BUSINESS CARDS Using MS WORD 2003

1. Click Tools, Envelopes & Labels, select Label tab.
2. Click Options, and select Standard Avery 8371, 8372, 8373, 8376 or 8377 label click OK. Or select a different Avery label if you prefer a different size.
3. Select PRINT FULL PAGE, Manual Feed
4. Click New Document, a page will be brought up showing a full page of labels.
5. Create your business card in the first one, just the way you want it to look. Save it to File, giving it a name that you'll recognize later and be able to print more.
6. Now click Tools…Envelopes & Labels, and click PRINT.

Note: Always print on a clean sheet of paper first. Hold this sheet over your business cards to make sure they will align correctly on the page before printing on the business cards themselves.

Note: Print a whole page each time when printing to the business cards. If you try to print a partially empty sheet of cards, they will come lose and get all stuck in the printer due to the glue being softened by the printing of a partial page.

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Using MSWord 2007

Set up the labels

1. **Start Word. Click New …Create to get a new blank page**

2. **Click Mailings on the menu bar and select Start Mail Merge.**

3. **Click Labels.**

4. **In the Label Options dialog box, you have several choices to make.**

     The type of printer that you are using to print labels

   The supplier that produced your label sheets

   The number that corresponds to the product number listed on your package of

  label sheets

5. **Under Printer information, select your printer type.**

6. **In the Label vendors list, click the name of the company that made the label sheets that you are using.**

7. In the Product number list, click the product number that is listed on the box of label sheets.

If none of the product numbers match the number on your label package, follow instructions below

1. Measure the labels on the sheet you have, and note the measurements and how many labels fit on a single sheet.

2. In the Product number list, select a label type that is similar in size to your labels.

3. Click Details, and then compare the label dimensions and the number of labels per sheet (for labels printed on laser and ink-jet printers) or the number of columns on the label form (for labels printed on dot-matrix printers).

4. Do one of the following:

• If the dimensions and label layout match those of your labels, use the selected label.

• If the dimensions and layout do not match yours, click Cancel, and continue to step 5.

5. In the Label Options dialog box, click the printer type (either Continuous-feed printers or Page printers), and then click New Label.

6. Type a name in the Label name box, select the height, width, margins, and other options for your label, and then click OK.

8. After you select the label options that you want, click OK.

Word creates a document that contains the sheet of labels. Word uses a table to lay out the labels. If you don't see lines separating the labels, click the Layout tab under Table Tools, and then in the Table group, click View Gridlines.

Note: First print a page of labels (business cards) on a plain sheet of paper. Hold this printed sheet over your sheet of card stock to be sure that you've chosen the correct label. If they match up, you're ready to print your labels(bus cards).

Note2: Never print part of a sheet. The printing will heat the labels and if you put part of a sheet in to print again, the labels may peel off and stick to the printer roller making a big mess.

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Using the Avery Wizard in MSWord 2007

Click AVERY on the menu bar and follow directions given