1- Open Word and select the "Mailings" tab:

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FILE	HOME	E INSE	RT DESIG	GN PAGEL	AYOUT F	EFERENC	es <mark>M</mark>	AILINGS	REVIEW	VIEW	Acroba	t		
Envelope	Labels	Start Mail	Select Recipients *	Edit Recipient List	Highlight Merge Field	Address Block	Greeting	Insert Merge	Rules -	, Fields e Labels	Results	Find Recipient	Finish &	Merge to Adobe PDF
Cre	ate		Start Mail Me	erge			Write & I	nsert Fields				Preview Results	Finish	Acrobat

2- Click on 'Labels'

File Hom	e Insert	Page Lay	out Refere	ences Mail	ings	Review	View	Acrobat		
Envelopes Labels	Start Mail Merge ▼	Select Recipients *	Edit Recipient List	Highlight Merge Fields	Address Block	Greeting Line	Insert Merge Field ~	Rules ▼ Rules ▼ Match Fields Update Labels	Preview Results	k 2
Create		Start Mail Me	rge			Write & In	sert Fields			Pr
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3- Click in the Label Box in the popup window:

Envelopes and Labels	×					
Envelopes Labels						
Address: Use return add	ress					
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Print Label Image of the same label Microsoft, 1/2 Letter Image of the same label 1/2 Letter Postcard						
Row: 1 📩 Column: 1 📩						
Before printing, insert labels in your printer's manual feeder.						
Print New Document Options E-postage Properties						
Can	cel					

4- Here's where you will choose the Type and size of your return address labels. Avery US letter and 8460 is the type and size for this demonstration: Click 'OK'

abel Options	L.
Printer information	
Continuous-feed printers	
Page printers <u>Tray</u> : Default tray (Main	Tray) 💌
Label information	
Label vendors: Avery US Letter	
Find updates on Office.com	
Product number:	Label information
8395 Self Adhesive Name Badges	Type: Easy Peel Address Labels
8460 Easy Peel Address Labels	Height: 1"
8462 Easy Peel Address Labels	Width: 2.63"
8463 Shipping Labels	Page size: 8.5" × 11"
8464 Shipping Labels	
Details New Label Delete	

5- Be sure 'Full page of the same label' is also selected:

<u>A</u> ddress:	🔯 🔻 🔲 Use <u>r</u> eturn address
Print	Label
Eull page of the same label	Avery US Letter, 8460 Easy Peel Ad
Single label	
Before printing, insert labels in your printer's	manual feeder.
	Ontions E-postage Properties

- 6- Inside the 'Address' Box, type in your name and address as you would like it to be on your return address labels.
- 7- Before you click on the Print Button, be sure to put your labels in the printer. Then Click Print.

Envelopes and Labels	? ×
Envelopes Labels	
<u>A</u> ddress:	🔟 🔻 🔲 Use <u>r</u> eturn address
Andrea Antonik 1234 Main Street Windsor, Ca 95492	ŕ
Print © Eul page of the same label © Single label Row: 1 © Column: 1 ©	Label Avery US Letter, 8460 Easy Peel Ad Easy Peel Address Labels
Before printing, insert labels in your printer's r	Ditions E-postage Properties
	Cancel