

# How to Print Avery Labels in Microsoft Word on PC or Mac

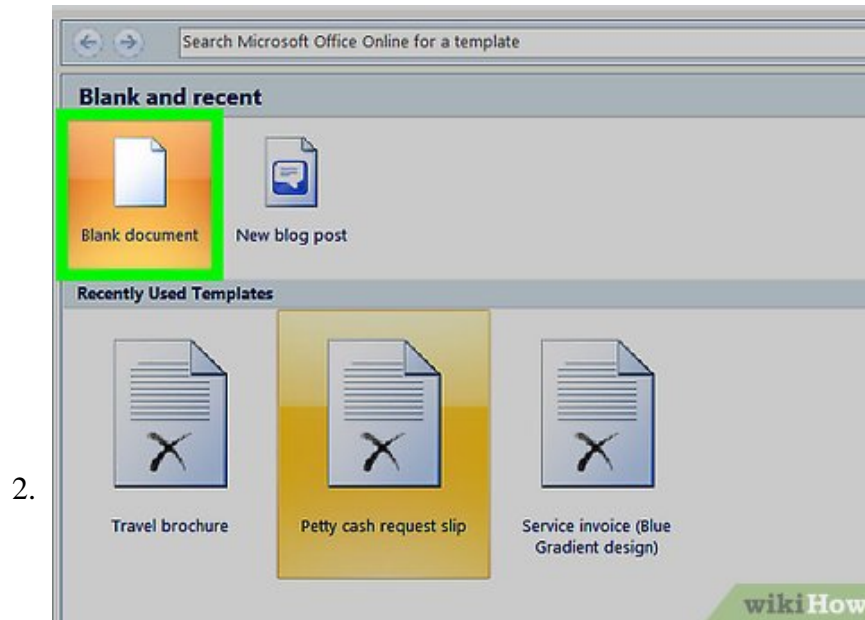
This wikiHow teaches you how to print onto Avery label sheets in Microsoft Word on a Windows or Mac computer. Avery will soon be retiring their Add-in wizard in Word. However, you can still download templates from the Avery website and...

Method 1 of 2:

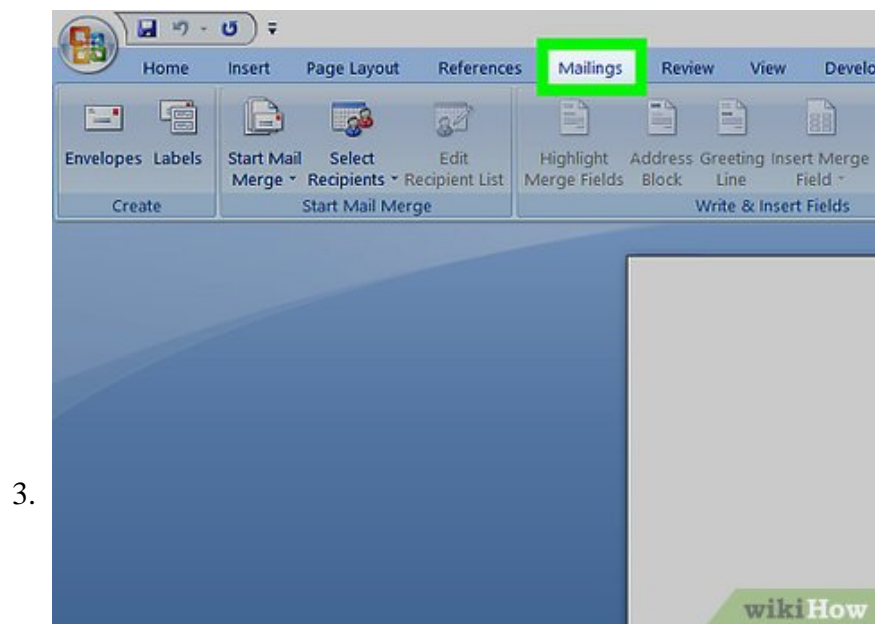
## Using Avery Wizard Add-in



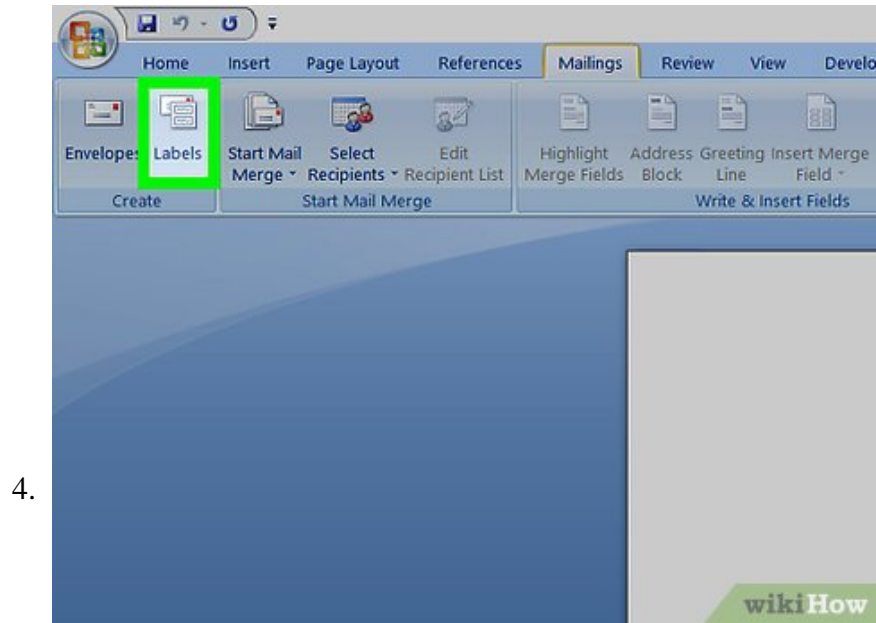
**Open Microsoft Word.** It's the app that has a blue icon that resembles a book with a "W" on the front.



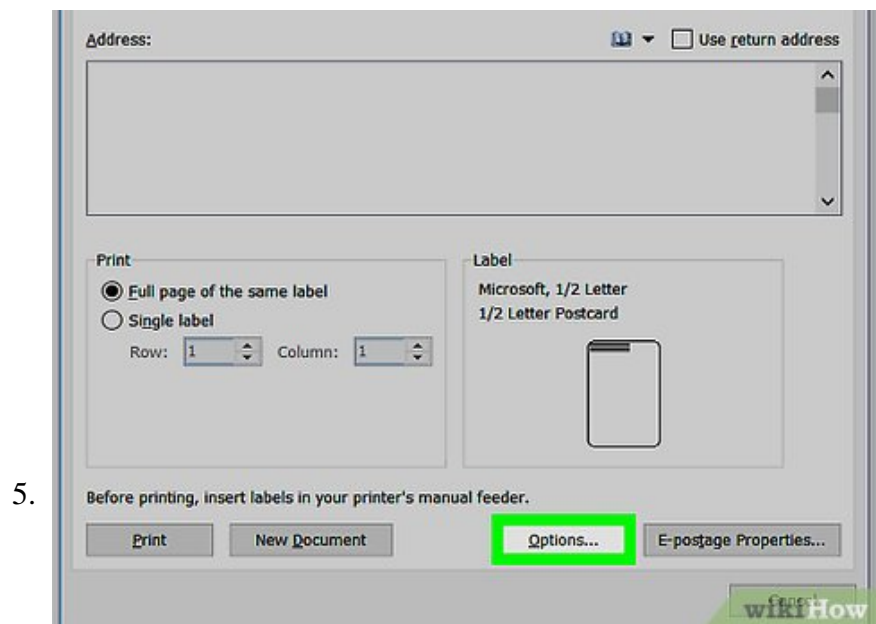
Click **Blank Document**. Start a new document by clicking the "Blank Document" option when Word first starts up.



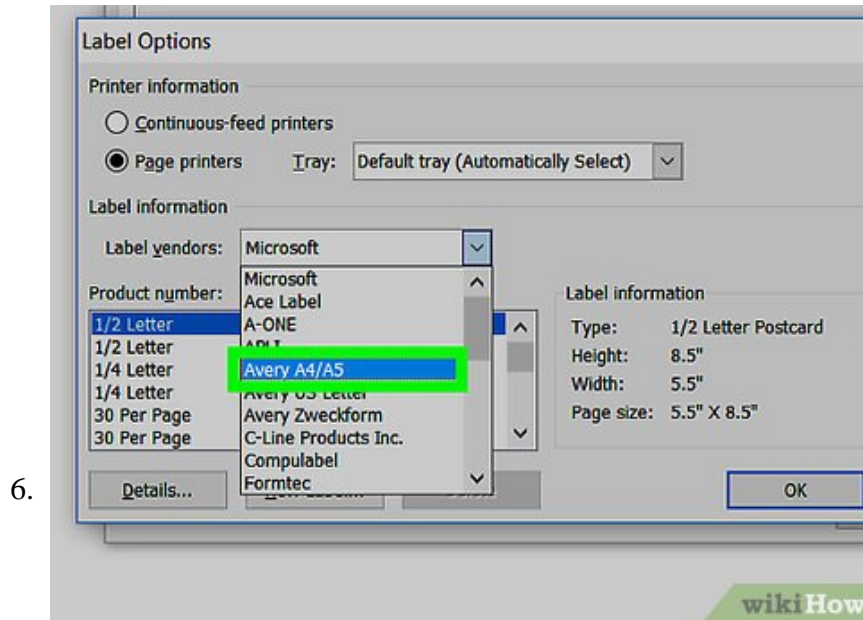
Click the **Mailings** tab. It's in the menu bar at the top of the app.



Click **Labels**. It's the tab that has an image of two sheets small sheets of paper in the box that says "Create".

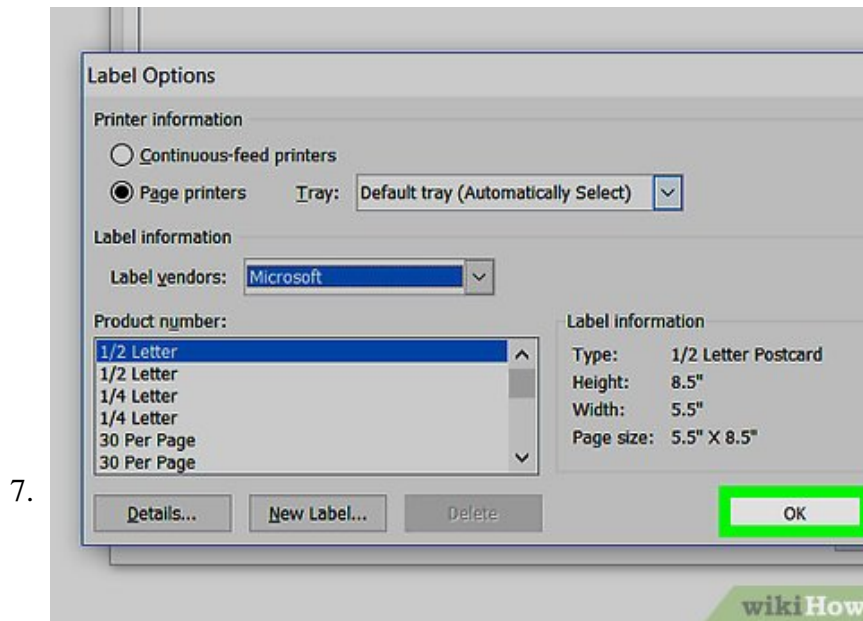


Click **Options**. It's one of the four buttons towards the bottom of the popup menu.



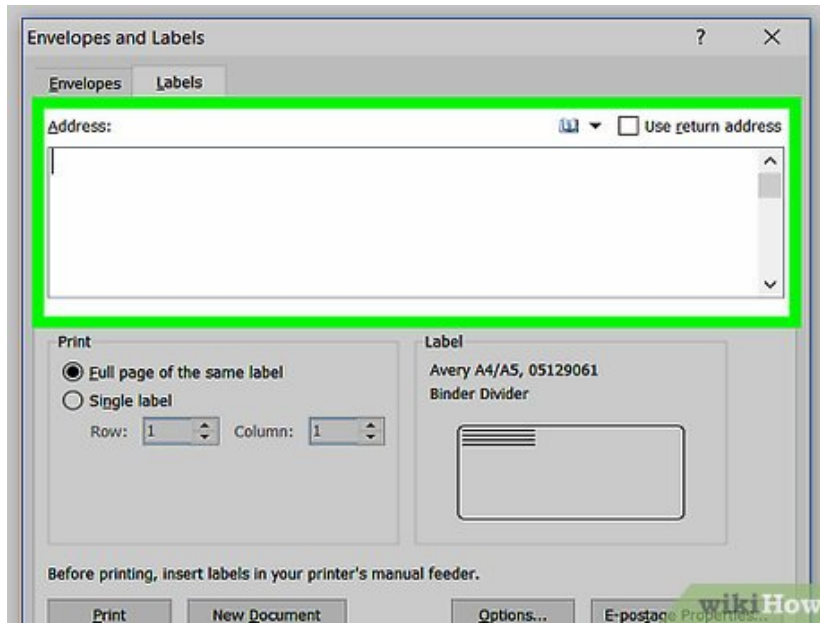
Click the "Label Vendors" drop-down box and select an "Avery" option. Click the drop-down menu and select an Avery option such as "Avery US letter" or a different Avery format.

1. On Mac, this drop-down box is labeled "Label Products" instead.



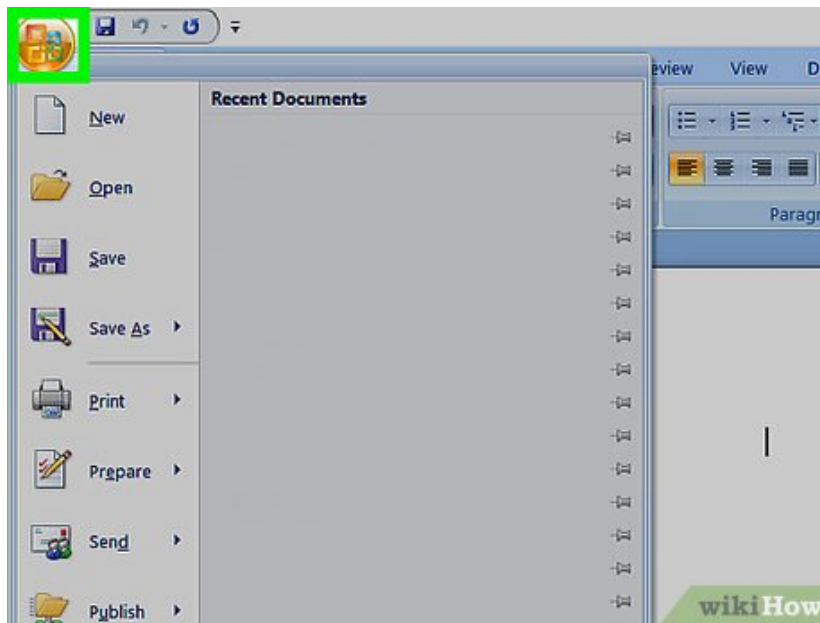
Select the label product number and click **OK**. Select the product number that matches the labels sheets you want to print onto. It should be printed on the packaging that your labels came on.

8.

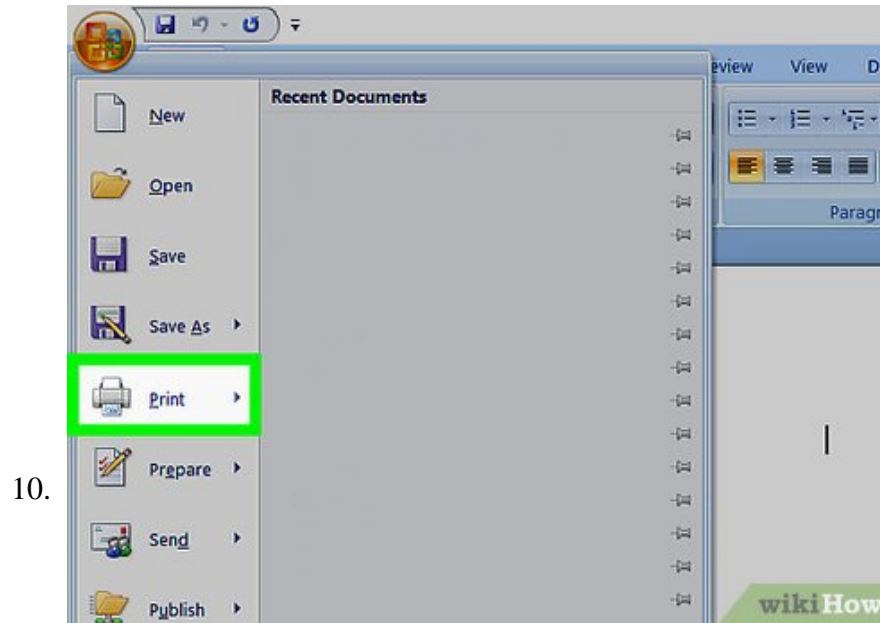


**Fill out the labels.** Depending on the labels you are using, some have spaces to fill where you can type specific information. This information could include things like company name, first & last name, and phone number, etc. Fill out the proper information in each label on the sheet.

9.



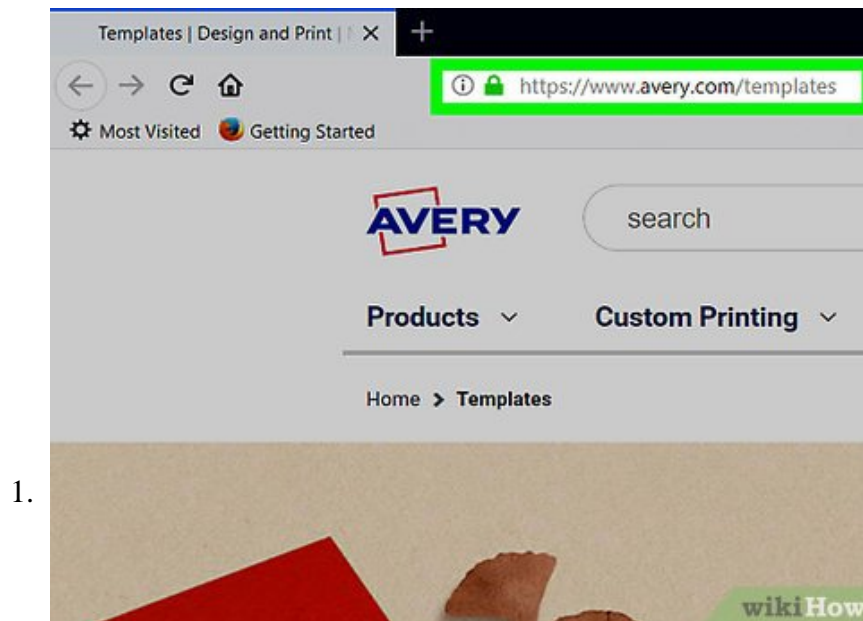
Click **File**. It's in the menu bar at the top of the screen.



Click **Print**. It's in the file menu. If you have a blank sheet of printable labels, place the sheet in the paper tray of your printer before you print.

Method 2 of 2:

## Downloading Word Templates from Avery Web Site

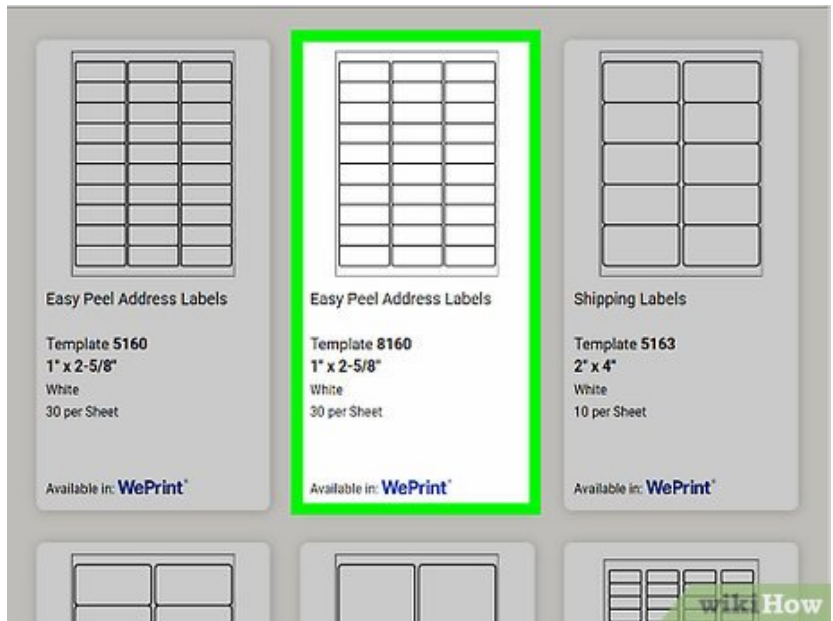


Go to <https://www.avery.com/templates> in a web browser. In your preferred web browser, go the to Templates page of the Avery website. Avery offers a variety of templates that you can download for Microsoft Word.



2.

**Click a product category.** There are a variety of categories to choose from, including shipping labels, Business cards, and even CD and DVD labels. Click the product category that matches the type of labels sheets you have.



3.

**Click a template.** There are a number of templates to choose from within each category. Select the labels that match yours.

1. If you have a product code, type it in the search bar to search for the right labels.

## Download Templates

Select your software to download templates

Select Software

MS Word - 2007 or later (.docx)

MS Word - all versions (.doc)

Adobe Photoshop (.psd)

Adobe Illustrator (.ai)

Adobe InDesign (.indd)

Adobe PDF (.pdf)

Apple Pages (.pages)

4.

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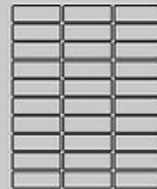
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Click the "Select Software" drop-down box and select MS Word. It's at the bottom of the page in the "Download Templates" section.

1. You can select ".docx" for Word 2007 and above, or ".doc" for older versions of Word.



MS Word - 2007 or later (.docx)



Easy Peel Address Labels

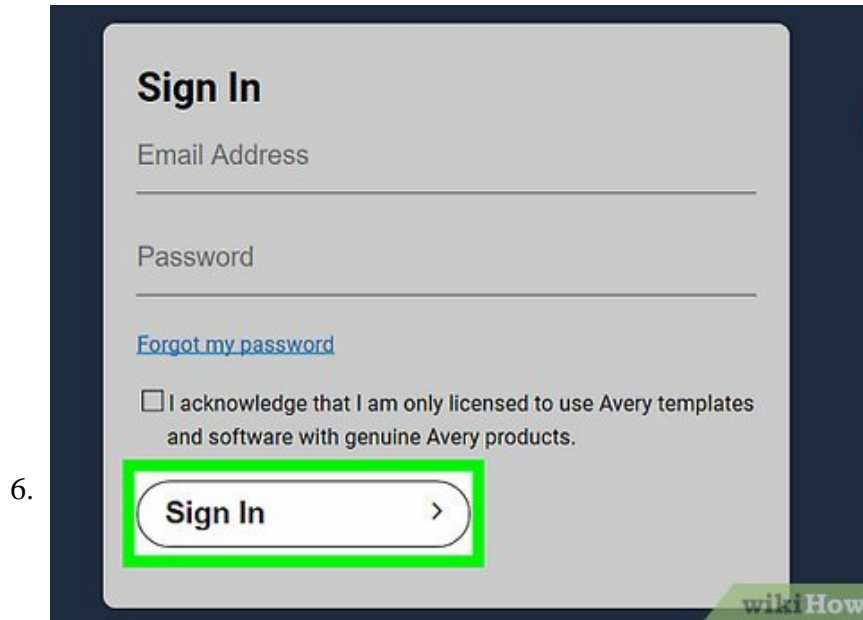
Download Template

5.

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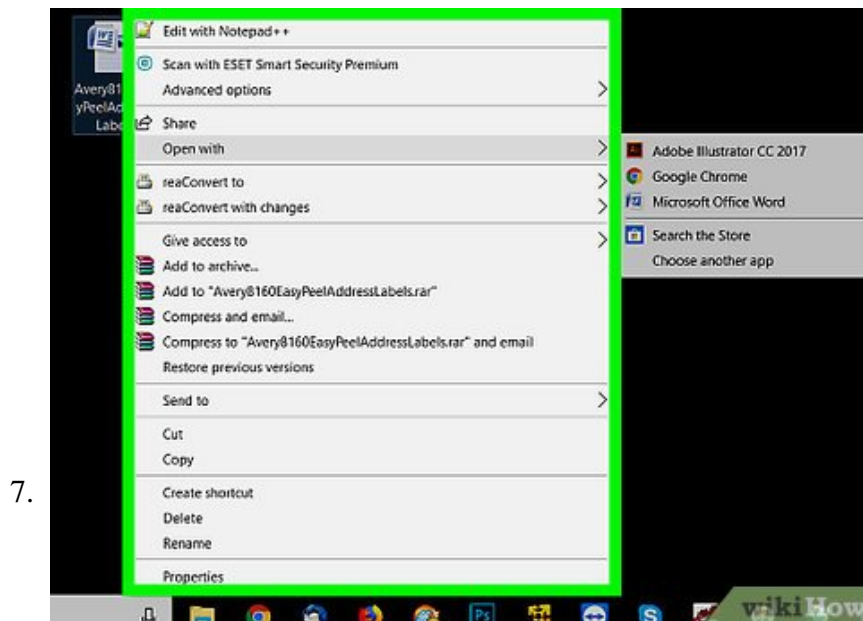
Click **Download Template**. It's the green button that appears on the right once you select your software.

1. There may be two download buttons for portrait and landscape orientations.



**Sign in to Avery or create a new account.** If you already have an Avery account, enter the email address and password into the "Sign In" section. If you don't have an account, enter the required information in the "Create Account" section. The template will start to download immediately once you're signed in.

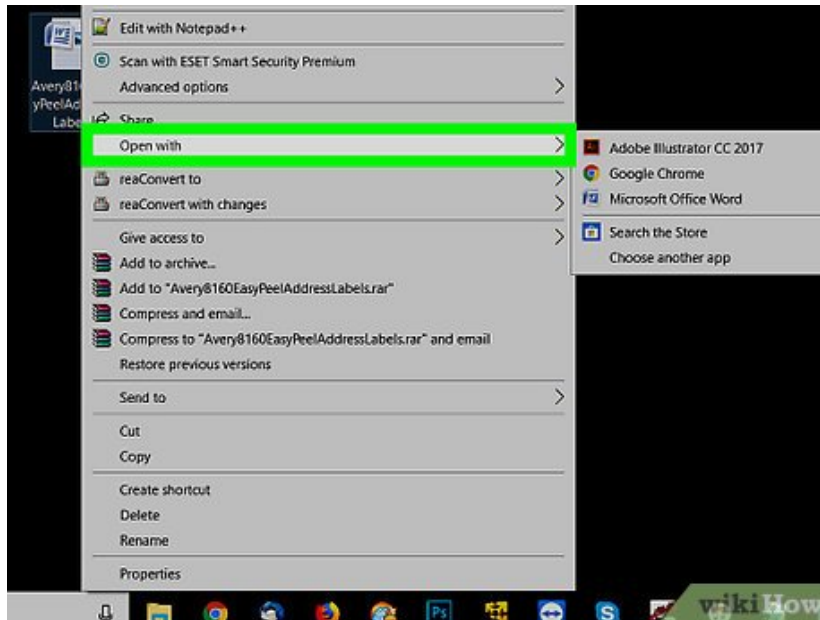
1. You can also download as a guest by typing your email address, and your first and last name in the third box.



**Right-click the template.** By default, downloaded files can be found in your "Download" folder. When you right-click on the file, you will see a menu.

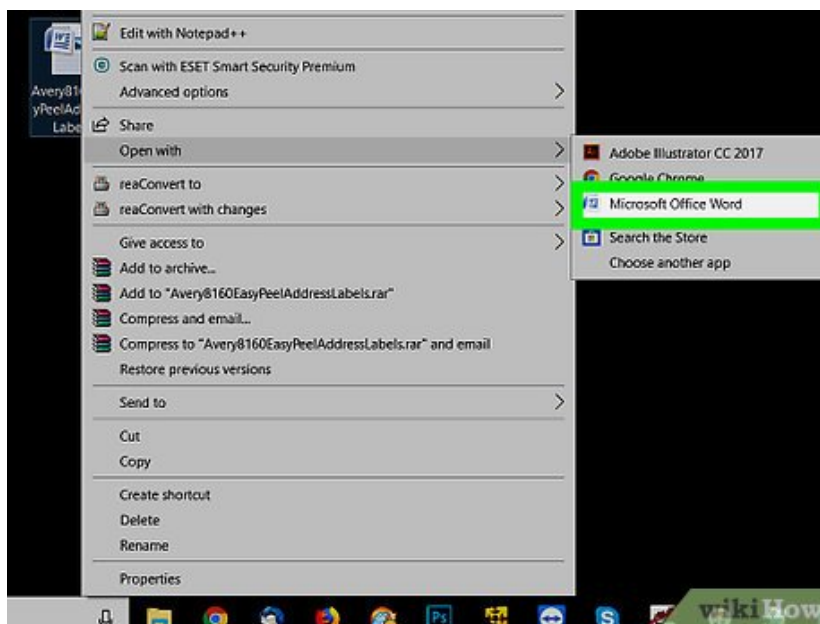
1. On Mac computers with a trackpad or with a Magic Mouse without a right mouse button, do a normal click with two fingers to perform a right-click.

8.



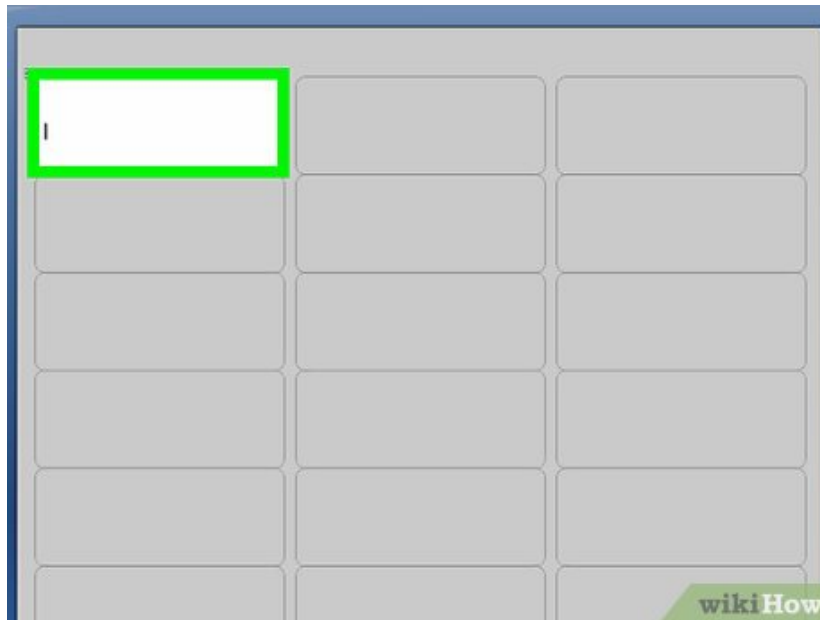
Click **Open with**. It's in the right click menu. This will display another menu that lists the programs you can open the document with.

9.



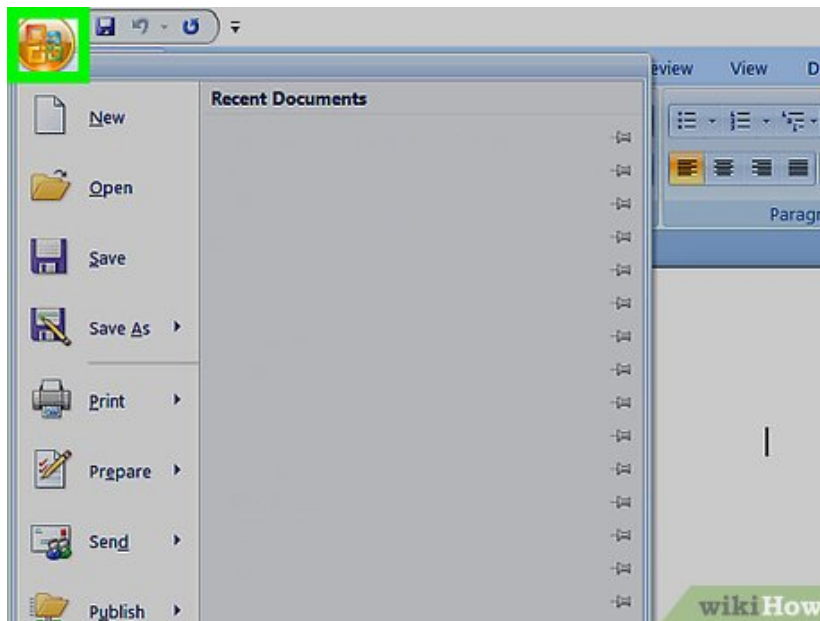
Click **Word**. Whichever version of Word you have should be listed in the sub-menu. This will open Word with your template.

10.



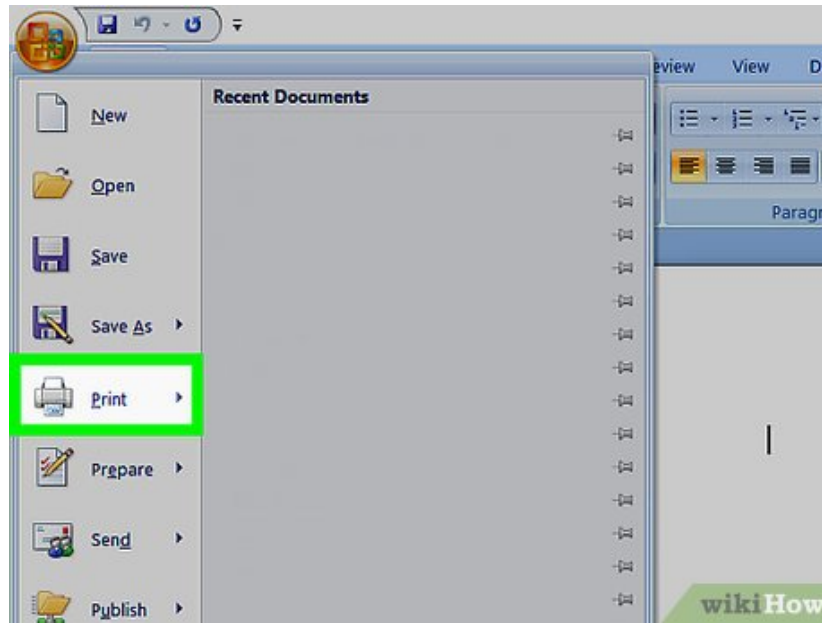
**Fill out the sheet labels.** Each label has spaces to fill where you type specific information. This information could include things like company name, first & last name, and phone number, etc. Fill out the proper information in each label on the sheet.

11.



Click **File**. It's in the menu bar at the top of the screen.

12.



Click **Print**. It's in the file menu. If you have a blank sheet of printable labels, place the sheet in the paper tray of your printer before you print.

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