

Creating Avery Labels in Microsoft Word

PRINTSHOP • QUICK GUIDE FOR TEACHERS & STAFF

Create your labels using Word's Mailings feature, save the completed sheet as a PDF, and upload it to WebCRD.

Step 1 | Open the Labels Feature

1. Open a blank document in the desktop version of Microsoft Word.
2. Select Mailings → Labels.
3. In the Envelopes and Labels window, click Options.

Step 2 | Choose an Available Avery Label

Under Label vendors, select Avery US Letter. Under Product number, select one of the four labels stocked by the Printshop:

Avery 5163	10 labels per sheet
Avery 5395	8 labels per sheet
Avery 5160	30 labels per sheet
Avery 5161	20 labels per sheet

Click OK to confirm. Please use only these four Avery product numbers.

Step 3 | Create Your Label Sheet

4. Enter your label text in the Address box.
5. Choose Full page of the same label, then click New Document.
6. Edit the labels in the new Word document as needed. For different text on each label, replace the text in each cell.
7. To see the label boundaries, click in the table and choose Table Layout → View Gridlines (gridlines do not print).

Step 4 | Save as a PDF

8. Select File → Save As (or Save a Copy).
9. Choose PDF as the file type and save.
10. Open the PDF to check that the labels fit on the page and nothing is cut off.

Step 5 | Submit to WebCRD

11. Log in to WebCRD and upload your finished PDF.
12. Include the Avery product number in the order instructions.
13. Submit your order to the Printshop.

Important: Avery Labels Are NOT Vinyl Stickers

Avery labels: Create in Word using Mailings → Labels and submit a PDF to WebCRD.

Vinyl stickers: Use the separate Multi-Up Design Vinyl Sticker templates in the WebCRD catalog. Do not use those templates for Avery label orders.