

打印指南

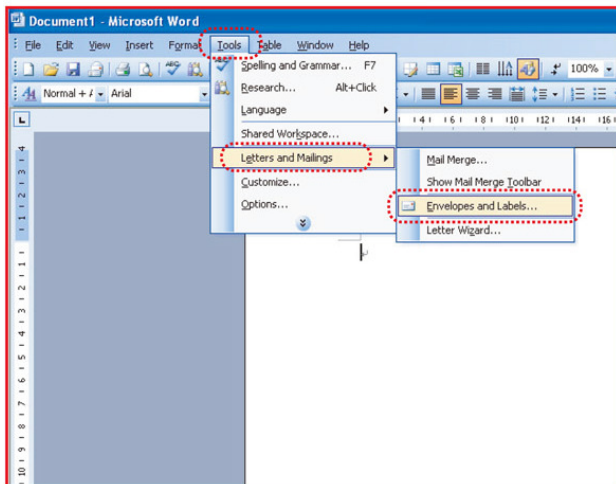
- 1 Create a new document, click on the

Tools 工具 (T) menu and select

Letters and Mailings

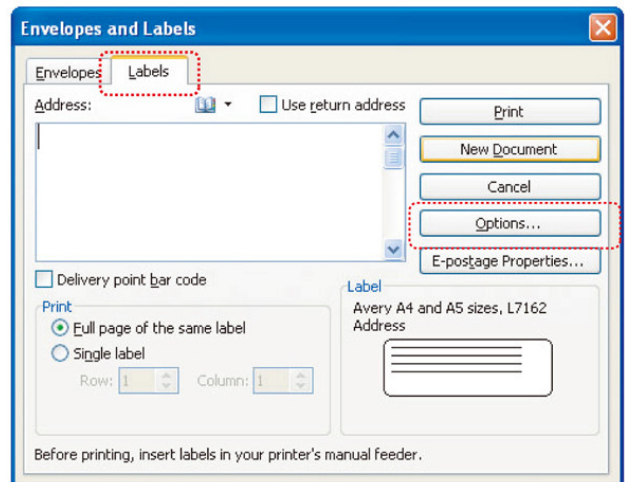
Envelopes & Labels

信封及標籤 (E) ...



- 2 Select Labels 標籤 (L) and click on the Options... 選項 (L)...

to choose product's model nos. template.



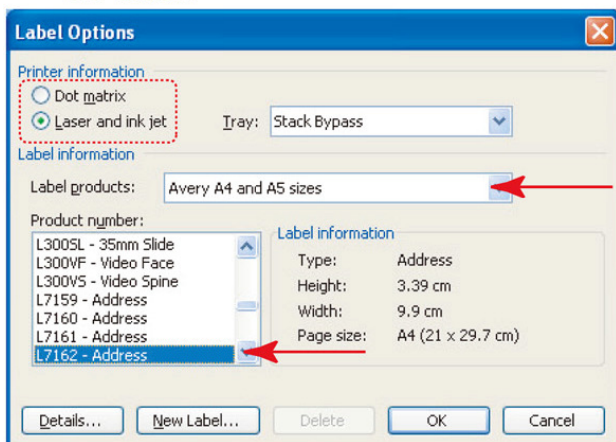
- 3 In the options, choose your printer

Dot matrix or Laser and Ink jet

Choose your label layout from

Labels products:

and "Product number". Then click on the "OK" button.



- 4 You can see the chosen label preview under the lower-right corner of Label tab. Under the lower-left corner, select "Single labels" for printing individual label.

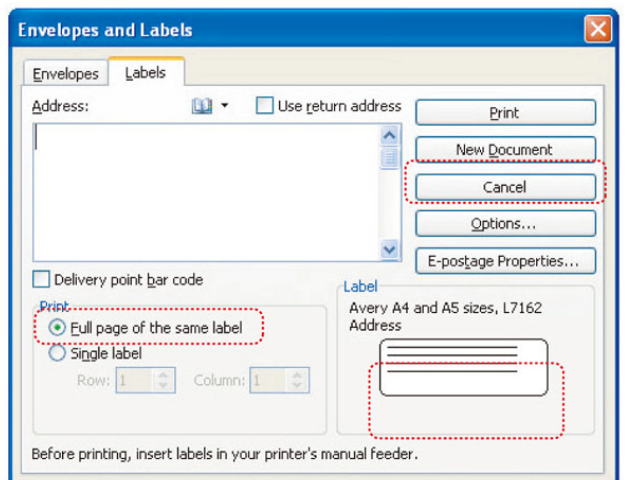
Select Full page of the same label

整頁列印相同標籤 (F)

for printing a full page of the same label.

Choose New Document 新文件 (D)

for printing labels with different information..



- 5 Your choose label layout appears on the screen. In

case you are not able to see gridlines, just select "Show Gridlines" (G) under "Table" (A)

Afterwards, you can enter data or put your own design on each label.

