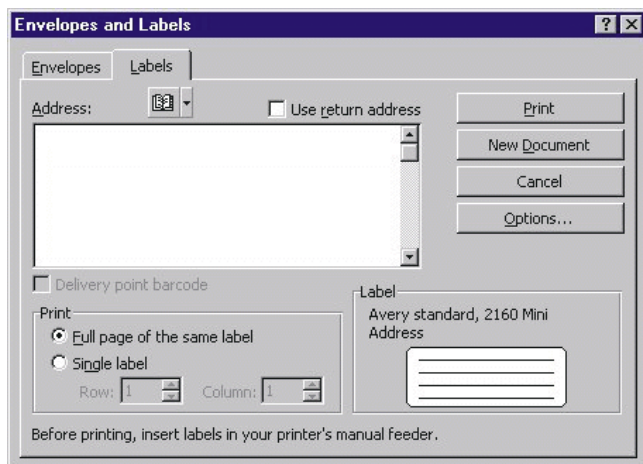**BEGINNER**

CREATE ADDRESS LABELS

If you send out lots of letters you can save yourself a great deal of effort in addressing envelopes. It's simple to use your PC to create an endless supply of snazzy labels at the touch of a few buttons. Here's how to do it using Microsoft's Word 97, but any Windows-based word processor should have similar facilities to enable you to create address labels.
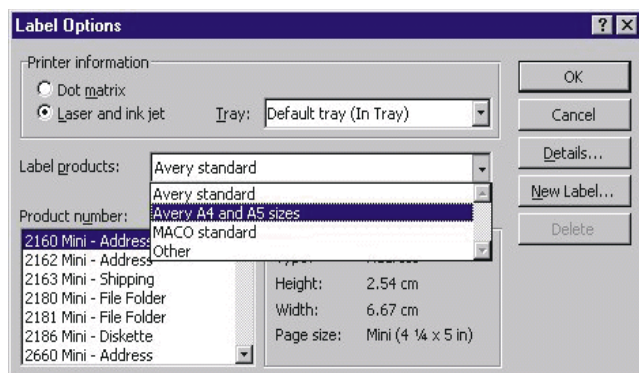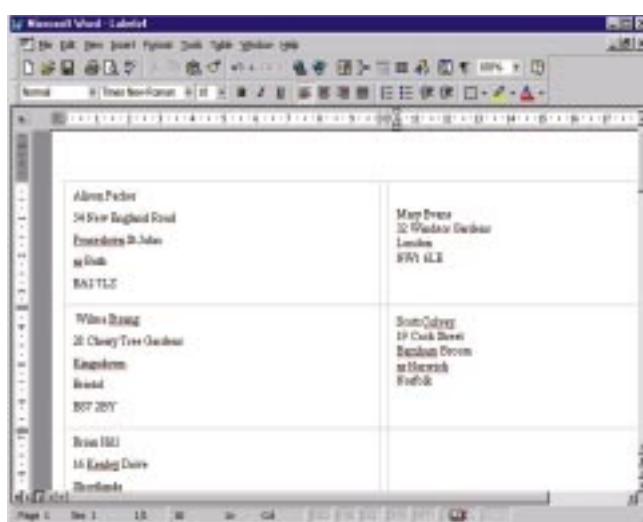
1

First, have your labels ready, so you can set up Word correctly. If you don't get this part right, you'll find addresses spilling across the labels – wasting time, stationery and money.

Labels come on A4 sheets but this still allows for a wide variety in width, depth and number of labels per sheet. We've used Avery, a standard make, (product number L7162). Find out your label details and click on Tools, then on Envelopes and Labels. In the Envelopes and Labels window, click on the Labels tab to bring it to the front.

2

Press the Options button to bring up a new window, and check that the appropriate printer type is selected – you have the choice of dot-matrix or laser and inkjet. To select the label type you are using click on the down-pointing arrow in the Label products box for a list of label types. Click on the appropriate option – Avery A4 and A5 sizes in this case. Then scroll through the Product number box until you find the correct label and click to select it.

You can click on Details to find out more about your labels.

3

Once you're happy with your labels, click on OK in the Details box and in the Options box, to come back to the Envelopes and Labels window. Click on the New Document button. This will take you into a Word document specially formatted for your labels – note how the page is divided into boxes. Type in your addresses as you would normally, pressing the Enter key at the end of each line.

To move between labels, you can either press the Tab key or click with your mouse in the next box. If you fill up a whole page of labels, Word simply moves you onto a new page as usual.

4

To give your labels a professional and individual look, you could add in a picture. Once you know how, this is remarkably easy to do.

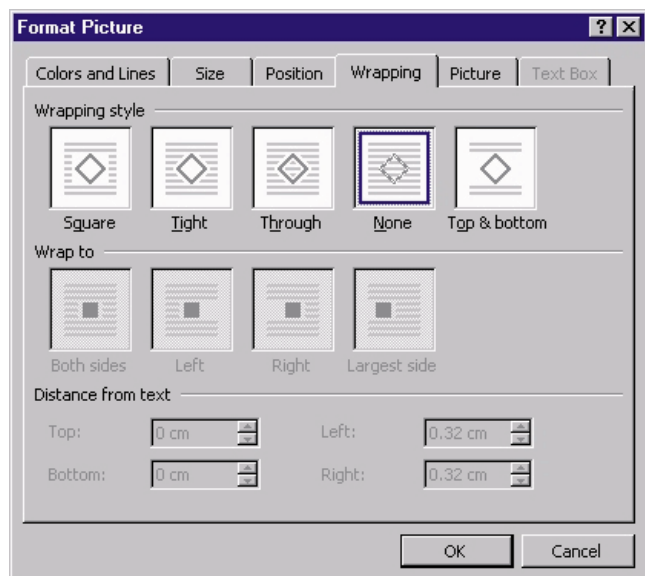Click on Insert, then on Picture and Clip Art to bring up a list of images.

Choose a suitable picture and then click on the Insert button to put it onto the label you've just created. The ClipArt Gallery has pictures for just above every occasion, and seeing as it's Christmas let's go for a festive one.

5

With the picture still selected, click on Format then on Picture. In the Format Picture box, click on the Wrapping tab, and then on the option None. Click on OK to confirm.
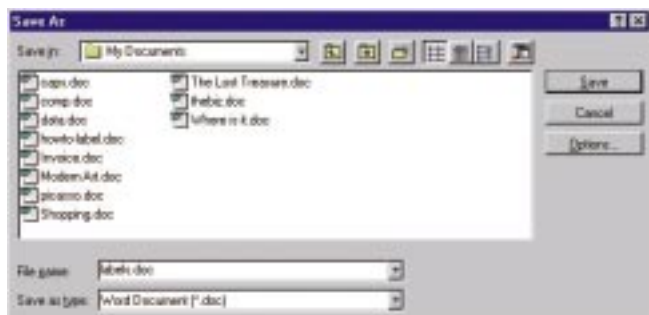
Now you can drag the picture and place it on your label – you can also resize it if necessary.

6

When you have finished entering information, be sure to save the file with a memorable name. You may find it useful to have several different files of addresses for different purposes – for various clubs, groups of friends and so on.

If you need to update your information, it's quite straightforward – just open the file and make the necessary corrections. The label information is saved along with the document, so you don't need to enter this again.

7

Printing a sheet of labels is easy but you may like to do a practice run with a plain sheet of paper for your first attempt. On your sheet you could also make a mark to indicate which is the label side – this is a good way to ensure that you put your sheet of labels into the printer the right way up.

Now click on File and then on Print. Check the details and then click on OK. If the addresses have appeared in the right place, you can load your sheet of labels and print for real.

8

Sometimes, you may wish to print just one label, or a whole sheet of identical labels. This is also quick and easy to achieve.

Click on Tools, then on Envelopes and Labels. Make sure that you still have the correct label type set up and then, in the address box, type in the necessary information. Now choose whether you want to print just a single label, or a full page of the same label. Finally, click on the Print button in the Envelopes and Labels box. ●