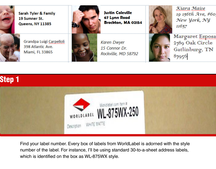
Why Address Labels with Addressee Pictures! In Microsoft Word

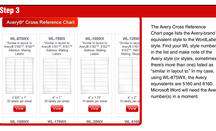
Why send cards and gifts with boring mailing labels when ... you can easily add photos of the recipients?



Step 1

Find your label number. Every box of labels from WorldLabel is adorned with the style number of the label. For instance, I'll be using standard 30-to-a-sheet address labels, which is identified on the box as WL-875WX style.

Step 2



With the WorldLabel style number, go to http://WorldLabel.com and, in the main navigation bar, click on the Avery® Cross Reference Chart button.

Step 3

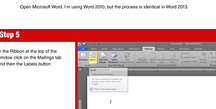
The Avery Cross Reference Chart lists the Avery-brand equivalent style to the WorldLabel style. Find your WL style number in the list and make note of the Avery style (or styles, sometimes there's more than one) listed as "similar in layout to" in my case, using WL-875WX, the Avery equivalents are 5160 and 8160. Microsoft Word will need the Avery number(s) in a moment.

Step 4

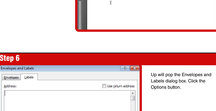
Open Microsoft Word. I'm using Word 2010, but the process is identical in Word 2013.

Step 5

In the Ribbon at the top of the window click on the Mailings tab and then the Labels button.

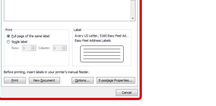


Step 6



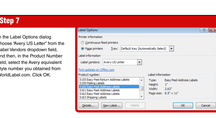
Up will pop the Envelopes and Labels dialog box. Click the Options button.

Step 7



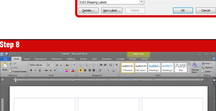
In the Label Options dialog choose 'Avery US Letter' from the Label Vendors dropdown field, and then, in the Product Number field, select the Avery equivalent style number you obtained from WorldLabel.com. Click OK.

Step 8



Click New Document to create a Word document with rows and columns matching your WorldLabel label sheets.

Step 9



Click in the first label space and type the first address. You can use any font and color Word offers.

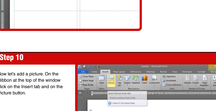
Step 10

Now let's add a picture. On the Ribbon at the top of the window click on the Insert tab and on the Picture button.

Step 11

In the Insert Picture dialog, navigate to your pictures and choose the one that matches the address you just entite. (I downloaded mine from my friends' Facebook profiles.) Select the picture and click Insert.

Step 12



If the picture comes in in a weird place, don't worry, you can move it. Just click and drag the picture to where it should go—to the left of the address.

Step 13

The picture may make the text of the address fall below the label area, but don't worry. Fixing that is easy. With the picture still selected (click on it again if it isn't selected) click the Wrap Text button the ribbon and choose from the dropdown menu. Square. The best will then appear to the right of the picture.

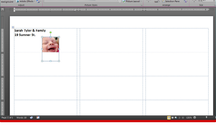
Step 14

If the picture is too large, resize it by dragging one of the corners of the picture inward. Drag a corner outward to enlarge the image.

Step 15

Click in the next label, type the next recipient's address, and add his or her picture. Continue until you've made all the labels you want.

Step 16



Load WorldLabel label sheets into your printer and print, and then be envy of all your friends when they receive your mail bearing their own pictures!

WORLDLABEL

http://WorldLabel.com

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