

mailing labels

Instructions

Before Printing

- Only print using an inkjet or laser printer.
- Handle label sheet by the edges to avoid getting fingerprints on printable surfaces.

Designing Labels

1. Download Mailing Labels template at www.myprintworks.com.
2. For text-only labels: Enter text in box. Copy and paste as desired.

For labels with graphics and text:

- Select 'Insert', then 'Picture' or 'Clipart' for desired image or graphic file.
- To add text, click 'Insert' and select 'Text Box'. Click and drag the text box for appropriate size and position to type text.
- Copy and paste graphics and text into empty template cells to create identical labels.

Printing

3. Print label artwork on plain paper to test/ensure proper layout.
TIP: Use fast or draft mode to conserve ink.
4. Confirm alignment by holding test print against label sheet to a light source. You can adjust alignment by modifying your Margin settings.
5. Load one sheet into tray according to your printer's manual. Do not stack feed.
6. Select Print within menu.
7. Click Preferences, Properties or Options button (depending on your printer):
 - Set Media type to Matte Labels or any Paper settings.
 - Set Quality setting to Normal.

TIP: Refer to your printer manual for specific settings for your printer model.