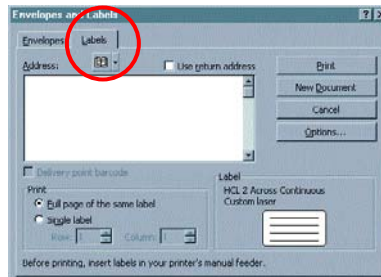


MicrosoftWord 97 – Labels Instructions

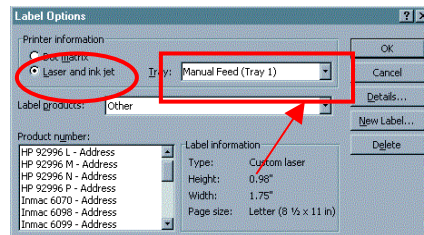
• Prescription Laser Labels - HCL #8041

CREATING A LABEL DEFINITION

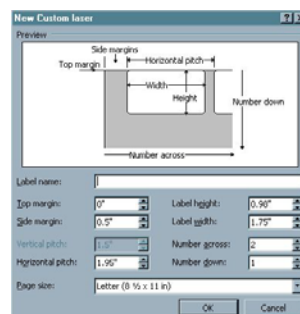
1. Begin with a new, blank document in Microsoft Word.
2. Select Tools from the main menu bar. Then select **Envelopes and Labels** from the drop-down menu.
3. The **Envelopes and Labels** dialogue box will appear. Select the **Labels** tab:



4. Select the **Options** button and the **Label Options** dialogue box will appear:



5. Select the **Laser and ink jet** button (*circled above*), under **Printer information**.
6. Select the printer **Tray** (*in the rectangle above*) that the labels will print from. Please note that this setting will vary depending on the type of printer you are using.
7. Select **Other** (*see arrow above*) in the **Label products** drop-down menu.
8. Select the **New Label** button and the **New Custom Laser** dialogue box will appear:



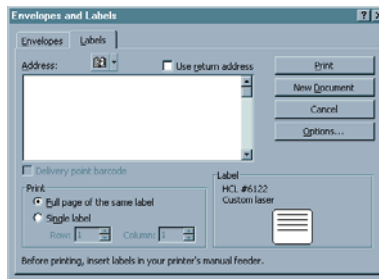
9. Fill out the fields in the **New Custom Laser** screen with the below parameters:

Label Name:	Prescription Laser Labels #8041		
Top Margin:	0.5"	Label Height:	1"
Side Margin:	0.188"	Label Width:	2.625"
Vertical Pitch:	1"	Number Across:	3
Horizontal Pitch:	2.75"	Number Down:	10
Page size:	Letter (8 ½ x 11 in)		

10. Select the **OK** button to save the settings and exit the **New Custom Laser** window.
11. Select **OK** from the **Label Options** window.
12. From the **Envelopes and Labels** window, you can either continue with printing the labels by proceeding to step 3 below or close the window by clicking **Cancel**.

PRINTING LABELS USING YOUR CUSTOM DEFINED LABEL DEFINITION

1. After you have set up your label definition, open a new blank page in Word.
2. Click on **Tools > Envelopes and Labels**. The **Envelopes and Labels** dialog box will appear:

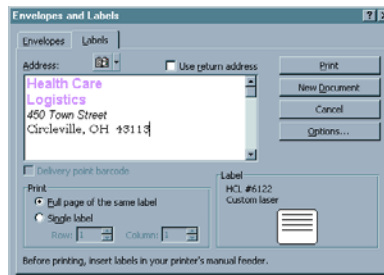


3. Type the text in the **Address** window just as you want it to appear on the labels, such as:

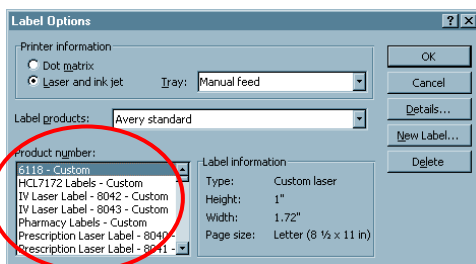
Health Care Logistics

450 Town Street
Circleville, OH 43113

You can adjust font attributes by hi-lighting the text, right-click with your mouse and selecting **Font** from the pop-up menu.



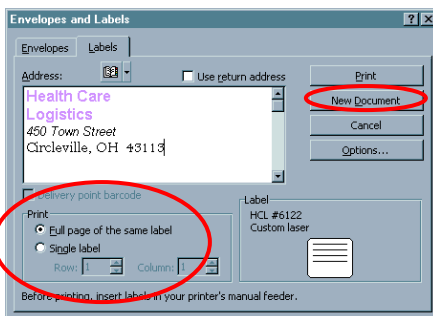
4. Click on the **Options** button. The **Label Options** dialog box will appear.



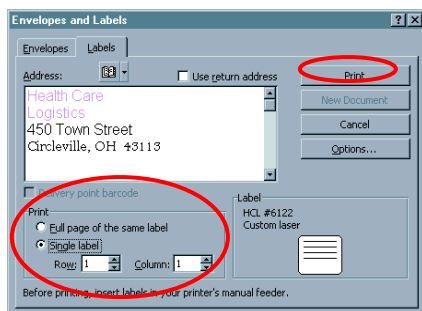
5. From the **Product Number** (circled above) field, select the label definition that you just created or the one that you want to use. Click on **OK**.

6. This will take you back to the **Envelopes and Labels** dialog box.

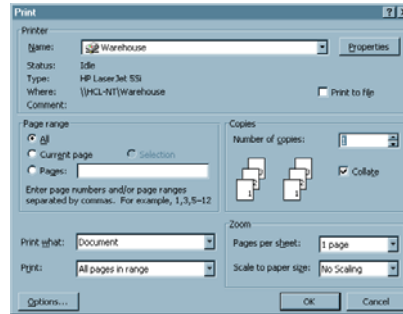
- To print a **full page of the same label**, select this option under **Print** and then click on the **New Document** button. This will take you to a new document window that contains a full page of the labels with the text you just typed. You can edit the text and change font attributes directly on this page.



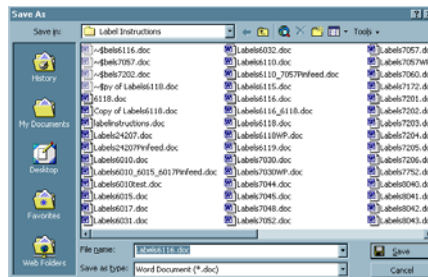
- To print a **single label**, select this option under **Print**. Specify the **Row** and **Column** of the label you want to print and then click on **Print**.



7. Your labels are now ready to be printed. Select **File > Print** and the Print dialog box will appear:



8. From the Print dialog box, you can select the printer where you want to print the labels to and the number of copies (pages) you want to print.
9. Click **OK** to print the labels.
10. You can now save the document, if you desire, so you can retrieve it later for reprinting. Click on **File > Save As** and the Save As dialog box will appear:



11. Select the **Save In** location from the drop down menu.
12. Type in the name you want to save the file to in the **File Name** box.
13. Click on **Save**.

