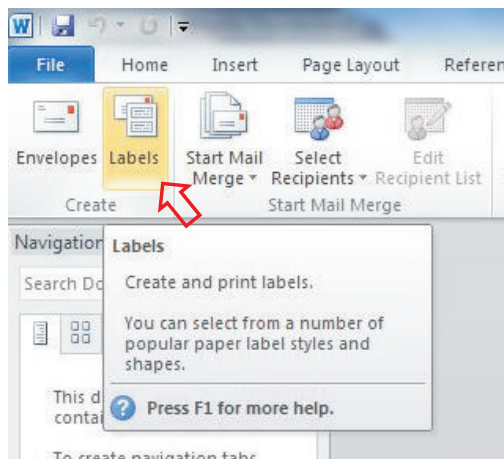
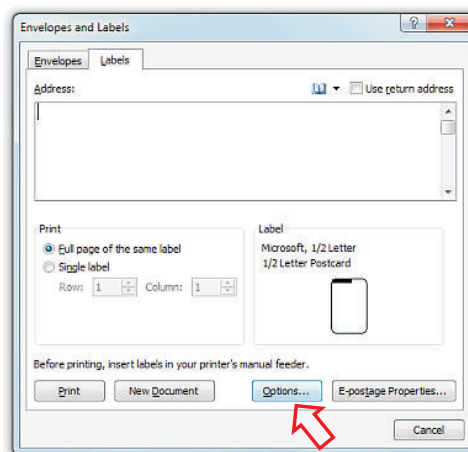


# Creating Label Templates in MS Word 2010

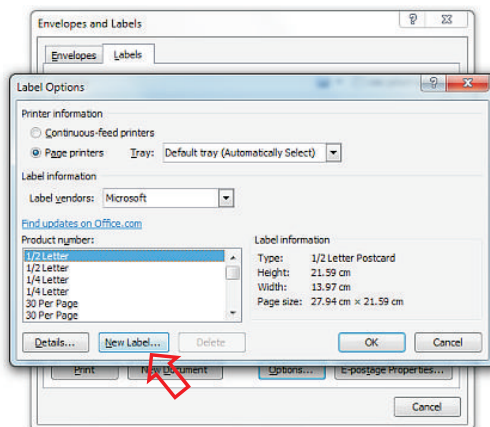
1. Click on the **Mailings** tab and select Labels



2. Click on the **Options** button



3. Click on the **New Label** button

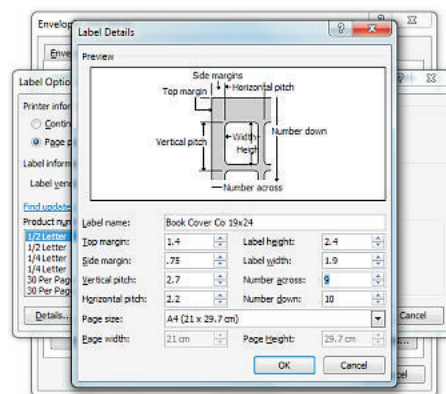


4 : Setting up the new label size.

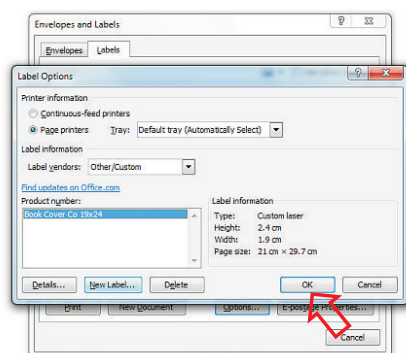
Enter a name for the label.  
Select your paper size as A4.

Fill in all of the fields, using the data from our label information page. As you do this, the diagram showing the label will change until it looks like the label you have.

When you are certain all the fields are correct, click **OK**



5. You have now created the label.  
Click **OK**, and the page containing the new label template will be created.



Creating the label sheet is complete!  
You should now have an accurately laid out template for your labels. In future you will only need to select the label as done in step 5.

