## MicrosoftWord 97 – Labels Instructions

Prescription Laser Labels - HCL #8041

## CREATING A LABEL DEFINITION

- 1. Begin with a new, blank document in Microsoft Word.
- 2. Select Tools from the main menu bar. Then select **Envelopes and Labels** from the drop-down menu.
- 3. The Envelopes and Labels dialogue box will appear. Select the Labels tab:



4. Select the **Options** button and the **Label Options** dialogue box will appear:

Label Options		? ×
Printer information		ок
• Laser and ink jet Iroy	Manual Feed (Tray 1)	Cancel
Label products: Other		<u>D</u> etails
Louis Louis	<b>1</b>	New Label
Product number:           HP 92996 L - Address           HP 92996 M - Address           HP 92996 N - Address           HP 92996 N - Address           Inmac 6070 - Address           Inmac 6099 - Address           Inmac 6099 - Address	Label information Type: Custom laser Height: 0.98" Width: 1.75" Page size: Letter (8 ½ x 11 in)	Dgjete

- 5. Select the Laser and ink jet button (circled above), under Printer information.
- 6. Select the printer **Tray** (*in the rectangle above*) that the labels will print from. Please note that this setting will vary depending on the type of printer you are using.
- 7. Select Other (see arrow above) in the Label products drop-down menu.
- 8. Select the New Label button and the New Custom Laser dialogue box will appear:

New Custom laze	Df -		? ×
Preview			
Top margin			
Label name:	1		
Top margin:	0"	Label hgight:	0.90"
Side margin:	0.5"	Label width:	1.75
Vertical pitch:	1.5' 4	Number across:	2 *
Hgrizonital pitch:	1.95"	Number gown:	1 🚊
Bage size:	Letter (8 % × 11	in)	
		OK	Cancel

9. Fill out the fields in the New Custom Laser screen with the below parameters:

Label Name: Pres	cription Laser Labels	; #8041	
Top Margin:	0.5"	Label Height:	1"
Side Margin:	0.188"	Label Width:	2.625"
Vertical Pitch:	1"	Number Across:	3
Horizontal Pitch:	2.75"	Number Down:	10
Page size: Letter (	(8 ½ x 11 in)		

- 10. Select the **OK** button to save the settings and exit the **New Custom Laser** window.
- 11. Select **OK** from the **Label Options** window.
- 12. From the **Envelopes and Labels** window, you can either continue with printing the labels by proceeding to step 3 below or close the window by clicking **Cancel**.

## PRINTING LABELS USING YOUR CUSTOM DEFINED LABEL DEFINITION

- 1. After you have set up your label definition, open a new blank page in Word.
- Click on Tools > Envelopes and Labels. The Envelopes and Labels dialog box will appear:



3. Type the text in the **Address** window just as you want it to appear on the labels, such as:

## **Health Care Logistics**

450 Town Street Circleville, OH 43113

You can adjust font attributes by hi-lighting the text, right-click with your mouse and selecting **Font** from the pop-up menu.



4. Click on the **Options** button. The **Label Options** dialog box will appear.



- 5. From the **Product Number** (circled above) field, select the label definition that you just created or the one that you want to use. Click on **OK**.
- 6. This will take you back to the Envelopes and Labels dialog box.
  - To print a **full page of the same label**, select this option under **Print** and then click on the **New Document** button. This will take you to a new document window that contains a full page of the labels with the text you just typed. You can edit the text and change font attributes directly on this page.



• To print a **single label**, select this option under **Print**. Specify the **Row** and **Column** of the label you want to print and then click on **Print**.

Envelopes and Labels	<u>?×</u>
Envelopes Labels	
Address: 🖸 - 🗖 Use return addre	
Health Care	New Document
450 Town Street	Cancel
Circleville, OH 43113	Options
Label	
Print HCL ; C Full page of the same label Custo	#6122 om laser
○ Single label	
Row: 1 🚔 Column: 1 🚽	
Before printing, insert labels in your printer's manual fe	eder.

7. Your labels are now ready to be printed. Select **File > Print** and the Print dialog box will appear:

rint		?
Printer Name:	@Warehouse	Properties
Status: Type: Where: Comment:	Idle HP Laser Jet SSi \\HCL-NT\Warehouse	Print to fije
Page range All Current Pages: Enter page separated b	page C Selection rumbers and/or page ranges by commas. For example, 1,3,5–12	Copies Number of gapies:
Print <u>w</u> hat: Print:	Document	Zoom Pages per sbeet: 1 page Scale to paper sige: No Scaling
Onlines	1	City Cancel

- 8. From the Print dialog box, you can select the printer where you want to print the labels to and the number of copies (pages) you want to print.
- 9. Click **OK** to print the labels.
- 10. You can now save the document, if you desire, so you can retrieve it later for reprinting. Click on **File** > **Save As** and the Save As dialog box will appear:

Save As			2 ×
Save in:	Label Instructions	💽 🖛 🗈 🔍 🖄 🗂 • T	00 5 <b>-</b>
History Hy Documents	Adbeis5116.doc     Adbeis7057.doc     Adbeis7057.doc     Adbeis7020.doc     Adbeis7020.doc     Adbeis7101.doc     Adbeis6110.doc     Adbeis6110.doc	(1) LabelS6032.doc (1) LabelS6110.doc (1) LabelS6110.7057FWfeed.doc (1) LabelS6116.doc (1) LabelS6116.doc (1) LabelS6116.doc (1) LabelS6118.doc (2) LabelS6118.doc	Labels7057. doc Labels7057WP. Labels7060. doc Labels71060. doc Labels7201. doc Labels7202. doc Labels7203. doc
Cestop	Labels242077infeed.doc Labels6010.doc Labels6010_6015_6017Pinfeed.doc Labels6010test.doc	Elabels6119.doc Elabels7030.doc Elabels7030WP.doc Elabels7044.doc	Labels7205.doc Labels7206.doc Labels7752.doc Labels8040.doc
Favorites	Ellabels6015.doc Labels6017.doc Labels6031.doc	Blabeir7045.doc Blabeir7048.doc Blabeir7052.doc	Labels8042.doc Labels8042.doc Labels8043.doc
Web Folders	File game: ECCASTENENT Save as type: Word Document (*.doc)		Save Cancel

- 11. Select the **Save In** location from the drop down menu.
- 12. Type in the name you want to save the file to in the **File Name** box.
- 13. Click on Save.

