



Instruction Sheet

Printer Settings for Label Templates

For MS Word 2003

1. Go to File menu -----> Page setup -----> Paper -----> Select paper size as A4 (210X297mm)
2. Go to print Options -----> Deselect Allow A4/Letter paper resizing -----> OK -----> OK
3. Go to Print -----> Properties -----> Paper/Quality -----> Paper Options,
Select Paper size as A4 -----> under Type -----> Labels
4. Go to Effects -----> Select Print Document On -----> Select A4 -----> Deselect Scale to fit
5. If the Text and graphic appears to go beyond the label size, reduce the font/graphic size.

For MS Word 2007

1. Go to Page Layout -----> Size -----> A4
2. Repeat steps 2-5