Create custom-sized labels in MSWORD

1. On the **Tools** menu, point to **Letters and Mailings**, and then click **Envelopes and Labels**.
2. Click the **Labels** tab.
3. Click **Options**.
4. In the **Product number** box, click a label type similar in size to your labels.

   If you don't see the label type that you want in the **Product number** box, you may be able to use another of the listed labels, or you can create your own custom-sized labels.

5. 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).
6. 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 on to step 7.
7. In the **Label Options** dialog box, click the printer type (either **Dot matrix** or **Laser and ink jet**), and then click **New Label**.
8. Type a name in the **Label name** box, select the height, width, margins, and other options for your label, and then click **OK**.

   The new label appears in the **Product number** box as *Label name - Custom*. The label is also placed in the **Other**/**Custom** category, so the next time you use your custom labels, be sure to select **Other**/**Custom** in the **Label products** box.

NOTE   Measure the labels carefully. The actual label size might be smaller than the size indicated by the label manufacturer. For example, a 1-by-2-inch label might actually be 15/16-inch high and 1-15/16-inches wide.

NOTE 2: Make labels for other purposes, such as labeling jars of jams & jellies.
Labels for non-address options
Purchase labels with 'glue' in the size you wish to use.
Make labels for other purposes, such as labeling jars of jams & jellies.
1. Instead of typing in an address, type in the Label Text you want on your jars. You might even like to use clipart on the label. There is clipart in your windows program and also you can obtain clipart from online.
2. AT the top of MS Word select INSERT and click clipArt.
3. Select Online ClipArt and rightclick and select COPY the one you want to use, such as an apple.
4. Apply and paste it onto the label that you've created.

5. You will have to resize it. Just rightclick the pic and select resize. For instance, I selected an Apple and resized it 50%.
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