

RETURN ADDRESS LABELS

Printworks Return Address Labels offer excellent quality for monochrome and color printing. Perfect for printing labels for both home and business use. Printworks Return Address Labels are also great for printing gift tags for special occasions and organizing everything in your home!

INSTRUCTIONS FOR USE: (please read all instructions before proceeding)

1. DESIGNING YOUR LABEL

A. Using creative software:

- Follow the directions on your creative software to design your label. Use template **#8167**, **#5167** or **#5267** (depending on software version). Below is a list of some software titles that contain label templates:
 - Microsoft[®] Home Publishing
 - Microsoft[®] Publisher
 - Corel[®] Print House Magic
 - American Greetings[®] CreaCard[®]
 - Broderbund[®] The Print Shop[®]
 - Sierra[®] Print Artist[™]
- Once you have designed your label using one of the software programs listed above, you are ready to print. Go to section #2: **PRINTING YOUR LABEL**

B. Using a word processing program

- Below are formatting instructions for designing labels in Microsoft[®] Word and Corel[®] WordPerfect[®]:

Microsoft[®] Word Version 6.0, 7.0, 8.0 or 6.0 for Macintosh

- From the **"TOOLS"** menu, choose the **"ENVELOPES AND LABELS"** option.
- Click on **"LABELS"** tab and then choose **"OPTIONS"**.
- Choose template **#8167**, **#5167** or **#5267** (depending on software version). All of these templates will format your label with the proper dimensions.
- Once you have entered your text, choose **"NEW DOCUMENT"**. This will provide you with a full sheet of labels with the same information on them.
- Go to section 2 : **PRINTING YOUR LABELS**

Option: Adding a graphic to the label

- To add a graphic to your label, do not add text in the text window as instructed in step 4 above, just choose **"NEW DOCUMENT"**.
- On the **"INSERT"** menu, choose **"PICTURE"**, then choose **"FROM FILE"** and choose the graphic to be imported.
- To add text next to the graphic, go to **"INSERT"** menu, choose **"TEXT BOX"**. Add your text.
- Copy and paste the graphic and text box to all of the other labels on the sheet.
- Go to section 2: **PRINTING YOUR LABELS**

Corel[®] WordPerfect[®] Version 6.0, 6.1, 7.0 or 8.0

- Choose the **"LABELS"** option from the **"FORMAT"** menu (for versions 6.1, 7.0, 8.0) or from the **"LAYOUT"** menu (for version 6.0)
- Highlight template **#8167**, **#5167** or **#5267** (depending on your software version) and choose **"SELECT"**. All of these templates will format your label with the proper dimensions.

- Step 3. Type your text into the label outline then highlight the label text and choose “COPY”.
- Step 4. Press “CTRL-ENTER” to go to the next label and choose “PASTE”. Repeat this step to fill in the rest of the labels on the sheet.
- Step 5. Go to section 2: **PRINTING YOUR LABELS** (print as a “FULL DOCUMENT”)

Option: Adding a graphic to the label

- After Step 2 above, go to the “INSERT” menu, choose “OBJECT”, then choose “CREATE FROM FILE”. Choose a graphics from your files and select “OK”.
- Position the graphic where you want it on your label then add text.
- Next, copy this label to create the rest of the sheet. From the “EDIT” menu, choose “SELECT” then choose “PAGE”. Next, choose “COPY”. Press “CTRL-ENTER” to go to the next label and choose “PASTE”. Repeat this step to fill in the rest of the labels on the sheet.
- Go to section 2 : **PRINTING YOUR LABELS**

2. PRINTING YOUR LABELS

- Printer Settings** – Printworks Labels are compatible with most color inkjet printers. Select printer settings from the chart below:

	Media Type	Print Quality	Size
HEWLETT PACKARD 600, 700, 800, 900, 1000, 1200 & 2200 SERIES	Premium Inkjet Paper	Normal	Letter
HEWLETT PACKARD PHOTO SMART P1000, P1100, P1200, P1300 & P7000	Premium Inkjet Paper	Normal	Letter
CANON S200, S300, S400, S500, S600, & S800 SERIES	High Resolution Paper	Standard	Letter
CANON BJC 2000, 4000, 5000, 6000 & 8000 SERIES	Coated Paper	Standard	Letter
EPSON 400, 600 700, 800 & 900 SERIES	360 DPI Ink Jet Paper	Normal/360 DPI	Letter
EPSON STYLUS PHOTO 700, 800, 900, 1200 & 2200 SERIES	360 DPI Ink Jet Paper	Normal/360 DPI	Letter
LEXMARK 5000, 7000 & Z SERIES	Coated Paper	Normal	Letter

-for brands and models not shown above, refer to your printer manual for instructions on settings for labels or visit our website for the most up-to-date settings: <http://www.myprintworks.com>

- Test Print** – We suggest first printing your image on a plain piece of paper to ensure desired size and location of labels. Note: Image quality will not be as good when printed on plain paper. Put the printed test sheet against an unprinted sheet of labels and hold them up to the light to make sure the test print lines up with the label outline.
- Load Media** – Load a single sheet of labels into your printer according to your printer type (See below). For stack feeding, fan labels to separate for easier feeding.

