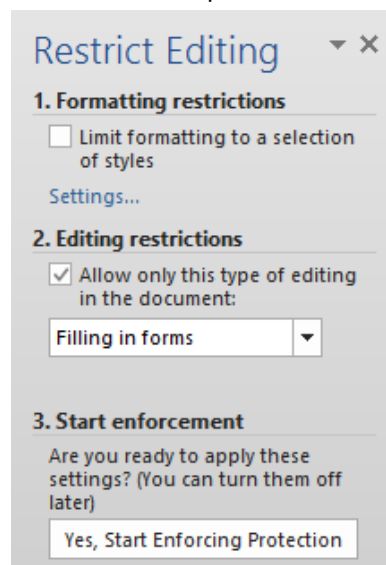


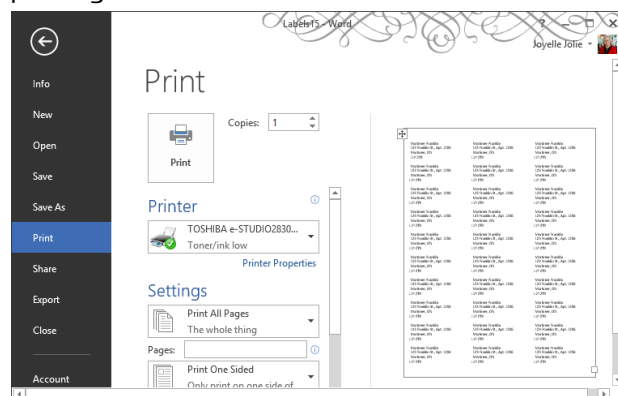
## APPLYING PROTECTION TO A LABEL SHEET TEMPLATE

An even more effective way to work with automatic label sheets is to protect them from editing all but the first label fields. That way, it's difficult or impossible to accidentally overwrite the bookmark fields or make formatting changes.

1. In the label sheet document select the **Review** tab on the **Ribbon**.
2. Select **Restrict Editing** command button.
3. In the panel that appears on the right of your screen, you'll select
  - ◆ 1. In the **Formatting restrictions** – check if you want to prevent formatting changes
  - ◆ 2. In the **Editing restrictions**, select **Filling in Forms** from the drop-down list.

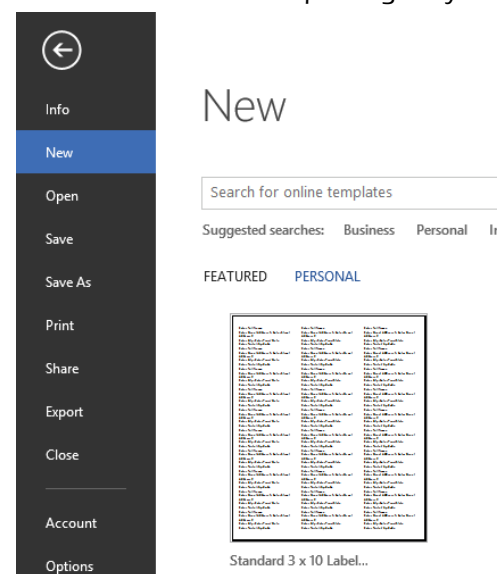


4. Once these changes have been applied, click **Yes, Start Enforcing Protection**.
5. You will be prompted to enter a password twice. This is optional. You can leave it blank.
6. Once the protection is applied you will only be able to enter data in the first label fields. To refresh the remaining labels, simply go to **Print Preview**. This automatically updates the entire sheet including all bookmark labels and displays the sheet ready for printing.



## USING A LABEL SHEET TEMPLATE

1. When you're ready to use the template, simply select **File, New**.
2. Click **Personal** in the templates gallery

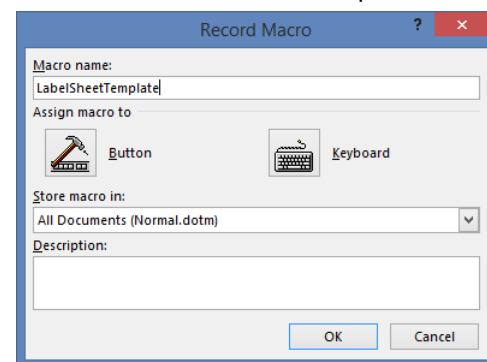


3. Select the Label template to create a fresh copy to begin entering new label data into the fields.

## CREATING A MACRO TO USE THE LABEL SHEET TEMPLATE

Finally, the easiest way to access the label sheet template is to create a macro button on the Quick Access Toolbar to make the label sheet available with a single click at any time.

1. Close any open files. Save if prompted.
2. Create a new blank document.
3. Click the **Developer** tab and select **Record Macro**.
4. Enter the macro name – no spaces.



5. Click **Button** to assign the macro to a button.
6. Click **OK** to begin recording and complete the steps to use the template as indicated above.
7. Stop the macro recording on the **Developer** tab.
8. Click the macro button on the **Quick Access Toolbar** to test/run. Re-record if there are any issues.

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# WORD 2013 – CREATING AN AUTOMATIC LABEL SHEET

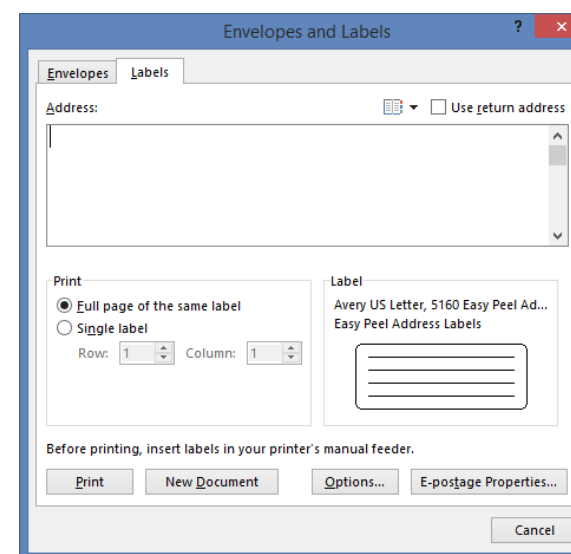
## SELECTING AND CREATING A LABEL SHEET

In Word, there are many predefined label sheets available to create labels of any size of paper, with varying numbers of labels on the sheet. Most label users work with a standard 8" x 11" US Letter paper size based on the Avery Label standard.

### Creating a Standard Label Sheet

To Create a 3 x 10 Label Avery US Letter Size

1. Select the **Mailings** Ribbon tab
2. Click the **Labels** command button



3. Click **Options...** to access a list of all available preconfigured label sheets
4. Note the drop-down list of available label vendors. Of **Avery US Letter** isn't selected, choose it now.

*Note:* For more information about Avery templates visit <http://www.avery.ca> or <http://www.avery.com>

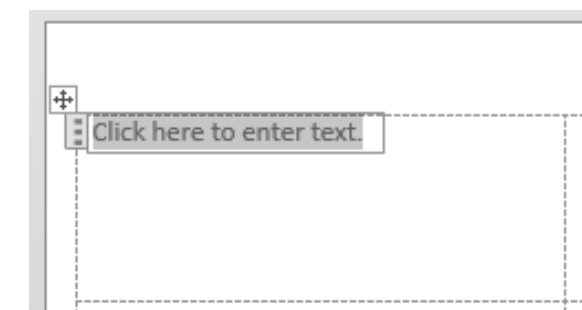
5. Once you select the **Avery** vendor, you will notice the list of available labels updates to reflect the list of codes applied to each label type.
6. For the 3 across x 10 down label sheet, scroll and select 5160 code.
7. The measurements are available by clicking **Details**.
8. Once selected, click **OK** until you are back in initial dialog box
9. Click **New Document** to generate a new document with these settings.
10. Once you return to the document you'll see the label table layout of columns and rows. If you need to turn on the non-printing table gridlines, click **Table Tools, Layout** tab on the Ribbon, click **View Gridlines**.

## INSERT A SERIES OF FIELDS IN THE TOP LEFT LABEL

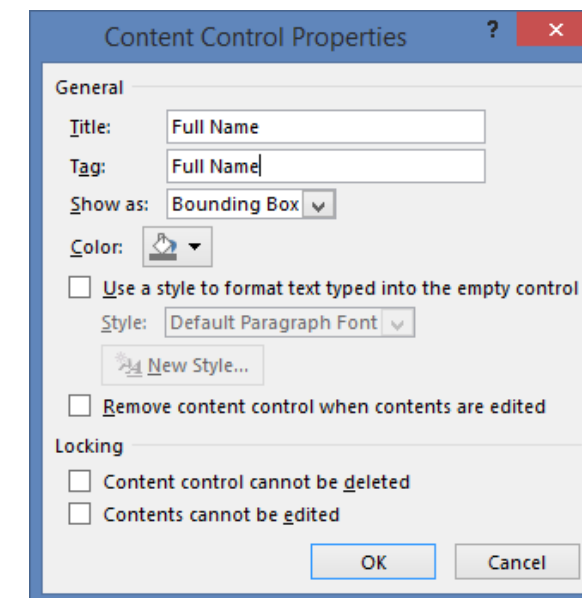
In order to prepare the label document for easy replication of the first label at the top left corner of the sheet, we need to create a set of data entry fields in the first label cell to contain the repeatable text.

### Creating the Data Entry Fields

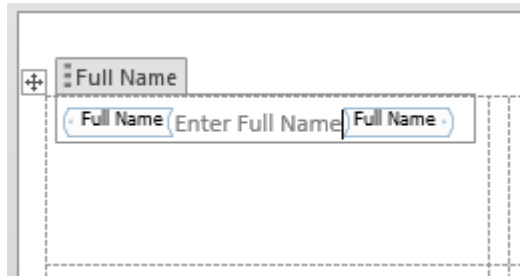
1. First, turn the Developer tab on by right-clicking on any Ribbon tab. Select the **Customize Ribbon** and click the checkbox for **Developer**. Click **OK** to return to the document.
2. Next, select the Developer tab and look for the **Content Controls** section of command buttons. The first two at the top left would be the two field types that allow for data entry. The **Rich Text Field** allows formatting of field content. The **Plain Text Field** does not.
3. For this exercise, ensure that the cursor is in the first label and select the **Rich Text Field** command and note the field that has now been inserted.



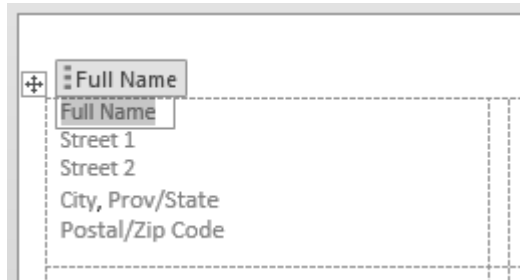
4. Note the basic format of the field. We can select the **Properties** command on the Developer tab to apply a field **Title** and **Tag** to make it clearer that the field should contain a **Full Name**.



- Next, enter the **Title** as *Full Name* and **Tag** as *Full Name* also. Click OK.
- Finally, select **Design Mode** on the **Developer** tab to change the default field prompt so that you will always see what data the field should contain.



- Repeat the above two steps until all fields are created and updated with properties and field prompts; i.e. all address fields that will need to be edited OR a single field with any text content that will need to be replicated to the other labels on the sheet.



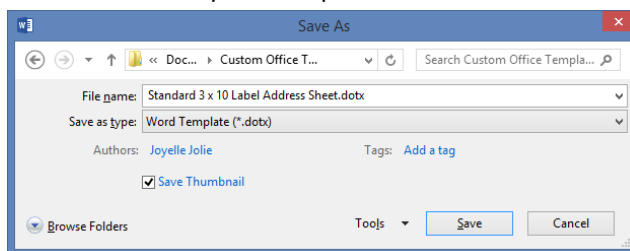
### Examples of Label Sheets to Create

- ◆ Shipping Labels
- ◆ Binder Labels
- ◆ File Folder Labels
- ◆ Book Labels
- ◆ Clothing Labels
- ◆ Storage Labels
- ◆ And many more!

### SAVING AS A LABEL TEMPLATE

Once you have the first label created, you'll want to save as a template to make sure you don't lose your work.

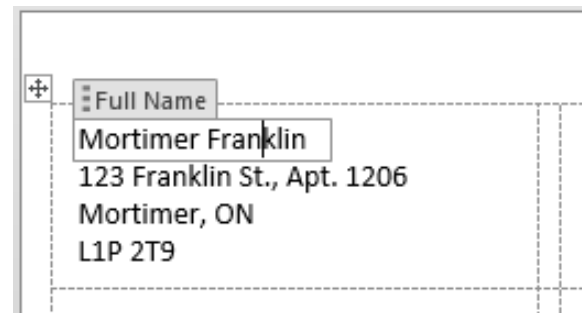
- Click **File, Save As**
- In the **Save As** dialog box, change the file type to **Word Template (\*.dotx)** – note that the folder location updates to *C:\Users\\Documents\Custom Office Templates*
- Apply a file name; i.e. *Standard 3 x 10 Label Sheet.dotx*
- Click **Save** to complete the process.



### ENTERING SAMPLE DATA IN THE RICH TEXT FIELDS

It's important to enter sample data in the fields you've created to make sure there's enough space to handle the type of information going into the fields.

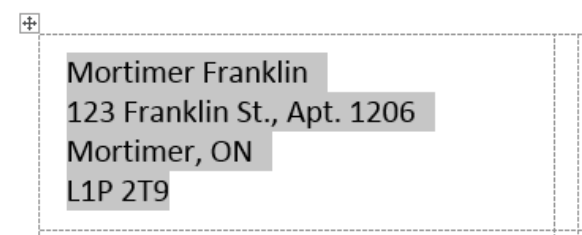
- Click in each field in the first label and enter standard text data.
- Examine whether the text still fits in the cell. If not, reposition the fields as needed; i.e. put both address fields on the same row as shown below.



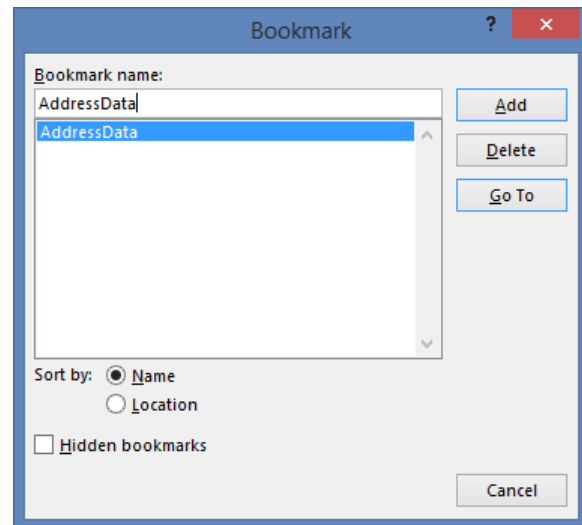
### APPLY A BOOKMARK TO THE FIELDS IN THE LABEL

Once you have the fields created and properties assigned, you'll want to create a bookmark out of the entire set of fields or the entire cell contents.

- Select the entire set of fields as shown below.



- Select **Insert, Bookmark** on the **Ribbon**.
- Enter a name for the bookmark – *AddressData*. **Note:** no spaces are allowed in a bookmark name.



- Click **OK** to confirm the new bookmark. This bookmark now contains the selected fields and can be reused/inserted anywhere needed in the document.

### APPLYING FORMATTING CHANGES

Before copying the bookmark to all remaining labels you can apply formatting changes.

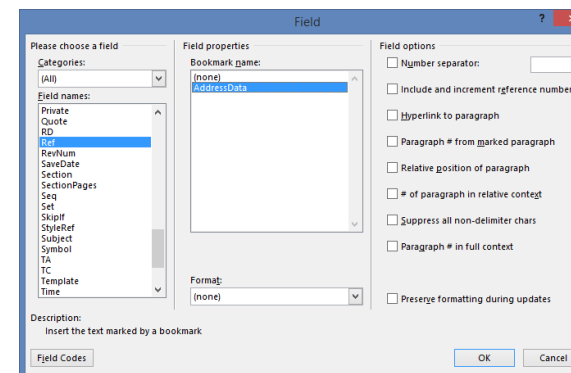
- Select the entire table.
- Apply font changes
- Apply paragraph formatting changes.
- Apply table layout changes such as centering horizontally or vertically within the table cells.



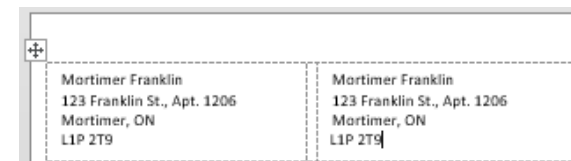
### INSERT THIS BOOKMARK IN ALL REMAINING LABELS

Now it's time to use the bookmark in the next cell to the right. By inserting it here, we can confirm that the bookmark has stored the sample data.

- Click in the cell to the right of the first label containing the sample data in the fields.
- Click **Insert** on the **Ribbon**.
- Select **QuickParts, Fields**
- In the list of Field names, scroll to **Ref** and select
- Once selected, click the *AddressData* bookmark name in the centre column.



- Click **OK** to confirm. You should now see a replication of the bookmark content you saved earlier.



- To temporarily view the bookmark field code press **ALT-F9**.



- The final step is to copy and paste the bookmark into all remaining labels,



- To return to the data view, press **ALT-F9** again.
- Select the entire table and hit **F9** function key to refresh.



- If you see any errors or layout issues, always make the change to the first label. Any change, including formatting changes, should be updated within the bookmarks. Simply, repeat the table select and refresh – **F9** – and the labels will correct themselves.