How to Create a Custom Template with Microsoft Word

This guide will take you through the basics of creating your own custom label template using Microsoft Word. Including; how to adjust the size of your template, adding/positioning text boxes, selecting font, and printing the final design.

This guide is mainly written for Microsoft Word 2007 or newer, but most of the instructions apply to older versions of Word as well. If you would like to try our pre-made templates you can download them at:

www.labeltac.com/content/public/LabelTac_Templates_Symbols.zip

Customizing your paper size:

The first step to creating a custom label is to adjust the template size to match that of the vinyl that will be printed on. To do this:


1. Select **Page Layout** from the top bar

2. Select **Custom Margins** from the bottom of drop-down menu

3. The Page Setup menu will now appear, change all of the fields under margins to **0**

4. Set the Orientation to **Landscape**
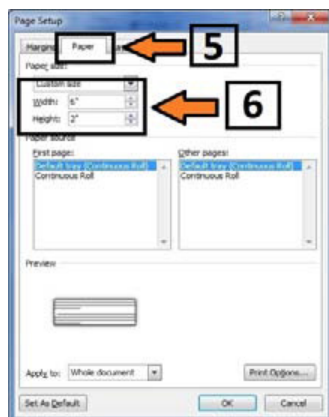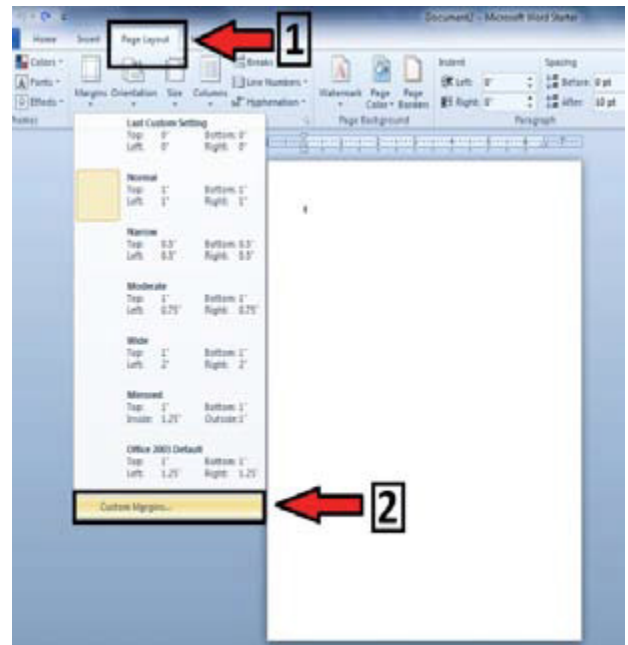
5. Select the **Paper** tab from the top of the Page Setup menu

6. Change the **Height** field to the size of the vinyl supply you will be printing on, and the **Width** field to the length you would like your label to be and select **OK**

(If you receive a **margins warning** message select ignore)

Insert text boxes:

We will now go over how to add text to labels by using text boxes. Text boxes allow you to adjust your texts position much more precisely.
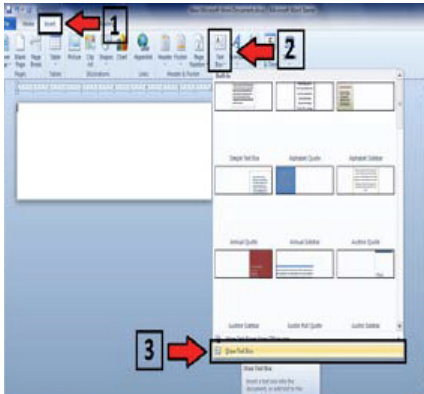
1. From the top menu bar, select **Insert**

2. Select **Text Box** from the menu

3. Select **Draw Text Box** from the bottom of drop-down menu (or press **D** on keyboard)

4. To create a text box, click and drag your cursor to the desired size you would prefer within the template

5. To remove the thick black outline and white back filler, select **Format** from the top menu

6. Select **Shape Outline** or **Shape Fill**

7. From the drop-down menu select **No Outline/No Fill**

8. To position text box, move your cursor along the dotted line until you see a   symbol, then click and drag box to desired position

9. To resize text box, click on one of the the small clear boxes along dotted line and drag your cursor to desired size

Enter/format text:

1. To choose a specific font, click within text box, then hit **ctrl+shift+f** and choose your preferred font/ style/size (or select the **Home** tab from the top menu, and change the values in font section)

2. To change the direction your text is facing, select **Format** from the top menu bar, then select **Text Direction** from the top right and choose desired facing

3. To undo the last action, hit **ctrl+z** on your keyboard (to redo an action hit **ctrl+y**)

Printing your label:

1. From the top menu bar, select **File**, and then **Print** (or you can use the hotkey **Ctrl+P**)

2. Select your **Creative LabelTac** printer from the drop-down menu

3. Enter the number of copies you would like to print, and click the **Print** button to print your label(s)

If you have questions about these instructions, please feel free to contact your account manager. You can also contact us by e-mail at Info@CreativeSafetySupply.com or by phone at (866) 777-1360.