

Printing Long Labels in Microsoft Word

Printing extra- long labels in Microsoft Word requires a slightly different process to achieve than the typical label. Microsoft Word has a built-in limitation of 22” for length on its documents. To surpass this you will need to create separate pages that are then conjoined during printing. This guide will go over the entire process of creating a custom length template. **NOTE:** As was pointed out creating templates over 22” is not supported by MS Word and thus requires extra work. There are, however, programs available that will allow you to print designs that are much longer than Word will allow. If you would prefer word software that is dedicated to “banner length” templates we suggest trying an internet search for these programs, alternatively we would be more than happy to assist you if you would like some suggestions.

Setting Label Dimensions:

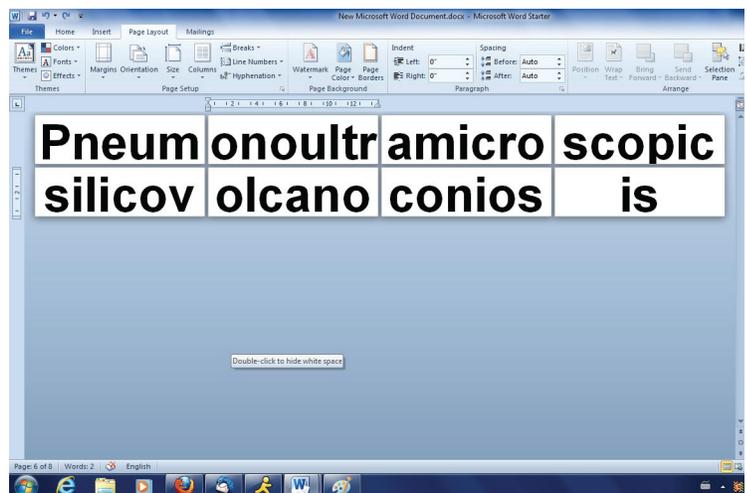
Start by opening a new Microsoft Word document

1. Select **Page Layout** from the top menu
2. Select **Margins**
3. In the Page Setup menu that pops up, change the values for all of the Margins to **0**
4. Set the Orientation to **Landscape**
5. Select the **Paper** tab
6. Change the **height field** to the size of your vinyl supply (i.e., 1”, 2”, 3”, 4”) and set **width** to half of the total length you plan on printing (ie if you plan on printing a 30” label, set this field to 15”. For labels over 44” you will need to create 3+ pages, with the width divided evenly between them)
7. Select **OK**

Adding New Pages

1. Hit **CTRL+ENTER** to create a new page
2. If you would like the pages side-by-side instead of stacked, hold down the **CTRL** key while scrolling your mouse wheel (alternatively you can use the zoom slide bar on the bottom right of screen) and zoom out until the pages are side-by-side

At this point the template is now ready for you to create your preferred design. If the side-by-side view is too small for you, zoom to single page view to edit, and then zoom back out when you are ready to align your designs.



Editing Long Labels

To get rid of gaps between pages (the white space at the edges of each page) you will need to manually change the paper size for each specific page. To accomplish this:

1. Highlight the text within the page you would like to resize
2. Select the **Page Layout** tab
3. Select the **Margins** tab, and then **Custom Margins** from the bottom of drop-down menu
4. Select the **Paper** tab
5. From the drop-down menu next to the Apply To section at the bottom, choose **Apply to: Selected Text**
6. Adjust the **Width** field, repeat until you find a size with no gaps left
7. Repeat this process for each page you would like to modify

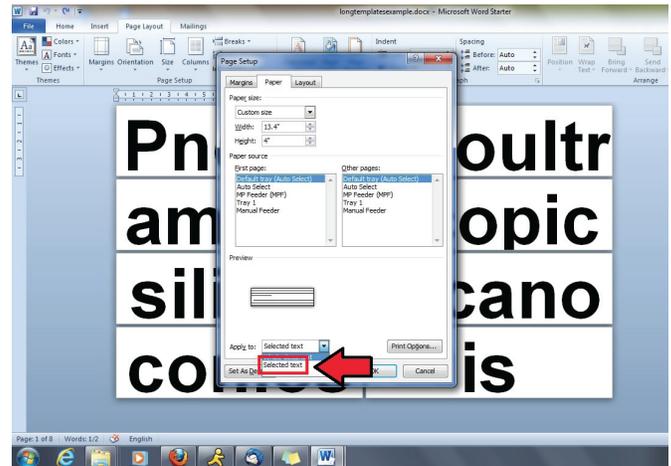
NOTE: Set the **ATTN:Management** line to any string of text you prefer not to change between pages

Printing Your Label

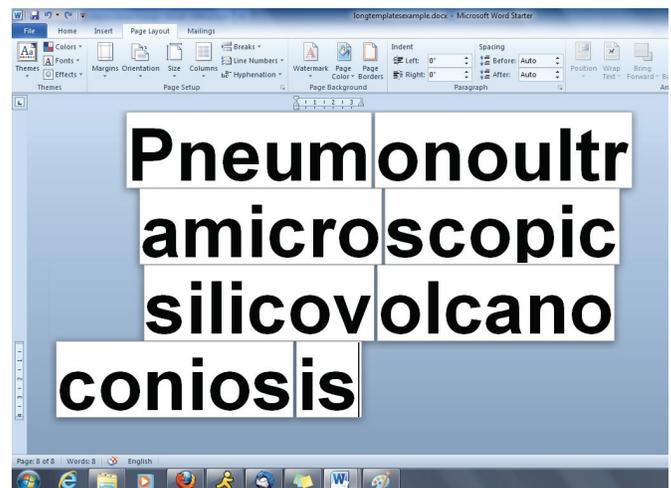
1. Hit **CTRL+P** to access the Print Menu (alternatively select the **File** tab, and then **Print**)
2. Make sure to select the **Creative LabelTac** printer from the drop-down printer menu
3. Select **Printer Properties**
4. Select the **Stock** tab
5. Set Occurrence to **After Job** and select **OK**
6. Set the number of copies to **1**
7. When ready, select **Print**

You have now successfully created longer label. If there are any noticeable gaps still present, adjust the page widths further until you get the correct sizing.

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.



Ensure you have highlighted the text before adjusting the page sizes



Your template should look similar to this after adjusting each page