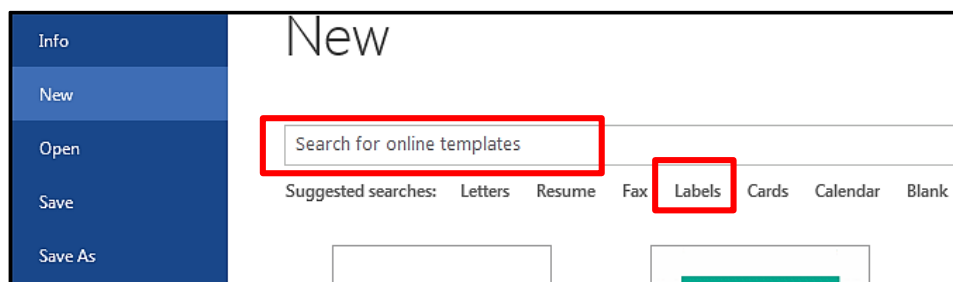


## Word 2013: Creating Address Label using Templates

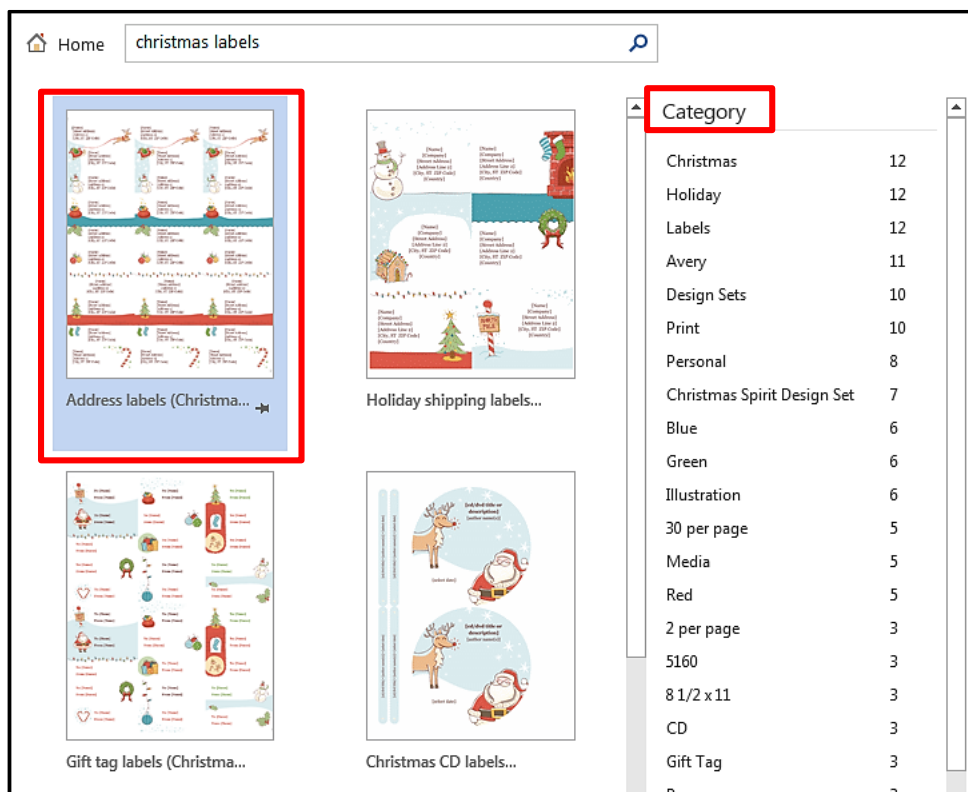
First you will need to know what type of label you have purchased. For example if you have not purchase any yet, see the suggestion below for a Christmas Tree address label that uses Avery 5160, 5260, 5660 and so on (see details on screen shot below). Finding the template first is always a good idea before purchasing a label & Avery is a very popular kind.



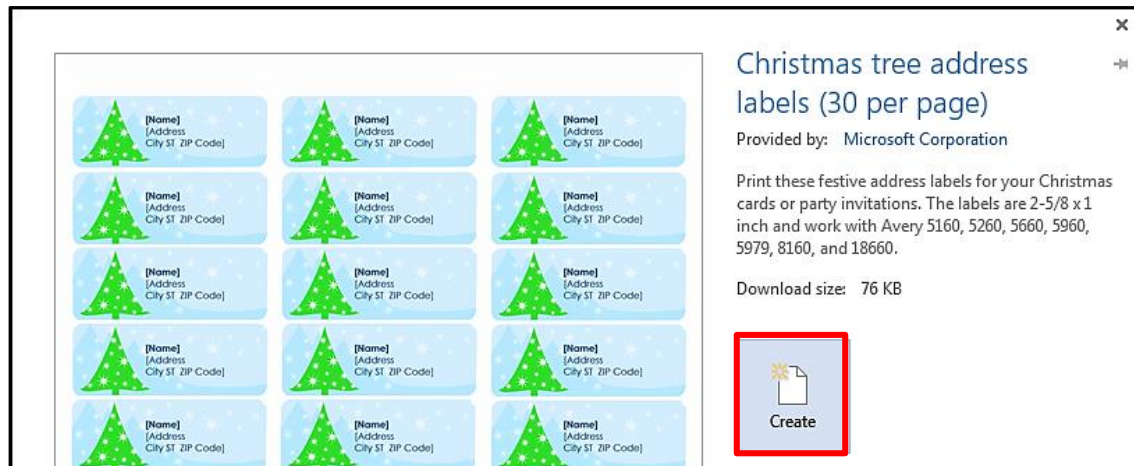
First, open **Word**, then go into **New**. On the same line as **Suggested searches**, click on **Labels**.



If you know you want a special theme then type in the **Search for online templates** dialog box. For example: **Christmas labels** and hit **Enter**. Under **Category** are even more.

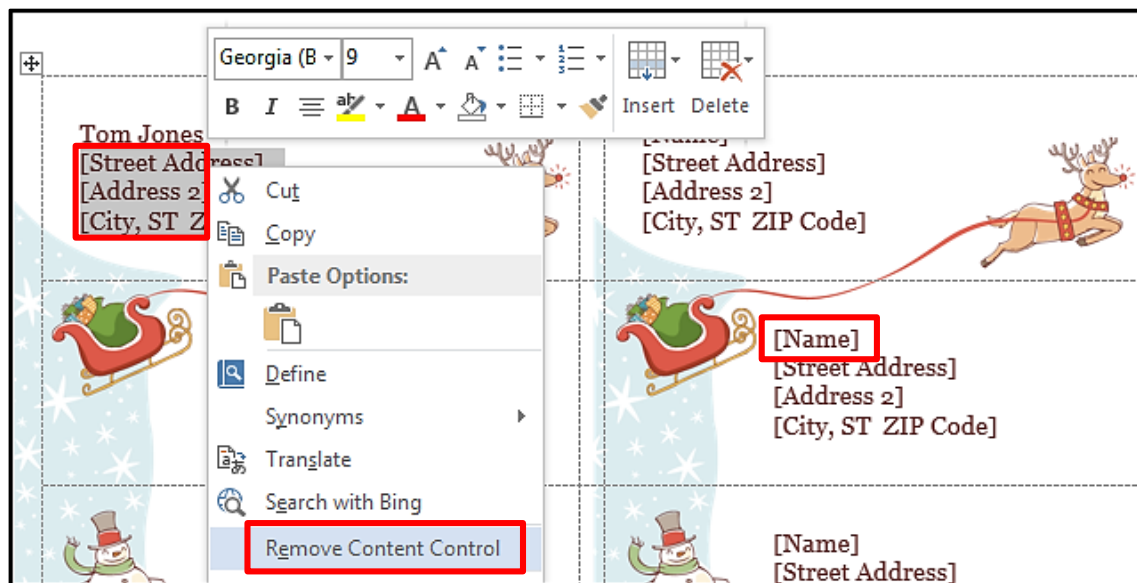


Click on the one you would like to get more details about or download. You can cancel on the dialog box below. Otherwise click the **Create** button to open up your labels.



Once created, **Save** this file with a new name. Now you can do a mail merge using data pulled from Excel. See tutorial on doing a Merge under Word 2013.

If instead you want to just type in name & address for each label you must right mouse click on the **[name]** & address to **Remove Content Control**. Be careful not to hit Enter when typing in your name and addresses. Instead use tabs or arrows to move around.



**TIPS:** The 2 examples above will print the color images/designs on white address labels. If instead you buy labels with designs already on them, then you would want to use plain labels.