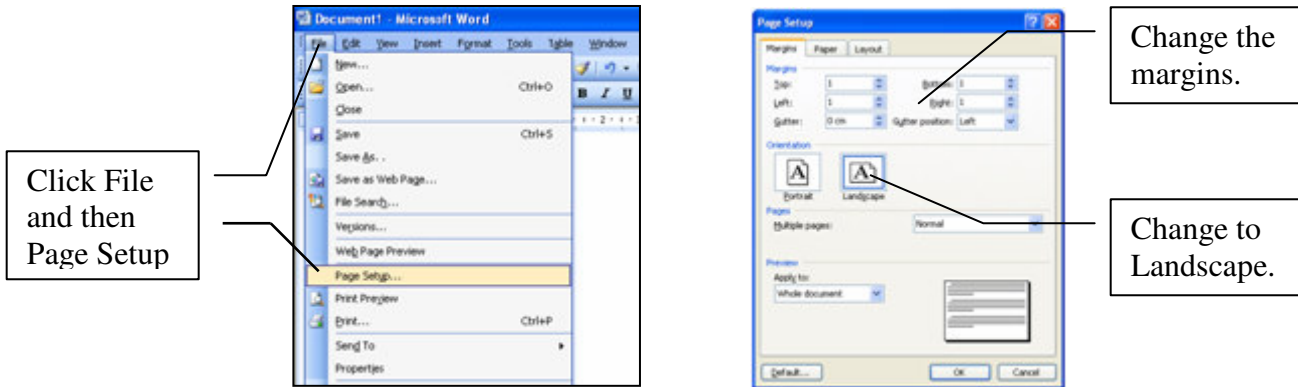


### Step 1

Measure your drawer and work out the size of the label. You will need to make sure that the label will fit onto an A4 piece of paper.

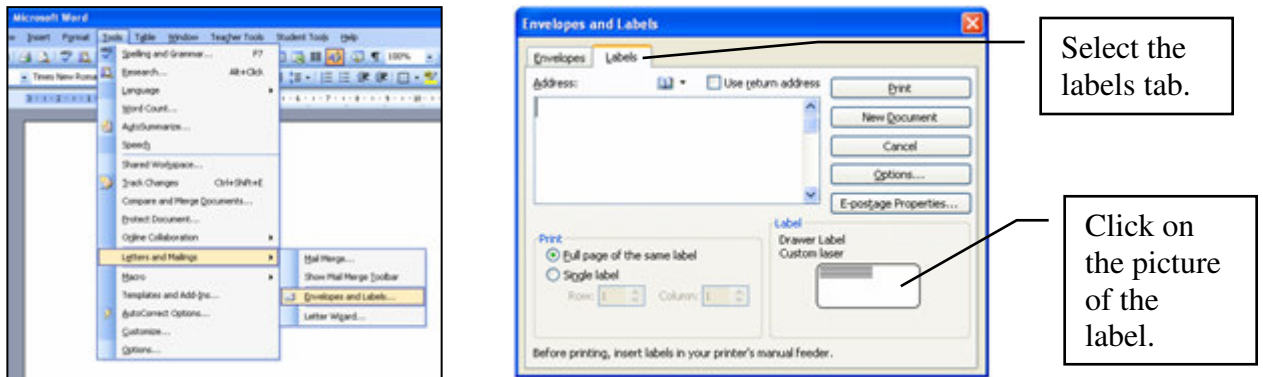
### Step 2

Open MSWord and click on the **File** menu and select **Page Setup**. For most drawer labels you will need to change the page orientation to Landscape and you may have to adjust the page margins. In this example I've made the margins smaller so that the label will fit across the page. You need to make sure that the margins are within your printer's print area – printers can't print right to the edge of the paper. Try not to make margins less than 1cm for most



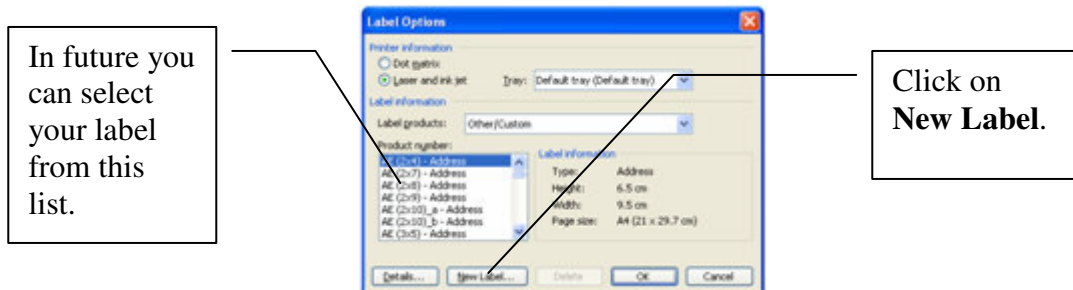
### Step 3

Click on the **Tools** menu and select **Letters and Mailings** and then **Envelopes and Labels**. Then select the Labels tab and click on the picture of the label.



### Step 4

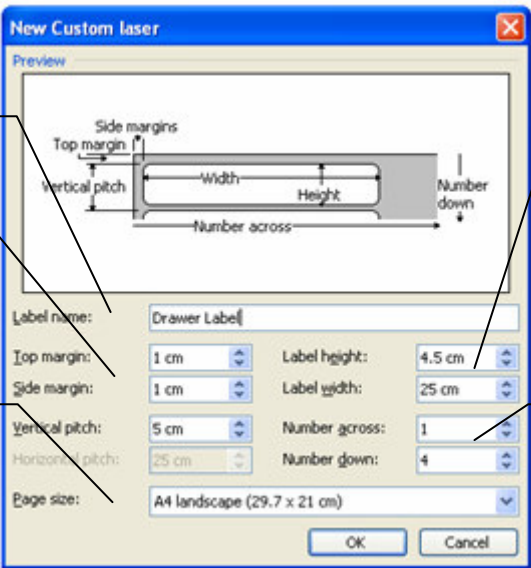
Click on the **New Label** button at the bottom of the next dialogue box.



In the next box enter your measurements for your label into the **Label width** and **Label height** boxes.

You also need to give your label a name and enter how many labels you can fit on a page by entering how many across and how many down. Altering the **Vertical pitch** figure will effectively change the gap between labels.

Finally change the paper size to match your page setup (landscape).



The 'New Custom Laser' dialog box is shown with a preview window at the top. The preview shows a label with dimensions: Top margin, Side margins, Vertical pitch, Width, Height, Number across, and Number down. Below the preview are several input fields: Label name (Drawer Label), Top margin (1 cm), Side margin (1 cm), Vertical pitch (5 cm), Horizontal pitch (25 cm), Page size (A4 landscape (29.7 x 21 cm)), Label height (4.5 cm), Label width (25 cm), Number across (1), and Number down (4). There are OK and Cancel buttons at the bottom.

Give your label a name.

Vertical pitch can alter spacing between labels.

Change your paper size accordingly.

Enter your label measurements here.

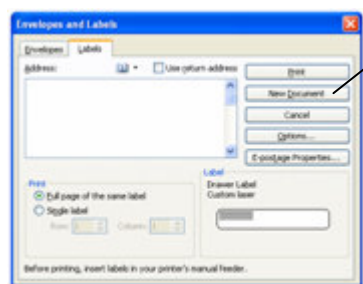
Adjusting this alters how many are on the page.

When you click on OK you may get a message saying that you can't fit the labels onto your page. If this is the case, you will have to alter the number of labels across/down and possibly the vertical pitch if there is a gap between labels.

### Step 5

You are then returned to the Envelopes and Labels dialogue box. In future, you can call up the label you've created so that you don't need to enter all the measurements again. To do this click on the picture of the label and choose your label from the in the next dialogue box.

Click on **New Document**.



The 'Envelopes and Labels' dialog box is shown with the 'Labels' tab selected. The 'New Document' button is highlighted with a callout box.

Click here.

### Step 6

You are then given a new Word document that is formatted according to your label measurements. You can click in the boxes on the page and create your labels using all the usual Word formatting tools (Font, size etc.) Note you're your labels won't print with a boarder unless you specify one from the Borders and Shading from the Format menu.