

LABEL SETUP USING MS WORD®

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You may use AVImark Merge words from Chapter 23.

<last-name>, <first-name>

<address>

<city>, <st> <zip>

<phone>

<animal> <breed>

<color>

<sex>

<weight>



The words in the greater and less than signs are examples of AVImark merge words found in Chapter 23 of the manual.

The parameters of this label are:

Open the MS Word Document. Click on the **Layout** tab and click on **Margins**. Choose **Custom Margins**.

Margins Tab

Top margin – 0.25”

Bottom – 0.25” **Left** – 0.25” **Right** – 0.25” **Gutter** – 0”

Orientation – Portrait

Apply To: Whole document

Layout Tab

Header – 0.5”

Footer – 0.5”

Apply to whole document

Paper Tab

Paper size – Custom size

Width – 4”

Height – 2”

Apply to whole document

Click **OK** to save changes.