Label Setup Using MS Word®

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You may use AVImark Merge words from Chapter 23.

<last-name>, <first-name>

<address>

<city>, <st> <zip>

<phone>

<animal> <breed>

<color>

<sex>

<weight>

The words in the greater and less than signs are examples of AVImark merge words found in Chapter 23 of the manual.

The parameters of this label are:

Open the MS Word Document. Click on the **Layout** tab and click on **Margins**. Choose **Custom Margins**.

Margins Tab

Top margin – 0.25″

Bottom – 0.25″ **Left** – 0.25″ **Right** – 0.25″ **Gutter** – 0″

Orientation – Portrait

Apply To: Whole document

Layout Tab

Header – 0.5″

Footer – 0.5″

Apply to whole document

Paper Tab

Paper size – Custom size

Width – 4″

Height – 2″

Apply to whole document

Click **OK** to save changes.

covetrus