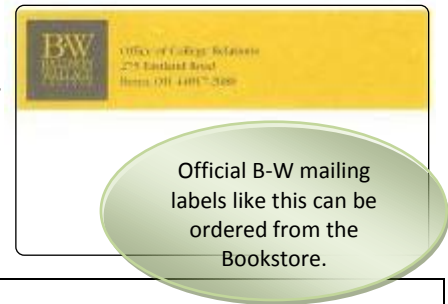


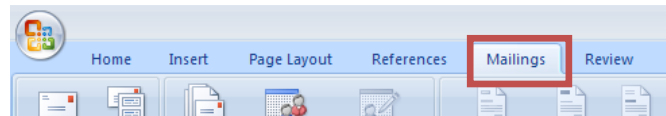
To Print Addresses on B-W Mailing Labels

Before you can print on the new B-W mailing labels, you will need to create custom label settings in Word. This is necessary for proper placement of text. Once you have entered the custom settings, labels can be created manually (typing in the boxes) or through a mail merge.

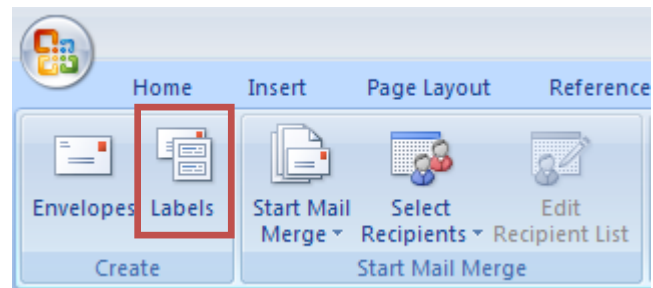


Here are the steps you'll need to complete:

1. Open Word and click the Mailings tab.



2. Click Labels to open the Label dialog.



3. Click Options to open the custom label dialog; then click New Label to create a new custom label.

