

HOW TO SET A4/3C LABEL FORMATS IN WORD

Note: Label configuration measurements may vary depending on the printer you are using.

WORD 2007

1. Open a new Word document
2. Select **MAILINGS** from the top menu bar
3. Select **LABELS**
4. Select the **LABEL** tab and then **OPTIONS** button
5. Select **NEW LABEL** button

WORD 2003

1. Open a new Word document
2. Select **TOOLS** from the top menu bar
3. Select **LETTER AND MAILINGS** and then **ENVELOPES AND LABELS**
4. Select the **LABEL** tab and then **OPTIONS** button
5. From **LABEL PRODUCTS** drop down list select **OTHER/CUSTOM** and then **NEW LABEL** button

6. Enter details as per the image below. Make sure all measurements are identical (but if Word measurement units are not centimeters enter the equivalent measurement – e.g. 1.1 cm = 11mm)
7. When all details have been entered, select OK button and settings will be saved
8. Select OK button again

Saved label format can be used to create new label documents either by entering text directly into labels or for use with mail merge.

A4/3C information

Preview

Side margins

Top margin

Vertical pitch

Width

Height

Number across

Number down

Label name: A4/3C

Top margin: 0 cm

Side margin: 0 cm

Vertical pitch: 9.9 cm

Horizontal pitch: 20.99 cm

Label height: 9.9 cm

Label width: 20.99 cm

Number across: 1

Number down: 3

Page size: A4 (21 x 29.7 cm)

OK Cancel