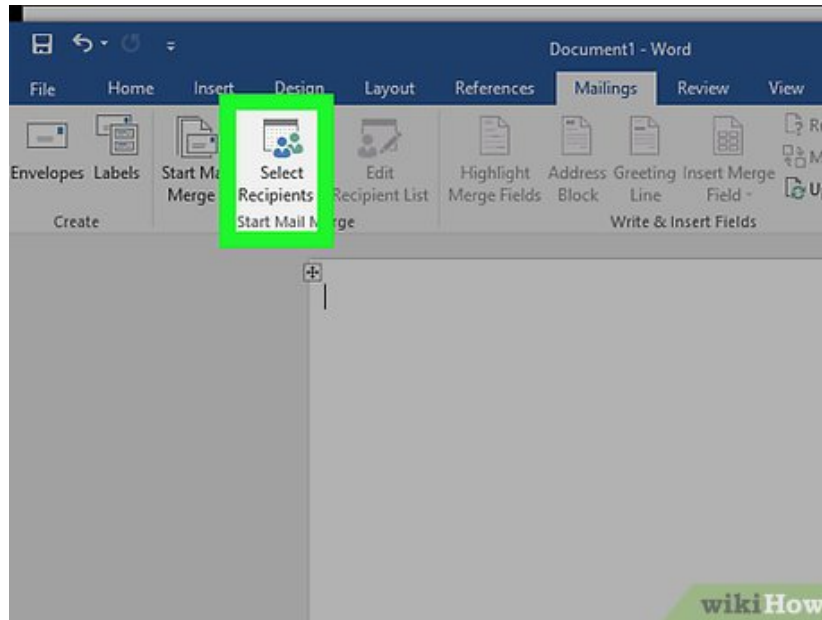
Click the product number for your label. It should be clearly marked on the packaging.

11.



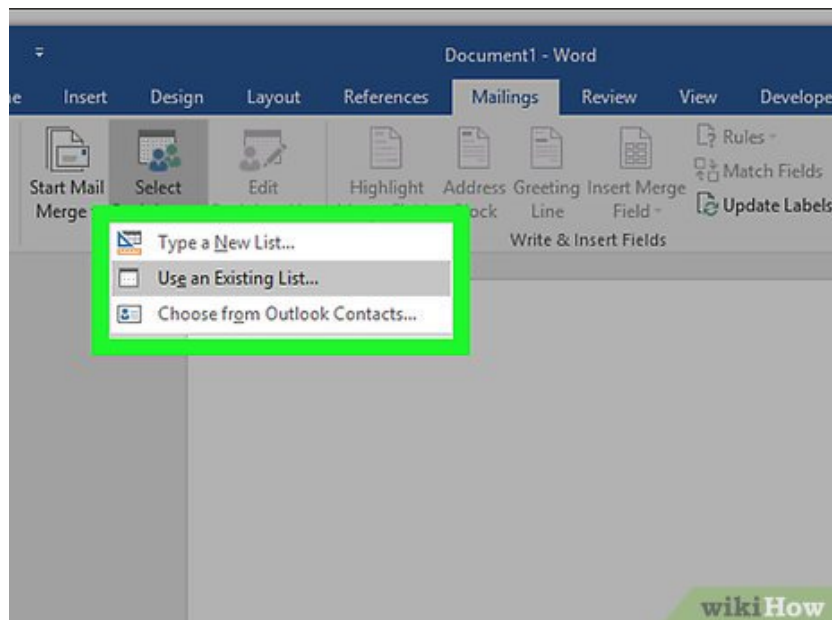
Click **OK**.

12.



Click **Select Recipients...**. It's at the left of the toolbar.

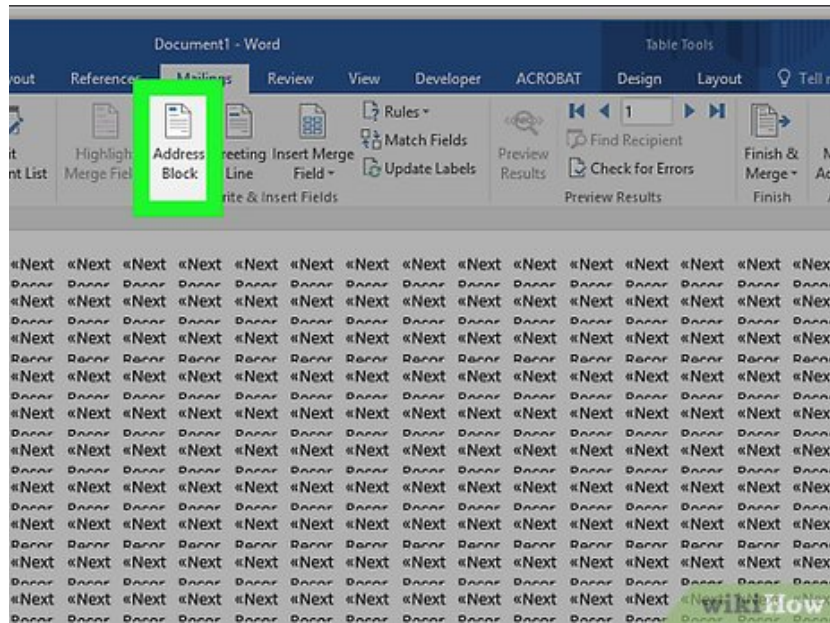
13.



Select your mailing list. Click on the source of the addresses you want to put on the labels.

1. If you want to create a new list at this point, click **Create a new List...**
2. If you don't want to create labels for your entire mailing list, click **Edit Recipient List** and select the recipients you want to include.

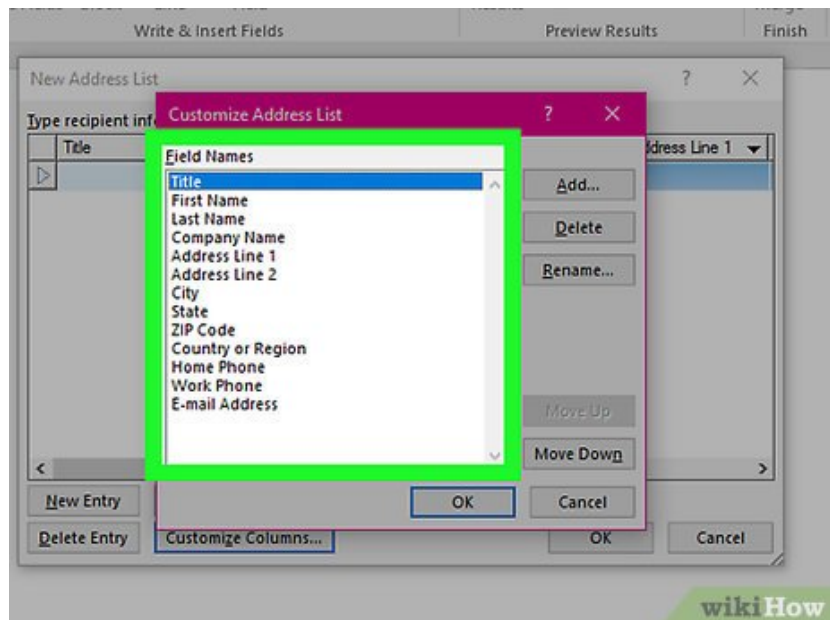
14.



Click **Address Block**.

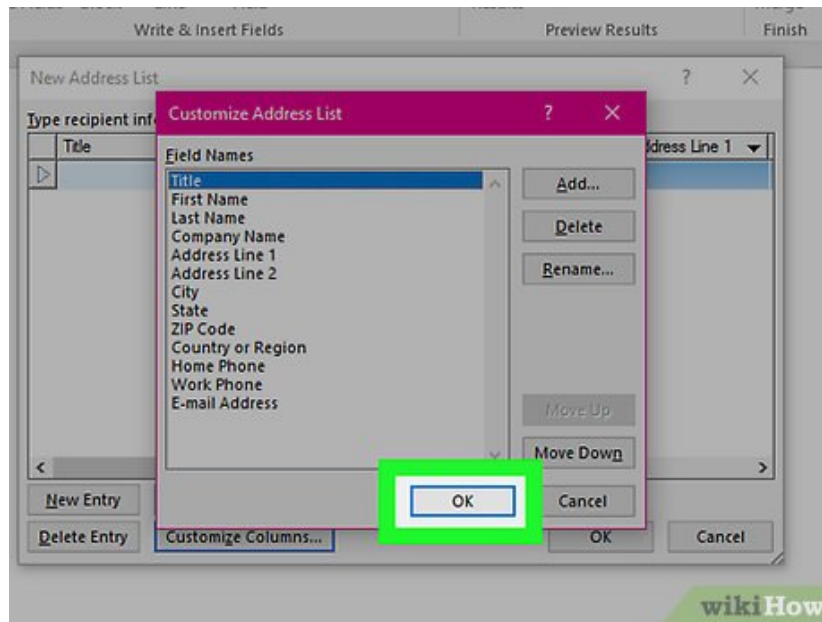
1. On Mac, click a line near the top of the first label, and click **Insert Merge Field**, then select a field you want to include, such as "First_Name." Repeat this process for each field you want to include, adding the appropriate spacing and address formatting.

15.



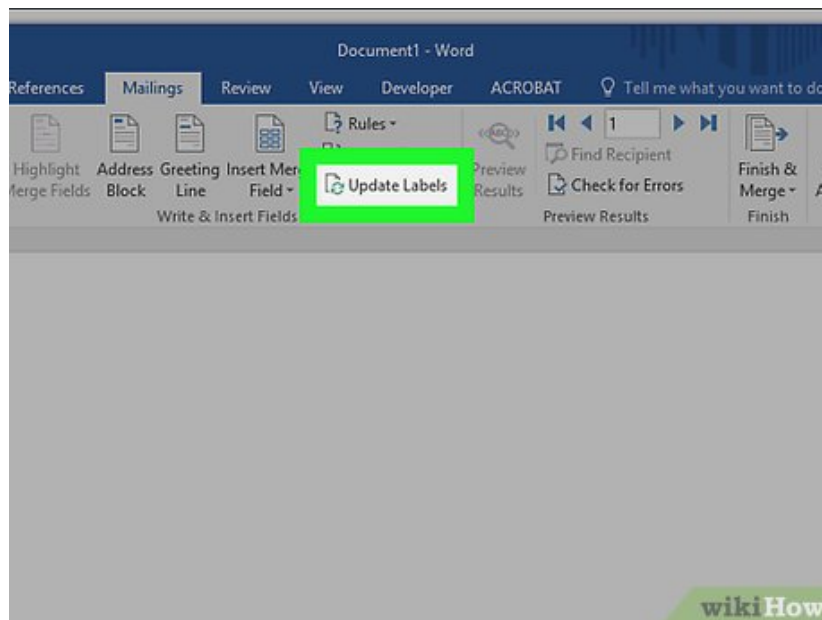
Select the elements you want to include on the labels. These include name format, business, name, etc.

16.



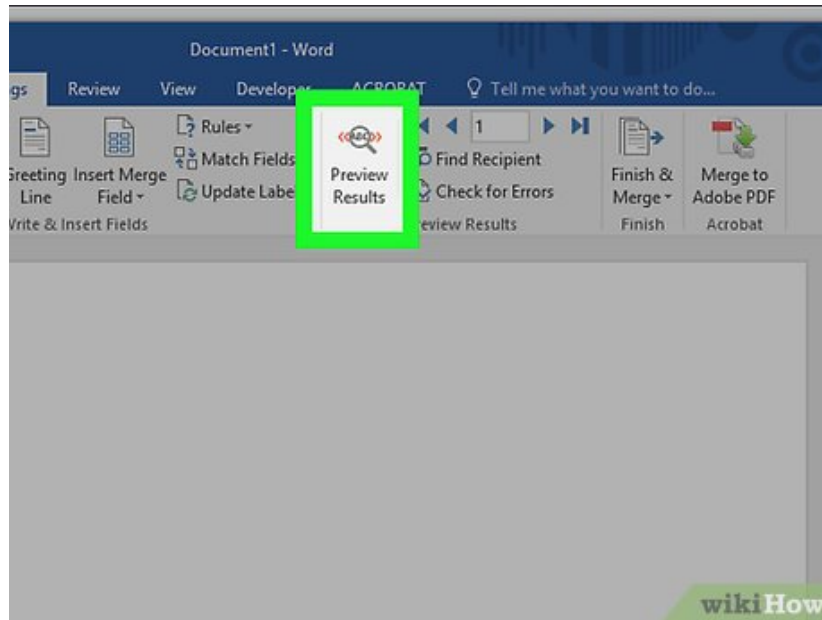
Click **OK**.

17.



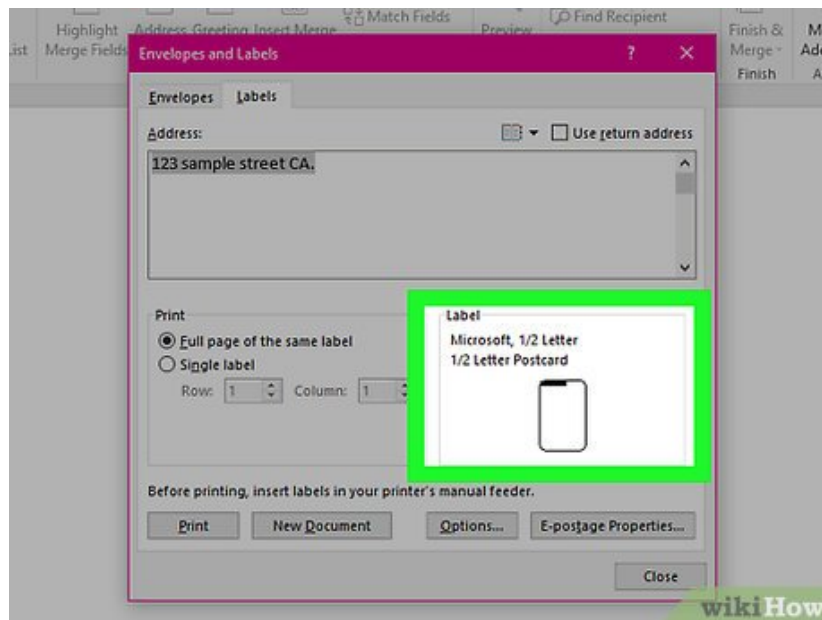
Click **Update Labels**. It's an icon in the toolbar with a green "refresh" symbol.

18.



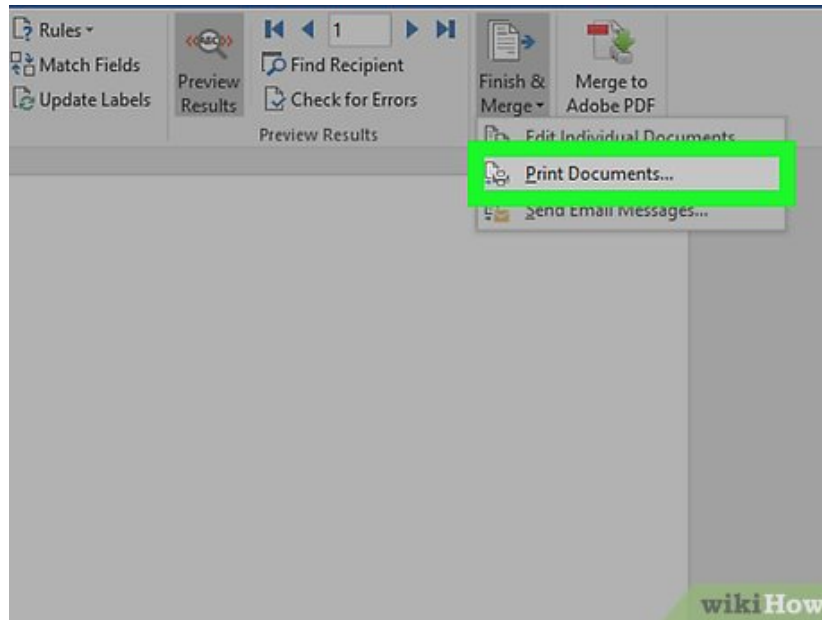
Click **Preview Results** in the toolbar. Make sure the labels look the way you want them to.

19.



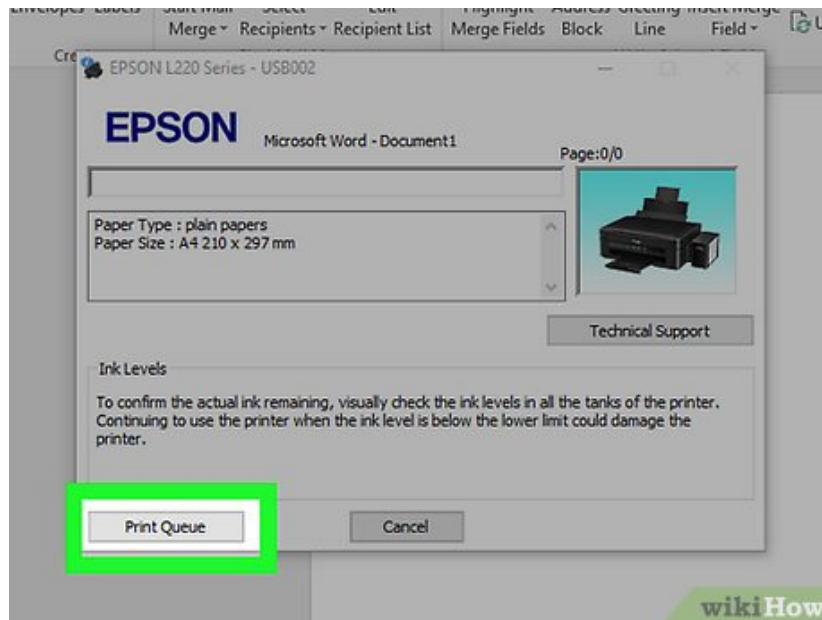
Insert the blank label sheets into your printer. Make sure you have them aligned correctly for your printer.

20.



Click **Finish & Merge** and **Print Documents...**. It's at the far right of the toolbar.

21.



Click **Print**. Your label(s) will print.

1. Click **File** in the menu bar and **Save** if you want to save this label template for future use.

You finished reading the article "**How to Create Labels in Microsoft Word**" 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.