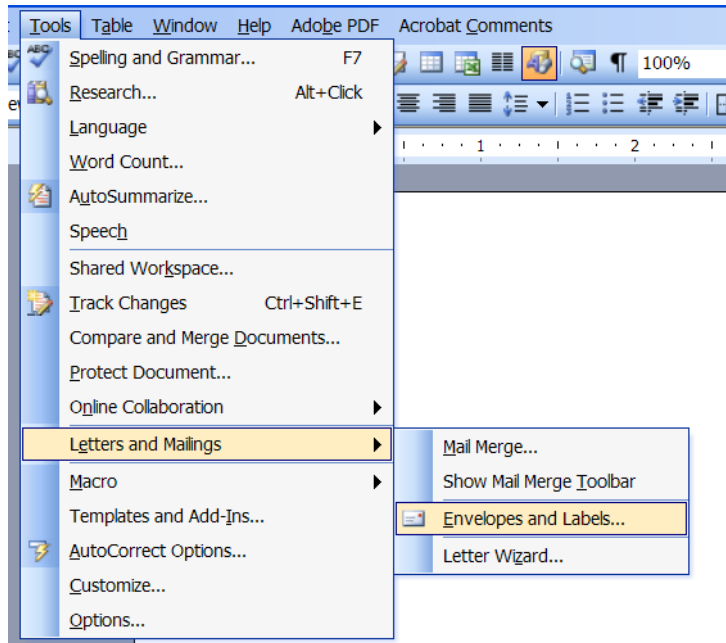
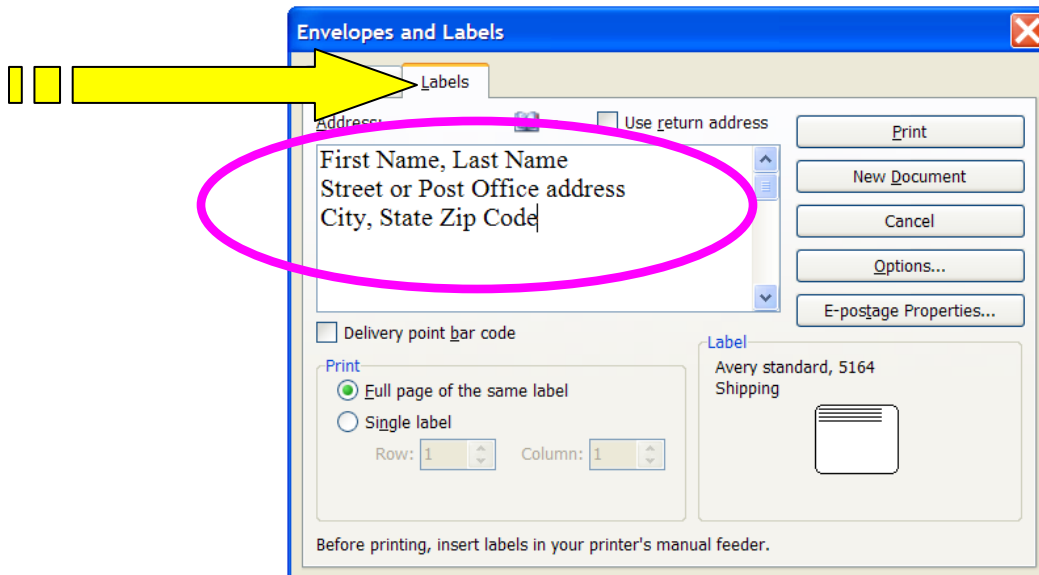


# Making Address Labels

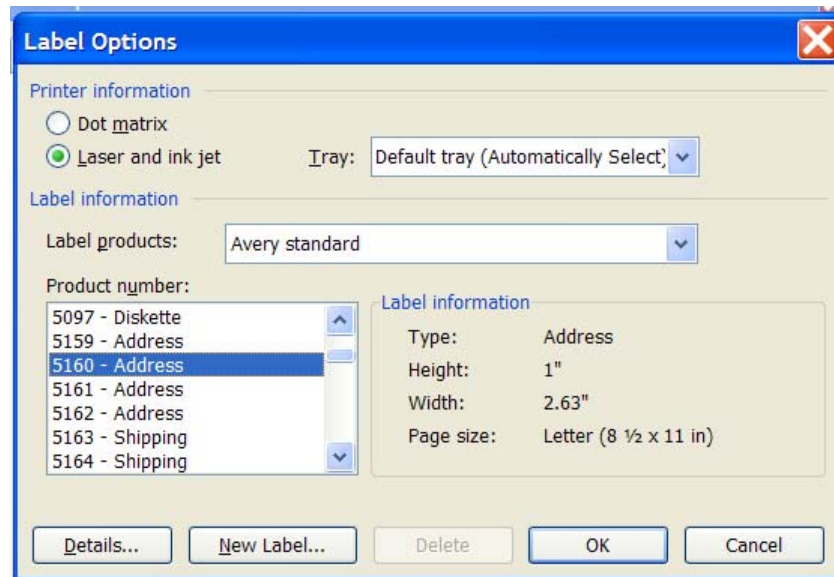
1. Open a new Word document.
2. Click on Tools → Letter and Mailings → Envelopes and Labels.



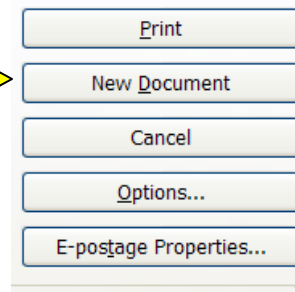
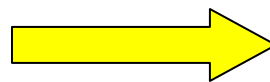
3. Now enter your name and address in the box (see the example in the dialog box below). Make sure you have selected the labels tab.



4. Select the correct labels that we will be using. Begin by clicking on the Options button. The labels we use are Avery 5160. Scroll through the list until you find the labels 5160. then click OK.



5. Click on the New Document button.



6. Now that you have all 30 labels in a new document, you may begin inserting clipart. The clipart must be inserted one at a time but you can determine whether you wish to have the same clipart 30 times or different clipart 30 times or some place in between.
7. Once you have inserted the clipart you must format it to **square** and resize it. Then position it on the label so it will

not be outside of the margins. It will also be necessary to place your cursor before your first name and press enter once. This will insure that your name isn't cut-off during printing.

8. Save your labels as labels8 in your user folder and close this document. Tell Mrs. Minnis and she will print them in color. Once you have the labels place one label on your folder, one label on the back of your binder, and one label on your envelop. Put your letter inside your envelop and address it to your parents. Seal it and give it to Mrs. Minnis to mail.