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Label maker template word

To create custom labels, you don't have to look any further than Microsoft Word. Whether personal or professional, Word offers a comprehensive feature set for creating personalized mailing labels. This is how you do it. Create custom labels in Word When you consider how long Word has been around, it's no surprise that the application has evolved in the past by creating only simple documents. Not only does it provide the tools to create personalized envelopes it also comes equipped to create custom labels to go with them. Open an empty Word document and go to the Mailings tab. Then click the Tags button. In the Envelopes and Labels window that opens, you're already on the Tags tab. In the Address box, type the information you want on the label. If you've previously created an envelope and saved your return address, check the box next to Use Return Address and transfer the information for you. In the Print section, specify that you want to print a full page with the same label. You also select the Single Label option and specify the rows and columns to print a certain number of labels. The Label section gives you a description of your current label selection. To change this, you must select Options. Let's do that. In the Label Options window, tell Word how to print the label's labels and brand. Under Product Number, select the label type from the list of specified options. You will notice that the specifications of the labels are displayed under 'Label information'. The information shown here is relative to the selected product number. If you don't find what you're looking for, you select 'New Label' and type the exact details of what you need. If you're satisfied with the installation, click OK. Make sure you've loaded your labels into the correct tray in the printer, and then click Print. Now create one page with different labels, let's assume you want to print some labels on one page, but print different information on each label. Don't worry - Word has you covered. Open a new Word document, go to the Mailings tab, and then click the Tags button. In the Envelopes and Labels window, click the Options button at the bottom. In the Label Options window that opens, select a suitable style from the Product Number list. In this example, we use the 30 per page option. When you've made your selection, click OK. In the Envelopes and Labels window, click the New Document button. A new Word document appears with an empty label template. Now type the information you want into each label and print it out when you're done! Darrin Koltow Microsoft Word has several features that customize you, including tabs of user-created templates. Adding a tab for your is a process that involves both Windows Explorer and Word. No. tweaking is necessary. The result of the operation is not visible if you apply the quick method of creating new documents in Word - by pressing Control-N. It will be visible as soon as you click the New command of the File menu. Open Word and click the multicolored Microsoft Office button in the upper-left corner of the application window. Click the Word Options button that appears. Click the Advanced link in the left pane of the Word Options dialog box, and scroll down to the heading General. Click the File Locations button, and then click the User Templates row in the dialog box that appears. Click the Change button, and then right-click an empty space in the panel on the right. You don't change the link to the folder in which Word searches for custom templates, but creates a subfolder in that folder. Select the item New from the pop-up menu, and then click Folder. Type a name for the folder that is suitable for the templates you want to save in it. For example, type My custom templates or My Business Person. Double-click the new folder to open it. Write down the full path name that appears in the Address bar of the Change Location dialog box. Or select and copy (by pressing 'Control-C') this path name. Press Cancel to close the dialog box, and then press the Close or Cancel buttons on the remaining open dialog boxes. Now that you've created a folder to save your template, put something in that folder. Word requires this before it can display a new tab to display the templates of the folder. Open Windows Explorer, and then navigate to one of your existing Word templates. If you don't know where they are, find it by entering .dot in the Explorer Search dialog box. Copy at least one existing template from step 8 to the folder name you included in step 6. In Word, click the New item from Office, and then click the My Templates link in the left pane. The dialog box that appears displays a new tab whose name matches the name of the folder you created in step 5. Although many people keep touting the end of CDs and DVDs, I still think they are here to stay for a while. Sure, most of us share personal videos shot on our phones through cloud services nowadays, but movies and longer form home videos are still easier to share and watch on CD, DVD or Blu-ray discs. Burning Blu-ray discs is still not that common and never can be, but many people still burn their own CDs and DVDs. If you burn your own discs, then you should always make a nice looking custom label to go along with. It just looks tacky to have a permanent marker to label your newly burned CD! In this article, I'll show you where to find a lot of templates for creating your own CD, DVD, or Blu-ray label covers in Word. The nice thing is that CDs, DVDs and Blu-ray discs are all the same diameter and so a label can fit them all. In addition, there are many templates for CD and DVD covers, including the standard CD covers and DVD covers Word templates When you enter a store like Staples or OfficeMax, you'll always find Avery labels. They've been around a long time and they pretty much make the most of the labels you use when printing Word. The same goes for printing CD and DVD labels. Avery has a lot of different labels that you buy, print, peel and stick right on your disc. Check out their CD & DVD templates here and you'll find more than 50 different templates that you download. In addition to Word, they also have templates in Photoshop, Adobe Illustrator, and Adobe InDesign formats. Click on the one you want and you'll be able to download it. Make sure you select the Template option only, otherwise it will download an installer trying to install crapware on your system. If you only download the template, it must be in doc format. Open the file and you'll see that the template is ready to use in Word. The only problem that comes up is that you might get a message from Word saying that the document is open in protected view. Since the file is downloaded from the Internet, Word doesn't trust it, and you'll need to manually click the Enable Edit button to edit the file. I scanned a few of the files myself with an anti-virus program and they were clean, so it's just a warning in case you downloaded a file from a malicious website. Avery hopefully won't be loading their Word docs with viruses anytime soon. Now that you're editing the file, you start typing in your text, adding images, and customizing your label. Below I downloaded an empty template and then added some WordArt and text to the bottom for my music tracks. I recommend downloading a label that already included some text because it's much easier to edit that label than trying to do it yourself. It took me about 15 minutes to get all the text properly aligned in the screenshot above. Using this Avery template, you simply click in the box and edit the text yourself. Avery, of course, isn't the only site that has CD and DVD label templates. Another good site is Neato, where you can find some CD & DVD label templates and CD & DVD Inserts and Sleeves templates. Another company called Stomper has about a dozen or so free templates that you download. Of course, you either have to buy the actual labels to print the templates on those sites or you print them on your own paper if you want. I mentioned Avery first because it was easiest to find at a local office supplies store. Microsoft used to have a bunch of CD/DVD templates on their Office Templates website, but now they've been removed for some unknown reason. Fortunately, you still find some of these Microsoft templates, but you'll need to do the search from Word itself. Click Click File, and then click New. In the Search for Online Templates box, type in the word CD. You need to get back several results, including CD/DVD labels and inserts/sleeves. Hopefully you will get this for your CD/DVD project. If you're in trouble, feel free to post a comment and I'll try to help. Enjoy! Enjoy!