

Labels Instructions

Eliminate the need to hand write addresses on every letter, greeting card, payment envelope or shipment. Use Printworks labels and your inkjet or laser printer to quickly create professional-looking labels with both text and graphics. An easy-to-use, free, downloadable template is provided to make formatting the label sheet a snap.

These labels are a sustainable North American product made from 100% post-consumer recycled fiber and the liner is made from 100% renewable wood fiber. Help “green” the environment with the most eco-friendly labels available.

For best results, read all instructions before proceeding!

Formatting your labels

• Download Template:

Go to the Template section of www.myprintworks.com and follow the on-screen instructions to download template.

• Designing your labels using Microsoft® Word templates:

1. From the *Tools* menu select *Envelopes and Labels*.
2. Click on the *Labels* tab and choose *Options*.
3. Choose the appropriate template for your label. Refer to the chart below. Click *OK*.

Product	Label Size	Template Number
Address Labels	1" x 2 ⁵ / ₈ "	5160, 5260, 5920, 5960, 5970, 5971, 5972, 5979, 5980, 6460, 8160, 8250, 8460, 8660, 8920, 8930
Return Address Labels	1/2" x 1 ³ / ₄ "	5167, 5267, 5667, 5836, 5837, 5838, 5848, 5849, 5855, 5927, 6467, 8167, 8667, 8927
Mailing Labels/ Shipping Labels	2" x 4"	5163, 5263, 5923, 5963, 8163, 8253, 8463, 8663, 8923

4. For a full sheet of labels with the same text and no graphics, enter your text in the box provided and click *New Document*. To create labels with graphics, select *New Document* (do not type in the box provided).

Adding graphics and text to your labels

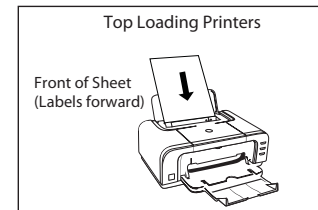
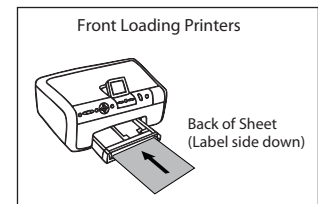
1. Click in the section for the upper left label.
2. Click *Insert* from the top menu bar and select *Picture*. Select either *Clipart* or *From File*. Then select the graphic of your choice.
3. To add text next to your graphic, click *Insert* from the top menu bar and select *Text Box*. Click and drag the text box for appropriate size and position.
4. Use the *Font* tool, located under the *Format* menu to make adjustments to your text such as font type, size and style.
5. Once you are satisfied with the design, copy and paste the graphics and text box into the empty template cells to create a full sheet of the same label.

Printing your labels

Important: Before printing on the actual labels, print on a plain sheet of paper to ensure proper layout. This may be done in fast or draft mode to conserve ink. To a light source, hold the test print against the label sheet to confirm alignment. If the full sheet of labels is misaligned, minor adjustments will need to be made to the top and left

margins. This is done by clicking on *File* from the top menu bar and selecting *Page Setup*. Change the Top and Left margins in the *Margin tab*. Click *OK* to accept changes.

1. Load one sheet of labels into your printer. Do not stack feed.
2. Select *Print* from the *File* menu.
3. Click *Preferences, Properties* or *Options* (depending on your printer) from within the *Print* window.
4. Change the printer settings according to the chart below for the best results.



Printer	Media Type	Quality	Other
HP 600, 700, 800, 900, 1000, 1200, 2000 series HP Photosmart P1000, P1100, P1200, P1300	Premium Inkjet Paper	Normal	
HP Deskjet 6900 series	HP Labels Matte	Best	
HP Photosmart D7460 & 8250	Plain Paper	Best	
Canon S200, S300, S400, S500, S600, S630, S800, Pixma iP1500, iP2000, iP3000, iP4000, iP5000, iP6000, iP8000, iP9000 Series	Other Photo Paper	Standard	
Canon Pixma iP6000	Other Photo Paper	High	
Epson 400, 600, 700, 800, 900, 1200, 2200,	360 DPI Ink Jet Paper	Normal/360 DPI	High Speed Printing Off
Epson Stylus Photo R200	Inkjet Transparencies	Photo	High Speed Printing Off
Epson Stylus Photo R380	Presentation paper matte	Best Photo	High Speed Printing Off
Lexmark 5000, 7000, z series, x3550	Plain Paper	Photo	
Kodak 5300, ESP5	N/A	Best	

For brands and models not shown above, refer to your printer manual for instructions on settings for labels.