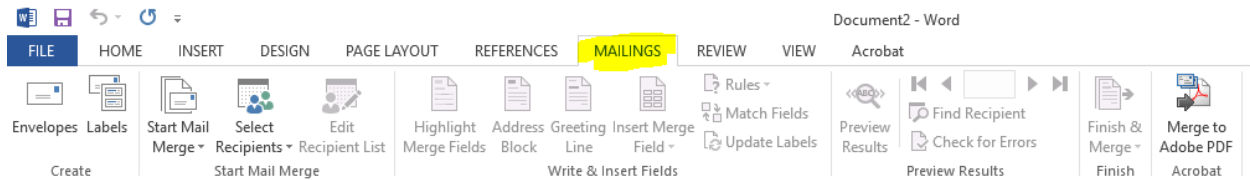
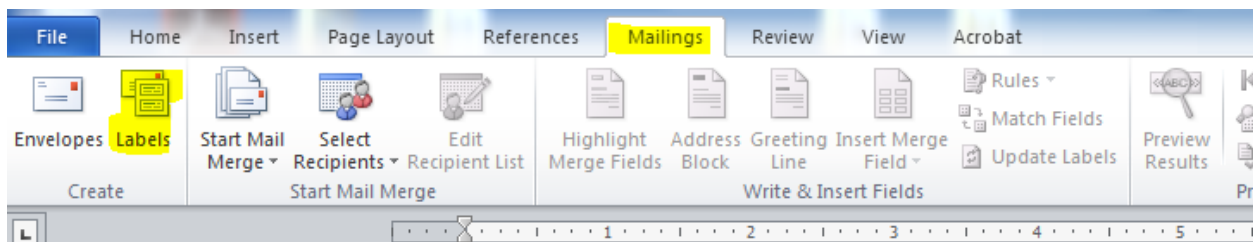


How To Make Return Address Labels Using Word

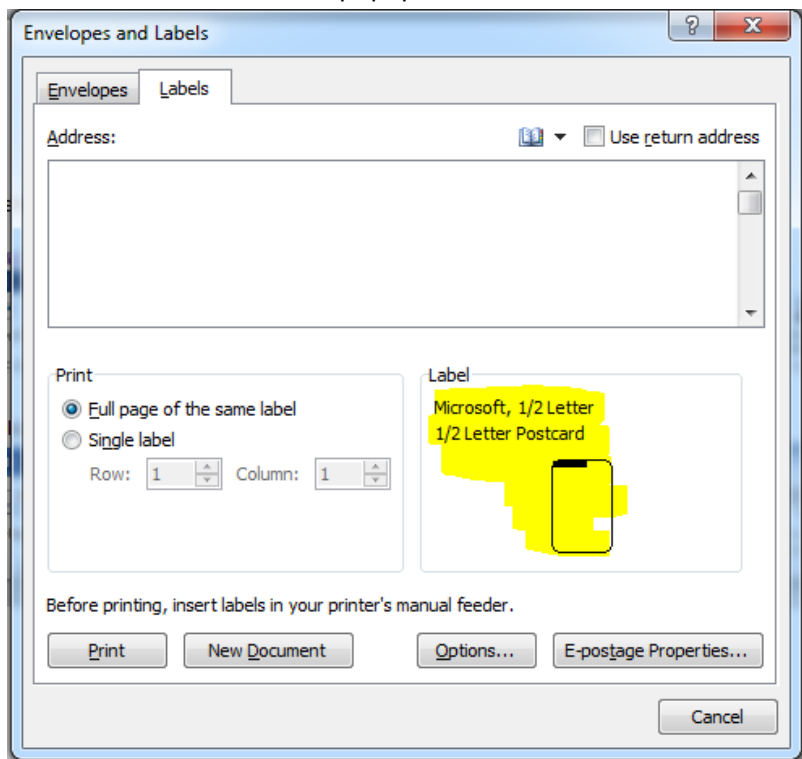
- 1- Open Word and select the “Mailings” tab:



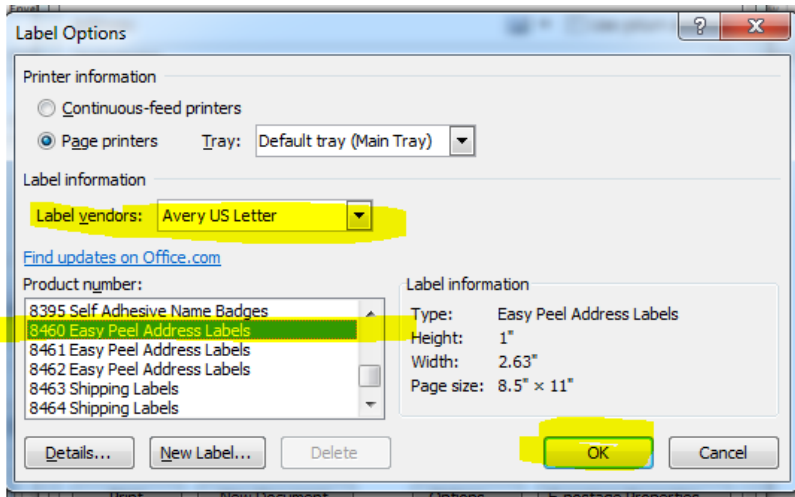
- 2- Click on ‘Labels’



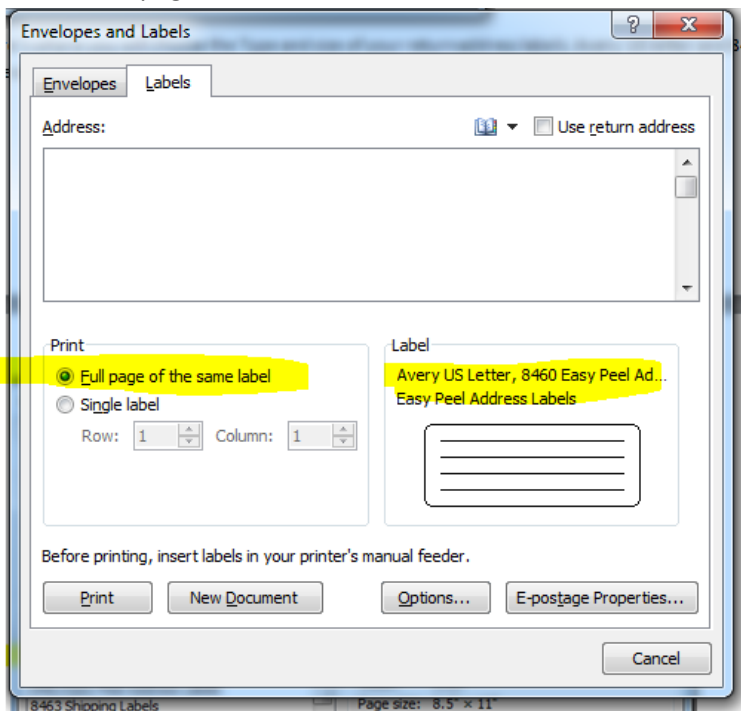
- 3- Click in the Label Box in the popup window:



- 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’



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



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.

