Creating Labels in Word 2007
Author: Patricia Lynn

Introduction –
Click here: Creating and Printing Labels in Microsoft Word 2007: the best tutorial on the Internet! Learn how to create both.

There are 2 types of labels you can print in Word 2007. The first is a page of labels wsith the same address on each label. This is useful for return address labels.

The second type is a page, or pages of labels containing a different address on each label. This is useful for business or holiday mailings. This tutorial assumes you will use names and addresses from a Microsoft Outlook 2007 Contacts folder.

When you buy labels, the pkg usually has a product number. Word will ask you to specify the vendor and/or the product number. When Word creates the document containing your labels, it actually creates a table and puts an address inside each . The cell size should match your label size.

Hint: to see the button descriptions on the Word ribbon, make your window as wide as possible. Hover your mouse over an icon and its description will appear.

Labels with the same address

Creating the address
1. Open Word 2007. Click Mailings on the menu line. Select Labels on the ribbon.
2. On the Labels window, under Print, choose "full page of same label".
3. Click the Options tab, select your product number and click OK.
4. Still on the Labels window, type the address in the address box. To change fonts, highlight the address and rightclick, click Font and select your preferred font. Click OK.
5. Still on Labels window, click the NEW Doc button at the bottom. A Word doc will appear containing the labels.

6. If you want to reposition the address or insert a picture, continue below. Otherwise, just go ahead and print your labels on Plain Paper to make sure they will fit your labels. IF all is ok, Print your labels.

7. Save your document for printings at a later time.

Repositioning the Address on the Label
1. To center the address vertically on the label, hover the cursor over the table until you see the cross symbol in the upper left corner, Rightclick on this symbol and click Table Properties.
2. Click the Cell tab and click Center. Click Ok.
3. To move the address so it is not so close to the left edge of the label, click in the white space of the doc so nothing is highlighted. Then, hover the cursor over the left edge of the table until the cursor changes to vertical parallel lines.
4. With the parallel lines visible, press the mouse button and drag the left edge in about ½ inch or more, depending on your label width. Use the ruler at the top of the page to guide you.
5. Repeat this step for each column – dragging the vertical line that is closest to the left edge of the address text.
6. Print your labels on plain paper as a test, then Print your labels.
7. Save your document for use later.

Inserting a picture on the label
1. To insert an image onto your label, click in the upper left table cell (label). Click Insert on the menu tab and select Picture. Locate the picture to be used and doubleclick it.
2. To resize the picture, hover the cursor on one of the corners until you see a twosided arrow, Press the mouse button and drag to resize.
3. To keep the address lines vertically aligned, rightclick on the image, hover the cursor over Text Wrapping, and click Tight. Then click and drag the image to its desired location on the label.
4. You must manually insert the picture in the remaining cells (labels) on the page. To do so, rightclick on the image and select Copy. Place the cursor in the next table cell where you want the image, rightclick and select paste. The text wrapping should already be set, but if the text is not wrapping around the picture properly, click and drag the picture to a different spot in the cell and then move it back to the desired location (Or repeat step 3 above).
5. Print labels on plain paper to test, then Print your labels
6. Save your document for later use.

Labels with different addresses (using MS Outlook 2007)

Setting up and importing addresses from MS Outlook 2007
1. Open MS Word 2007 and click Mailings on the Menu
2. Click Start Mail Merge from the ribbon, select Labels. Click on the dropdown box arrow next to Label Vendors, and select the name of your labels. Click on the product number. Click OK.
3. Click Select Recipients from the ribbon. Choose "Select from Outlook Contacts." If a window appears asking you to choose a profile, click OK. Then doubleclick the contacts folder you wish to use (or click the folder and click OK).
4. On the Mail Merge Recipients window, remove the checkmark by addresses you don't want included. Sort the contacts if desired. When finished, click OK. The first cell of your document will be blank. The other cells will say <Next Record> or <Next Recipient>.
5. IF you do not want to insert an image, skip to the next step. Otherwise, to insert an image onto the label:
   • With the cursor in the top left table cell or label, click the Insert tab on the menu line and click Picture. Browse to locate the pic and doubleclick it. (or click the pic and click insert.)
   • To resize the picture, hover the cursor on one of the corners until you see a twosided arrow. Press the mouse button and drag to resize.
   • To keep the address lines vertically aligned and the picture positioned to the left or right of the address block, rightclick on the pic, hover the cursor over Text Wrapping and click Tight.
6. Next, click the Mailings tab on the menu line and click Address Block on the ribbon. In the window that appears, choose what info to include in the address. Look at the address in the preview window. Change as necessary. Click OK.
7. Still on the Mailings ribbon, click Preview Results. You will see an address in the first cell only. Reposition the pic if necessary. If you want to change the font or reposition the address on the label, continue with the next section. If you are ready to print your labels, skip to Printing Your Labels below.

Changing Font Properties
1. Click on the address. Then highlight the entire address so just the words hightlight in blue.
2. Rightclick inside the highlighted area and click Font. Make the change and click OK. Proceed to Printing Your Labels below.

Changing Indentation and Line Spacing
1. With the address still highlighted (or highlight as instructed above), righclick inside the highlighted area and click Paragraph.
2. If Line spacing already specifies "single" – but you want the lines closer together – choose "Multiple" from the dropdown box. Then, highlight the data in the box under At: and type in .7 or thereabouts. Click OK to see how the address looks. Repeat until satisfied. Then proceed to Printing Your Labels below.

Increasing the top margin so the address sits lower on the label
1. Rightclick table symbol that looks like cross (upper left of the table).
2. Click Table Properties, click the Table tab, and click the Options button.
3. Click the "up arrow" next to the Top Margin box to increase its value.*. Repeat until you are satisfied with the results. Click OK. Then proceed to Printing Your Labels below.
   *Note: For 4-line addresses on 1 "high labels, increase the top margin to about .07. For 3-line addresses on 1"high labels, increase the top margin to about .13.

Printing Your Labels
1. Click Update Labels (or Update Fields) in the lower right corner of the "Write & Insert Fields" section of the Mailings ribbon. (you can hover over an icon to see its description).
2. This will propagate the address block to the rest of the table cells.
3. Then, click Finish and Merge, click Edit Individual Documents, and in the "Merge to New Document" window click All and OK.
4. Your pages of address labels will appear in a new Word Doc. Look at each label and tweak if necessary. Print the first page on plain paper to make sure the addresses will align properly on

your hardcopy labels. Then print your labels, and save the doc if desired.

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4. With the parallel lines visible, press the mouse button and drag the left edge in about ½ inch or more, depending on your label width. Use the ruler at the top of the page to guide you.
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   - To keep the address lines vertically aligned and the picture positioned to the left or right of the address block, rightclick on the pic, hover the cursor over Text Wrapping and click Tight.
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