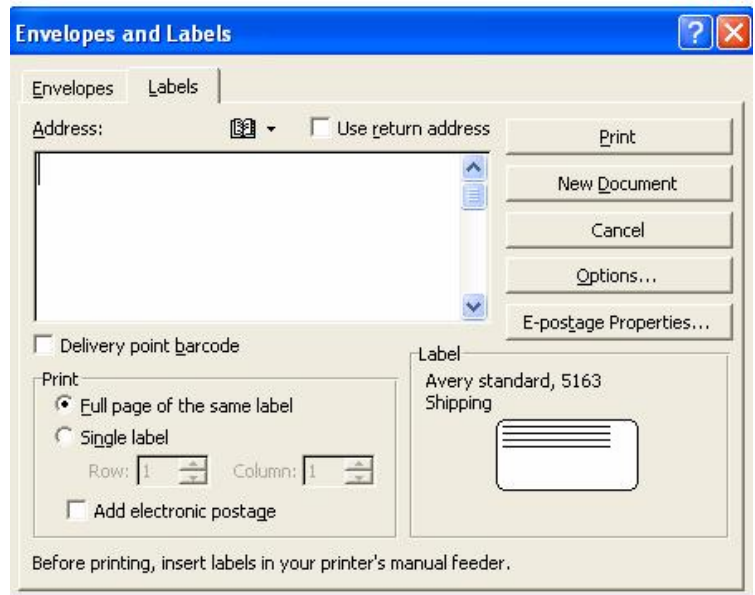


Word Processing 4

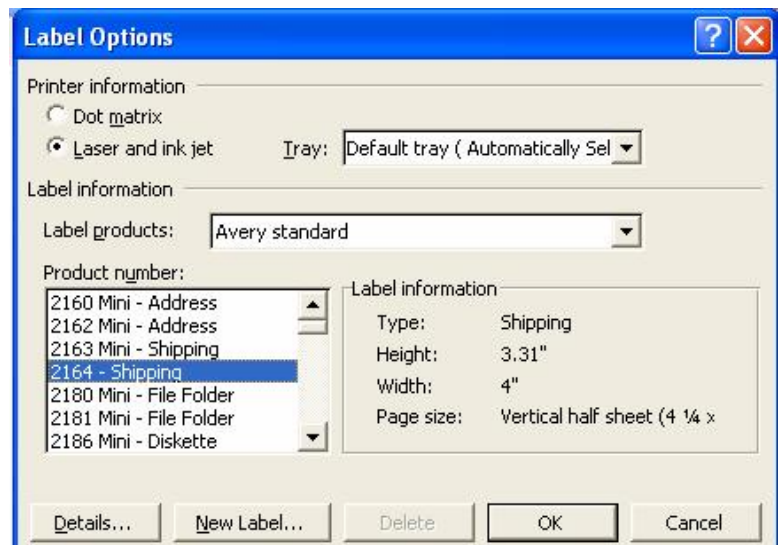
How to make basic labels using Microsoft Word (if all labels are the same):

1. Click on “Tools”
2. Click on “Letters and Mailings” and then “Envelopes and Labels”
3. Choose the type of label paper you are using by clicking on the label in the lower right hand corner.
4. Once you have picked your label paper, click on OK. You will return to the first screen. Type in the address or other information you would like printed on the label in the Address box and then you are ready to click on Print!



How to make basic labels (if all labels are different):

- Follow the first three steps above.
- After you have picked your label paper, click on OK. When you return to the first screen, click on New Document. You will then be able to type in unique information in each label box before you print.



How to add columns to a document:

- If you would like your entire page to be separated into columns, before you begin typing, click on “Format” and then “Columns.”
- From the “Columns” box you can choose how many columns to divide your page into and the sizes of those columns.
- If you would like to only make columns on part of your page, select that part (highlight in black by dragging your mouse across the text) and then choose “Columns” from the “Format” menu.