

Printing Custom Labels

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Custom labels can be a great way to dress up your home canning, seasonal crafts or Christmas Card project. There are several methods for creating custom labels. It is possible to create labels using programs like Microsoft Word or OpenOffice Writer, but this method is fairly involved, and is only recommended for advanced users who need to integrate their label printing with a customer database. If you are a small business owner or are planning a high-volume project, and want to use Word or Writer for handling your labels, you can find tutorials at the following links:

Microsoft Word – the Microsoft Support website provides an article on creating labels using Microsoft Word

<https://support.office.com/en-US/Article/Create-and-print-labels-bc086f41-1d3e-4bb2-898f-44c4fe3caf7c?ui=en-US&rs=en-US&ad=US>

OpenOffice Writer – instructions for printing mailing labels begin on page 12, of Chapter 11 of the OpenOffice user guide.

<https://wiki.openoffice.org/w/images/b/b7/0211WG33-UsingMailMerge.pdf>

A more practical approach for the average user is to use an online web-app, or a dedicated label-making software program. The Avery label company provides both a web-page, and a downloadable web app. If you are using the PDF version of this guide, you can click on the links below to access the web-pages and the Avery downloads page. If you have the paper version of this guide you can Google “Avery Design & Print Online” or “Avery Design & Print Download” to find links to the software.

[Avery Design & Print Online](#)

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If you are using the online version of the software, you can save your labels for future use by creating an Avery Design & Print account. The Downloadable version of the software will allow you to save your labels for future printing. You don't always have to use Avery products to be able to use this software. Many other label companies will have a statement on their packaging such as “*Compare to Avery 5160 mailing labels.*” When you see that kind of statement on a package of labels, you'll often

be able to get away with using the Avery label-making software, although you'll want to test print one page of labels to make sure that everything lines up correctly.

Warning: One caveat about using the Avery Design & Print software is that if you try to use your browser Back button then the application has a tendency to freeze. If you need to navigate back and forth between screens, be sure to use the tabs numbered 1 through 4 at the top of the app screen.

When printing labels, the “simpler is better” philosophy is your best approach. The first step in the Avery Design & Print process is entering the product number -which will be listed on your packaging- and selecting your label design. Although the site includes a variety of ornate designs, those designs will often fail if you try to print them on an ink-jet printer. A brand new ink-jet may be able to create the designs successfully, but an older machine with worn print heads will usually have issues with smears. You'll have a better chance of success if you choose a pattern that is “ink-jet friendly” - meaning it has a simple pattern with broad areas of solid colors. More complex designs, that include a lot of fine detail are not ink-jet friendly, and will usually only print successfully on a color-laser printer.

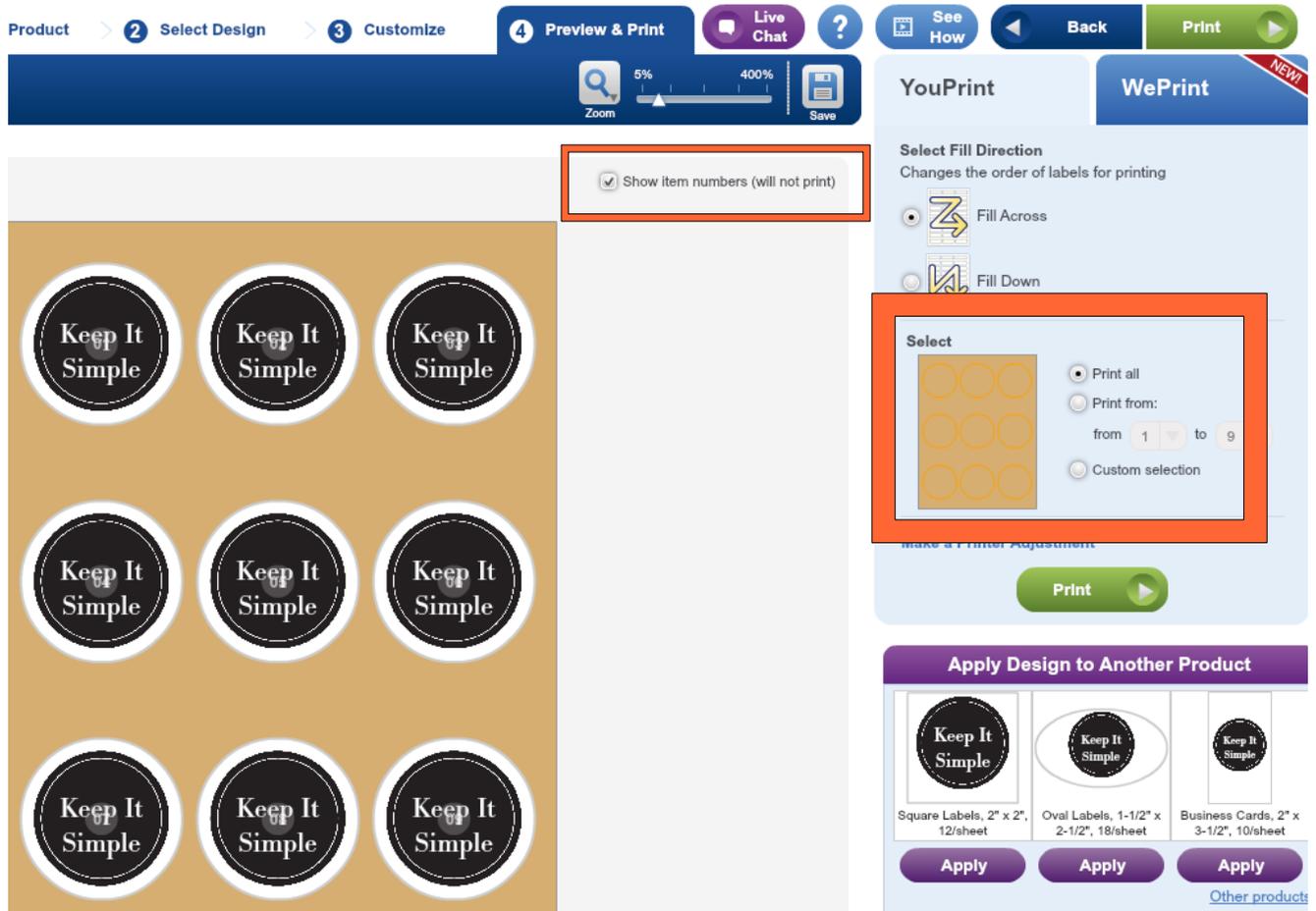


A simple design, with large areas of solid colors is more likely to print successfully on an ink-jet printer.



The third step in the label-making process is to enter your information to customize your labels, then review your design and select print.

The preview and print page allows you to see how the labels will print out on the page. The print order options to the screen-right of the page allow you to select the order that you'll fill in your labels. This is helpful if you're trying to print a partial sheet. Checking the *Show item numbers* box and the *Custom selection* button (highlighted by orange boxes below) will allow you to select exactly which part of the sheet you want to print out.



Additional copies of this handout are available at:

http://www.bville.lib.ny.us/content/pdf_handouts/labels.pdf