

Technology Tips

August 10, 2004



Question:

I need to create a page of labels, each with different text, in Word 2000. I don't want to create them using a merge; I just want to enter the information directly onto a form for the labels. Word won't let me do this. When I click Tools, Envelopes and Labels, the only choices are a full page of the same label or a single label.



Answer:

This is a frustrating omission in Word, but you can overcome it fairly easily. What you need to do is create a page of blank labels and then type what you want in each one. Just follow these steps:

- 1 Open a blank document by clicking **File** on the menu bar and then clicking **New** in the drop-down menu. In Word 2000, click **Tools** on the menu bar and then click **Envelopes and Labels** in the drop-down menu.

In Word XP, click **Tools** on the menu bar, click **Letters and Mailings** in the drop-down menu, and then click **Envelopes and Labels**.
- 2 In the Envelope and Labels dialog, click the **Labels** tab. Click the **Options** button. Select the type of label you want. (Note that you can create a nonstandard size label by clicking the New Label button. This brings up a Custom Label window where you can enter special width, height and spacing measurements.) Click the **OK** button when you are done selecting a label type.
- 3 When you return to the Envelopes and Labels dialog, make sure that **Full** page of the same label is selected. If it is not, click the radio button next to it. Click the **New Document** button. This will open a new document with blank labels. Before you begin entering text, save the document by clicking **File** and then **Save**.
- 4 Word creates labels as cells in a table (unlike WordPerfect which creates labels as virtual pages). If you cannot see the cells, click **Table** on the menu bar and then click **Show Gridlines**.
- 5 Your cursor should be in the first label on the page. Type whatever you want on the label. Apply formatting.
- 6 Move to the next label by pressing the **Tab** key or clicking in the next label cell. Because the Tab key is used to move the cursor to the next cell in a table, you must use a different method if you want to use tabs to align your text within a cell. To use tabs within a cell or label, hold down the Control key while you press Tab.

- 7 Word 2000 and Word XP provide more options for formatting tables than Word 97. For example, you **Properties** at the bottom of the drop-down menu. In the Table Properties dialog, click the **Table** tab. Click the **Options** button. In this dialog, you can change the **Default Cell Margins** for the whole table. Click **OK** when you are done. If you click the **Cell** tab, you can adjust the properties of the cell where your cursor is. You can change the **Vertical Alignment** of text within the cell. Or you can click the **Options** button and adjust the margins for an individual cell or change the setting from **Wrap Text** to **Fit Text** in the cell. When you are done making adjustments, click **OK** until you exit the Table Properties dialog.
- 8 Finish typing and formatting your text. Save the label document and print your labels. Note that by default, Word assumes that you will put the labels in your printer's manual feed tray. Because the manual feed tray sends the labels straight into the printer rather than bending them around a roller, the labels are more likely to stay on their backing and not wrap themselves around the inner workings of your printer.
- 9 An alternative way to create labels is to use the Avery Wizard for Word which is provided as a free software download on the company's web site: <http://www.avery.com/>. This wizard allows you to enter different text for each label on a page. It also simplifies label formatting.