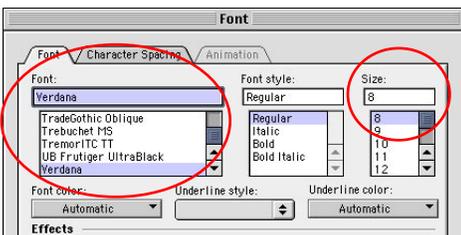


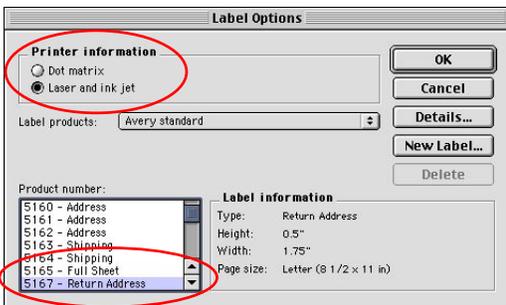
# Slide Labels in Microsoft Word 98 and 2001



Tools > Labels...



Font Options



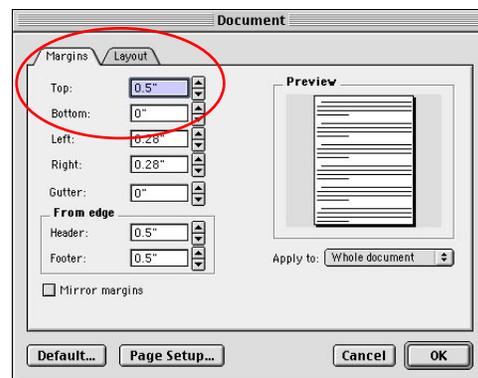
Label Options



Changing the slide info



Zoom box



Format > Document

Creating a sheet of slide labels using Avery 5167 labels:

- In Microsoft Word choose **File > New**.
- Choose **Tools > Labels...**
- In the dialog box that comes up click on the **Font** button. Select the font and size of your choice. I recommend a smaller size to fit more information. Example: **Verdana, Regular, 8 point size**.
- Type **"x"** in the Address box to the left of the Font button. Since every 20 labels will be a different entry, we will just use an x to place the font style. Later we will paste over the "x" with the correct information for each label.
- Click the Labels **Options** button. Select **laser and Inkjet** under Printer Information. Then, select **Return Address 5167** from the list of labels below. **Click OK**.
- Click OK** in the Labels dialog box to create a new document.

Changing the label text:

- Replace the **"x"** in the first box with your first slide's info.
  - \* **Cmd - U** underlines selected text and **Cmd - I** makes it italic.
- Select the corrected text and copy it with **Cmd - C**.
- Triple click** in the second box to select it.
- Paste the corrected text in that box with **Cmd - V**.
- Repeat** the triple click and **Cmd - V** in the next 18 boxes. Change the text in the 21st box to reflect the next slide info and repeat the steps above to copy and then paste the info into boxes 22-40. Repeat until you get to the last box.

\* The **Zoom box** in the tool bar above the document allows you to zoom in and out while copying and pasting. (or use View > Zoom...)

\*\* Use **Edit > Replace** to correct or replace any string of text with another.

Printing:

- Print a test page on plain paper** and hold it up against a sheet of labels with a strong light behind. Make sure the labels are correctly aligned to avoid wasting a sheet of labels.
- If needed, choose **Format > Document** to change the document margins to shift the text up / down or to the left / right.
- Print on an inkjet** to avoid label jams. In the Lab, **only print on labels if you have an okay from the lab monitor or Dianne**.