Create Address Labels in Microsoft Word

If you normally send out holiday cards to your friends, you may want to save the time that it would take to handwrite all those envelopes by creating a mailing label for each person on your mailing list. Granted, it will take a couple minutes to set up a page of 30 blank labels and up to an hour or so to enter the names and addresses of friends and family, but once it is done, you can save it to use in the future. Updating your labels can be done in a manner of minutes simply by deleting old labels and inserting new ones.

To make individual mailing labels, 30 to a sheet:

1. From within Microsoft **Word**, go to the **Mailings tab** on the Ribbon, then click on **Labels.**
2. Click on the **Options button** to select the correct label size (30 per page—1”x 2.63”). Note that there are two 30 per page options. Make sure you select the second one which has the 1”x2.63” dimensions.
3. Once the label size is set, then click the **New Document button**.
4. You're returned to Word with a blank page of labels (3 across and 10 down) ready for you to type in your addresses.
5. At this point, turn on ALL CAPS by clicking on the Caps Lock key. According to the United States Postal Service, the standard form for <u>all</u> mailing labels is all caps.
6. Use your Enter key to move from one line to the next on the same label.
7. Use the Tab key to move from one label to the next.
8. Once you have your address entries completed, SAVE the document and give it a name that will be familiar to you, for example, 2016 Mailing Labels. If you need to add or delete addresses at a later date, just open the file in Word and make your changes. Don’t forget to save your changes.
9. Print your labels one page at a time in order to avoid having two pages of gummed labels feed improperly.

To print a full page of the same address (for creating a page of 30 return address labels:

1. From within Microsoft **Word**, click on the **Mailings tab** on the Ribbon, then click **Labels.**
2. Click the **Options button** to select the correct label size (30 per page—1”x 2.63”) and then click OK.

3. Click on the **Full page of the same label** button.
4. Type in the address in the text box above.
5. Click **New Document**.
6. You are returned to Word with a page of 30 labels, all with the same address.