How to make labels in Word
By Kathleen K. Koch
26 April 2003

Introduction

This tutorial is set up in small steps to help you make your own cigar band labels using Microsoft's® Word® program. Included in this tutorial are the same six steps as on the web.

Introduction
Table Setup
Change Text Direction
Insert & Edit Pictures
Multiple Labels
Finishing Up

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This step-by-step tutorial is designed to help you in your quest to make a label using a single program!
Unlike other tutorials, this one teaches you
how to make labels that APPEAR to have upside-down print!

I've worked hard to make this tutorial easy!
I just hope I've given you enough.

This work is presented for your use. It is still my work, so give credit when referencing this work. With that in mind, you may print these pages out for your reference manuals.

I hope this tutorial is helpful in your endeavors
to create a useful & easily modified set of labels!
Please write if you have any suggestions or additions.
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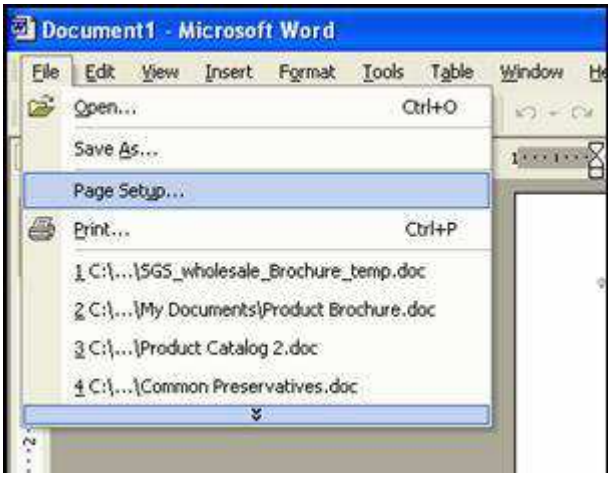
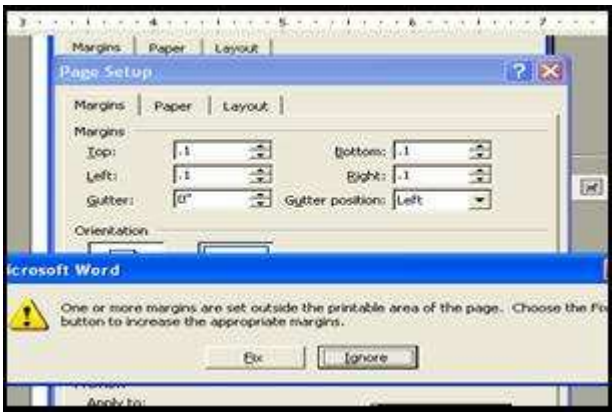
Table Setup

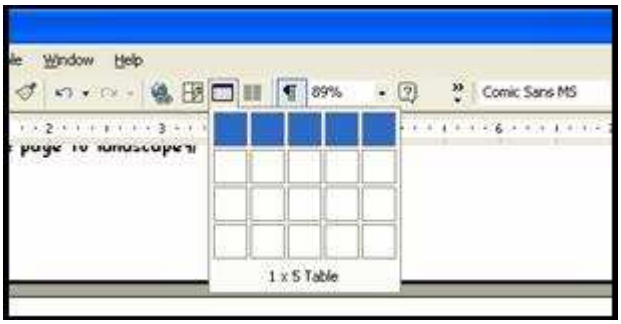
When you begin to make your label, you need to do page setup to adjust your page to landscape and set your margins.
File/Page Setup...



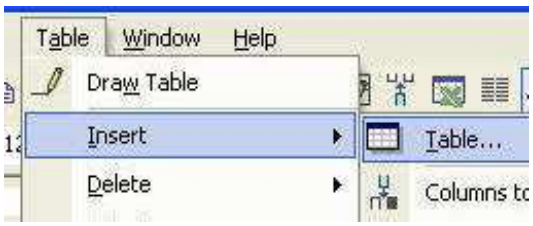
I pushed the margins beyond what the printer is able to handle! If you choose to click ignore, you will lose one or more labels to incomplete printing.
File/Page Setup.../Margins



The TABLE icon allows you to select a preset maximum of 5 horizontal (COLUMNS) by 4 vertical cells (ROWS). I've selected five columns to begin my table.
A quick way to add more rows or columns can be done simply by putting your cursor in the top left box, click & HOLD your left mouse button and drag your mouse out until you have all the rows and columns you want! - Thank you Shannon for this tip

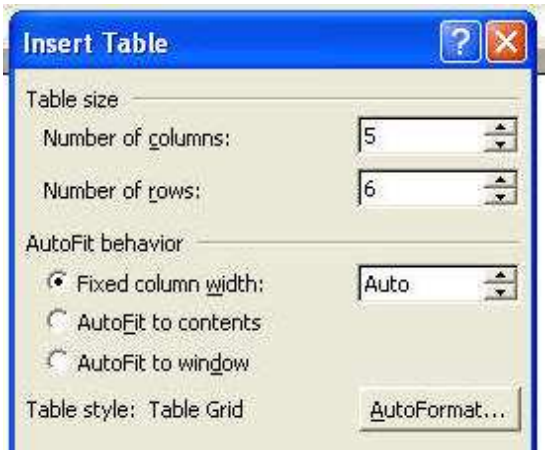


An optional way to set up your table is by using the insert menu:
"Table/Insert/Table..."



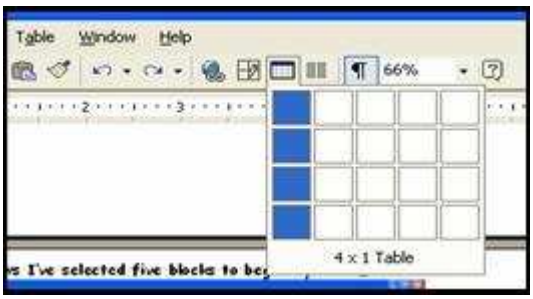
.....and input the number of cells you want. **---------->>>>>**
This is also the time to set your "autofit behavior."

Make sure "Fixed column width" is set to "Auto"



I could optionally choose 4 ROWS and work with the page in Portrait orientation. But with the table in ROWS, you won't be able to "flip" the text upside down! You'll see further along how I "flip" the text!

I prefer using a single row. You will see why in Making Multiples.



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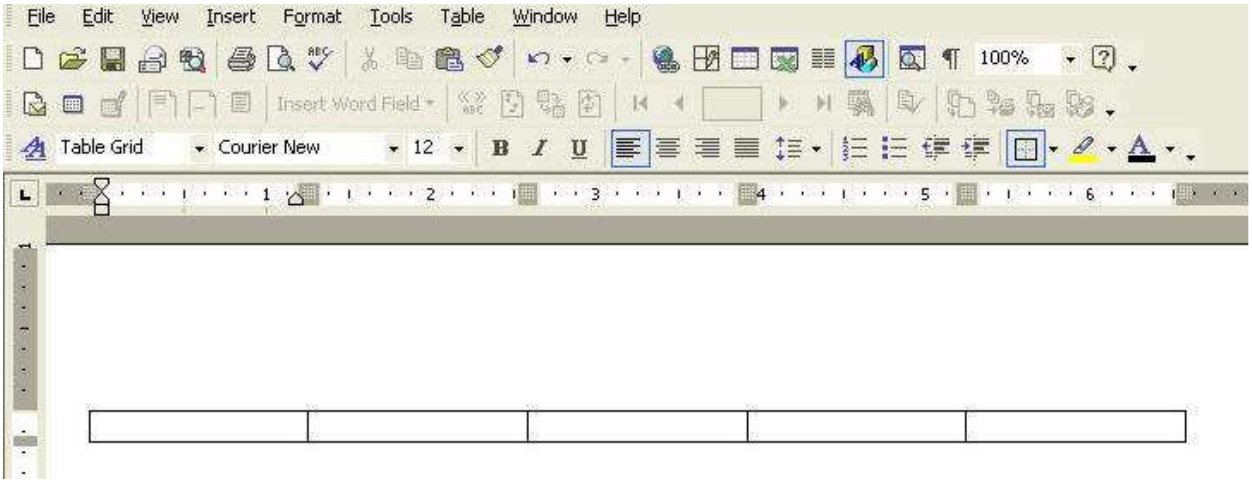
When you've selected your columns & rows (mine is 5 columns by 1 row) you should see this:



Change Text Direction

Insert your table as shown in Table Setup of the tutorial. Make sure 'Fixed column width' is set to auto. MINIMUM Table size is 1 & 1.

At this point in time, fill each cell with whatever you want. For this section of the tutorial, the focus is on ***text orientation***. Inserting and editing pictures is on another section.
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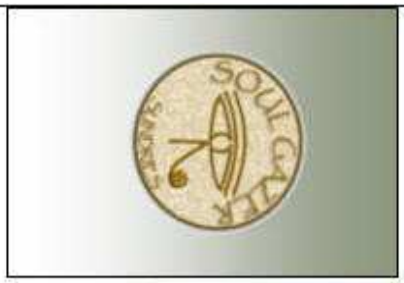
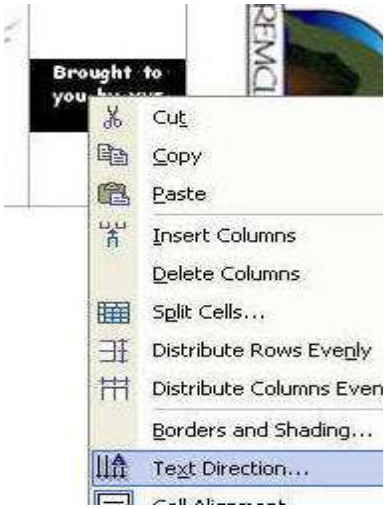
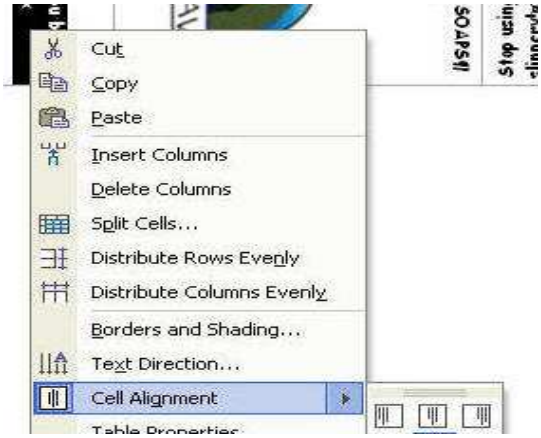
Ingredients¶ Listingredientshere¶ ¶ .....¶ ¶ ⇒All·our·products·have¶ been·tested·extensively¶ by·members·of·our·family¶ and·volunteers.¶ ⇒Should·you·experience¶ any·discomfort·while¶ using·these·products,¶ stop·use·immediately!¶ ⇒Keep·out·of·reach·of¶ small·children·and·pets.¶ ⇒Natural·oils·in·these¶ products·may·cause¶ surfaces·to·become¶ slippery¤	Soul·Gazer·Sundries¶ Bossier·City,·LA·71111¶ Email:·soulgazersundries@¶ futureventuresonline.com¤	 ¤

The next sequence of pictures demonstrates how to manipulate the text direction and cell alignment.

TEXT DIRECTION

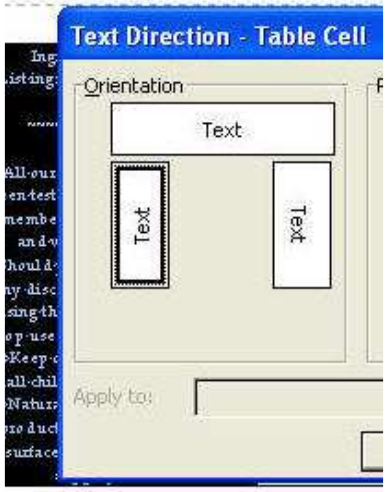


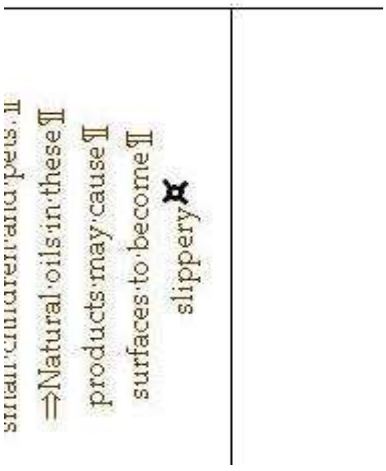
CELL ALIGNMENT

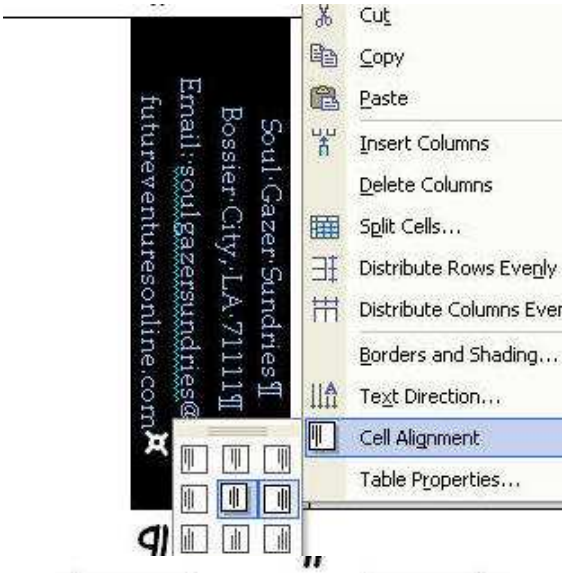


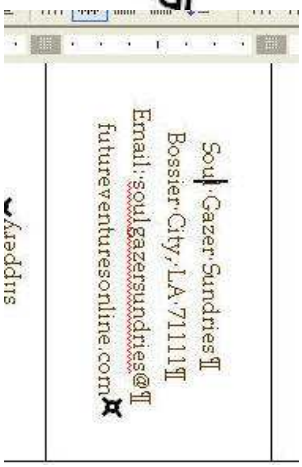
TEXT DIRECTION, cont

CELL ALIGNMENT, cont









See! They are upside down to each other!

Adding background Colors & Inserting Pictures

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This section is a bit long but it is well worth the result!

Insert your table as shown in Table Setup of the tutorial. Make sure 'Fixed column width' is set to auto. MINIMUM Table size is 1 & 1.

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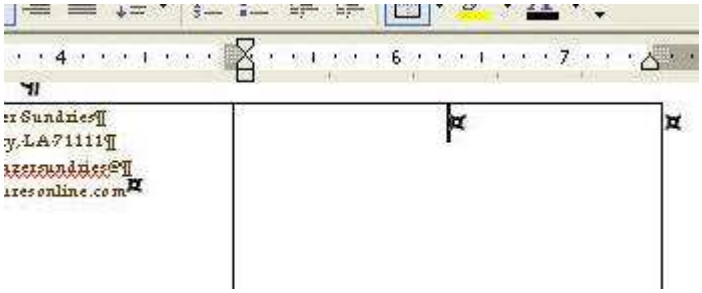
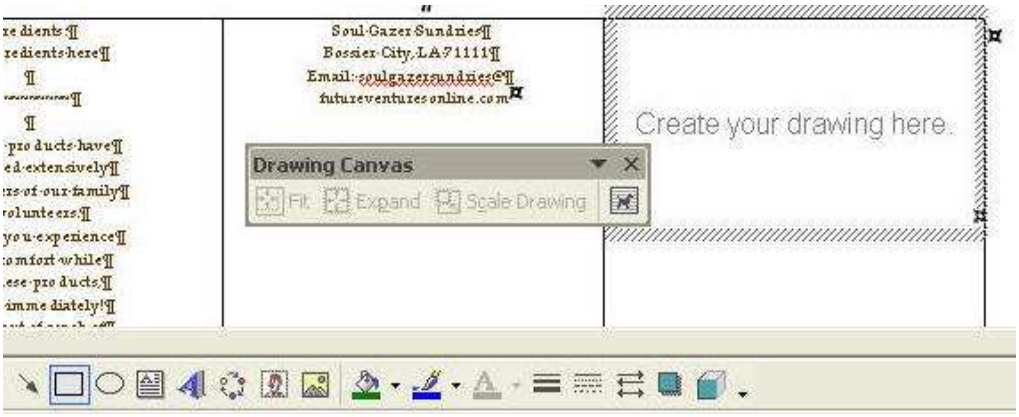
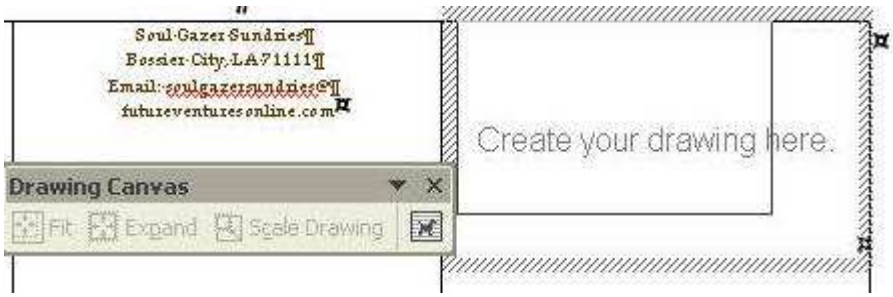
Note: In order to see the paragraph notations, click the paragraph symbol in the toolbar. You'll see the importance of this later on.



This is the block where the picture will be inserted. But before that, a 'picture' needs to be drawn. Don't panic. This is real easy.

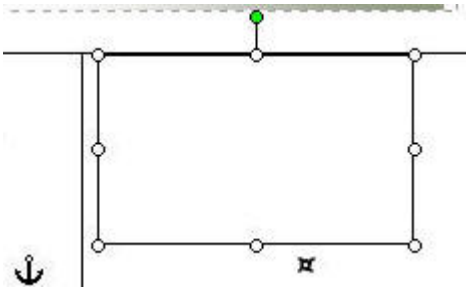
From the 'Draw' toolbar, select the rectangle. It will set a rectangle for you to work in >>>



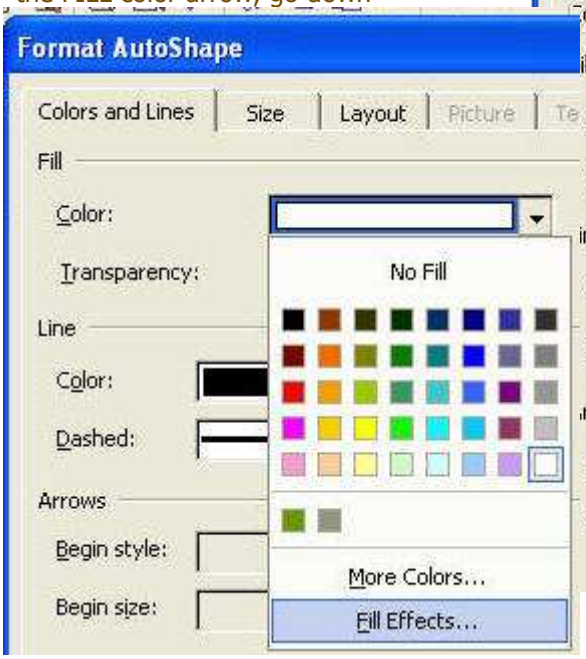


Your cursor will now be a plus sign. Starting in the upper left corner of outline, click and drag your mouse to fill the square.

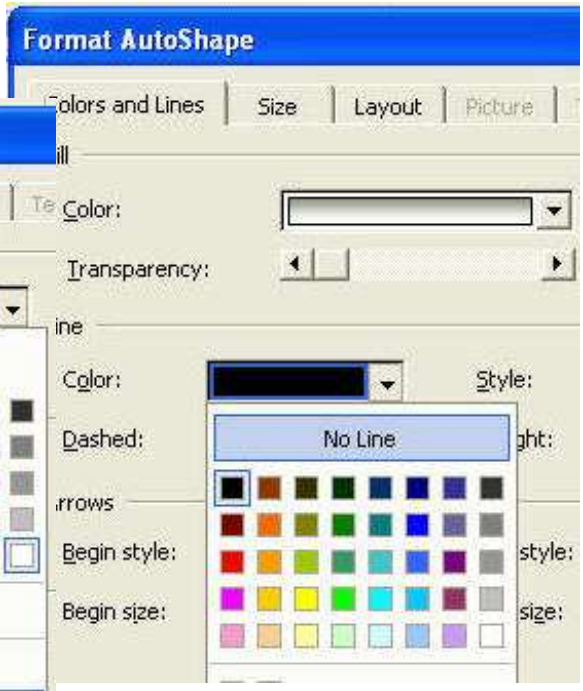
When you let go of the cursor, this drawing box appears. We'll get to the little anchor in a moment.



Right-click inside the box & select 'Format AutoShape.' When the menu opens, click on the FILL color arrow, go down to and click 'Fill Effects.'

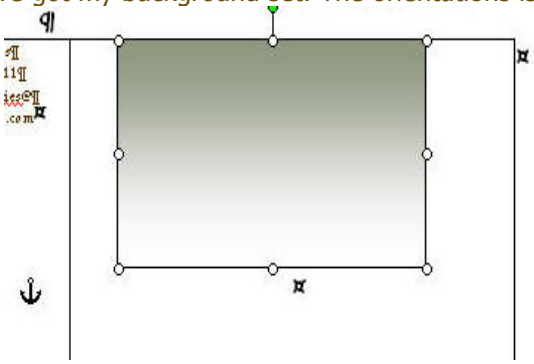


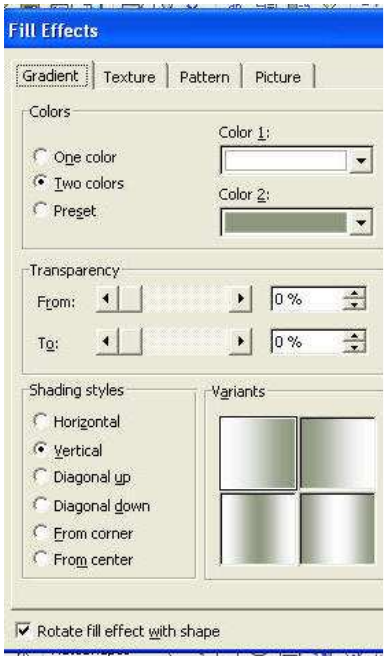
Click on the LINE color arrow and select 'No Line'.

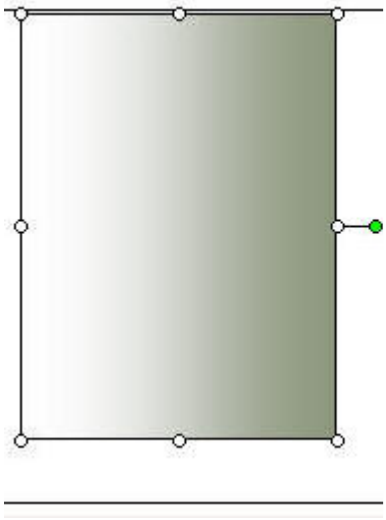


This is FUN!!! The color and gradient shown here are the ones I use. Play around with this. This is where you set the mood for your labels!

Okay, now I've got my background set. The orientations is still not right





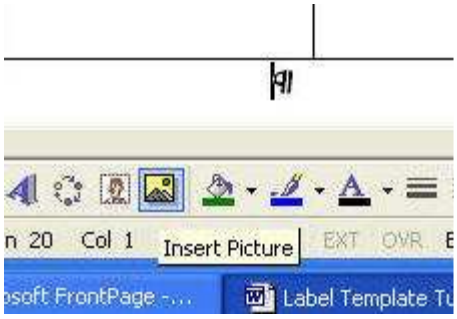


The green dot attached to the picture is for "steering." You set your cursor over the green dot and it becomes a circle with arrows. Click, hold and rotate your picture in ANY direction!

Adding background Colors & Inserting Pictures, cont.

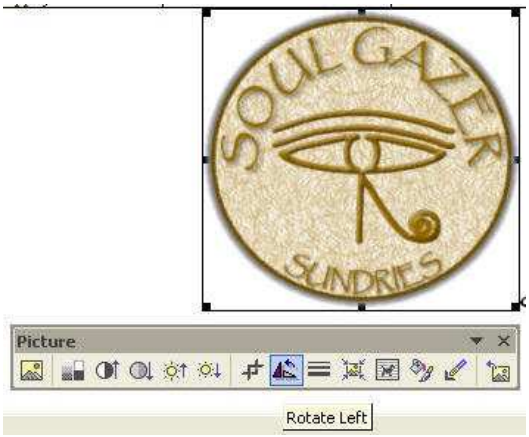
For this group of tutorial shots, I'm using my current cigar-band-styled label. It is on a horizontal table with the page in 'portrait'. I use only three columns and the Xyron Model 150 to stick this label onto my baby-blanket-wrapped bars.

Here's where things get just a little weird.
Take it one step at a time and you should be okay.

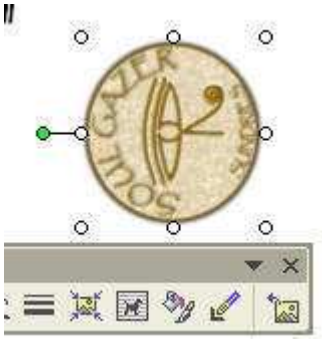


If you'll notice, the cursor is at the paragraph marker rather than inside the table. This is where you want it for the next step! Also, you see the 'Insert Picture' icon is highlighted (*cursor is hiding.*) Click it.

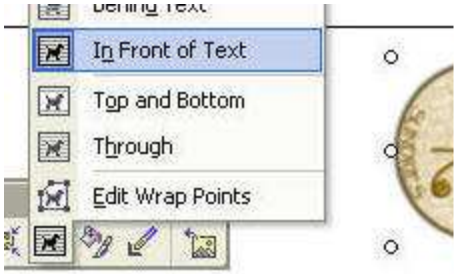
Insert your picture. Use whatever method you normally do.
All picture formats, EXCEPT BMP, will work. I prefer using a GIF format.
Once inserted, click on the picture. The Picture toolbar will appear. Before doing anything else, shrink picture by placing cursor over any of the corners, click and drag the box smaller. Using the corners maintains the ratio. Rotate the picture once. No need to go further at this point.



Now that you've rotated it, the picture has steering!

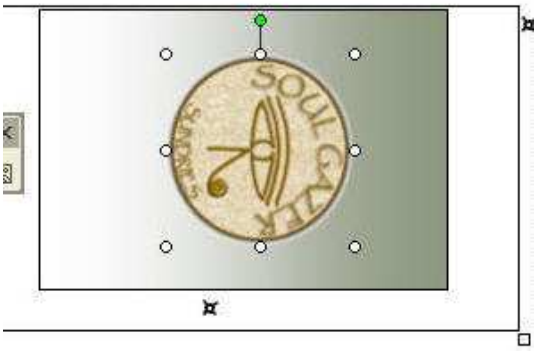


Okay, fun's over. Time for the next step.....
Implanting the picture within the picture!

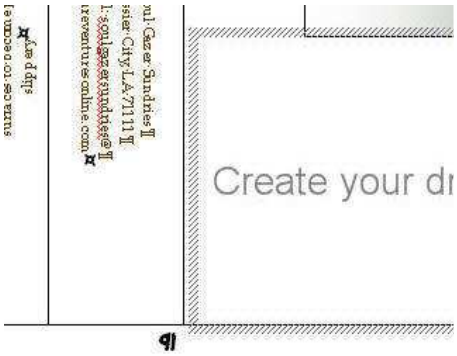


To manipulate the picture, you must 'unleash' the anchor. The little dog is 'Text Wrapping.' Click on it and select 'In Front of Text.' This unleashes the anchor from text placement.

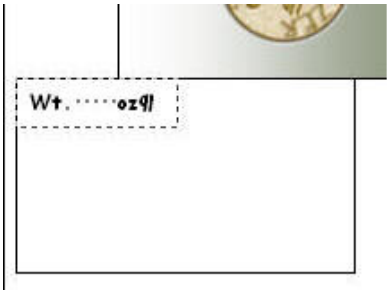
With it unleashed, it was very easy to move it within my other picture. But what about the text??? You know....name of the soap, weight, ...that stuff!
After inserting the two pics, this will be easy!



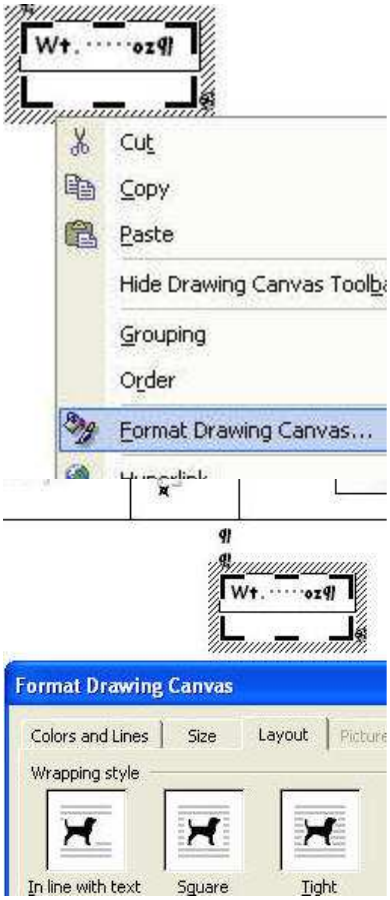
To make a text entry in your picture, click the text box in the Draw toolbar. (lower left corner of screen shot)



Then draw your inner box just like you did earlier.



Now it's time to finish making the "picture" text.
I've entered my text.

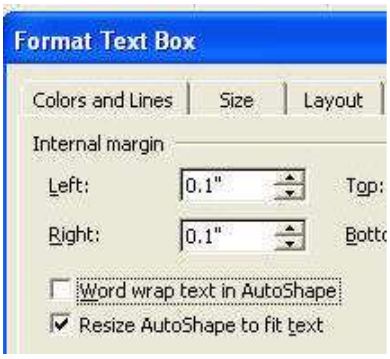


The following screenshots show the steps to finish the text box. The various menu options have already been used on other pages of this tutorial.
After you've entered your text, click the 'outside' box to highlight it. Then right-click and select 'Format Drawing Canvas'.

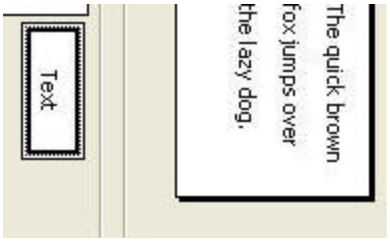
First, select the Layout Tab. Choose in front of text, just like you did earlier.
This allows you to move the text box into place later

The default fill color is white. Select the Colors and Lines Tab. Click on the down arrow & select 'No Fill'. This will make the background of your text box transparent.

Select Text Box Tab. If not already checked, check 'Word wrap text in AutoShape' and 'Resize AutoShape to fit text'.

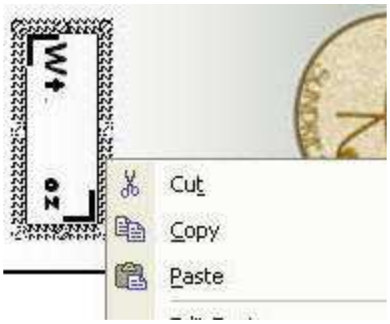


Oh yeah. You need to change text direction.

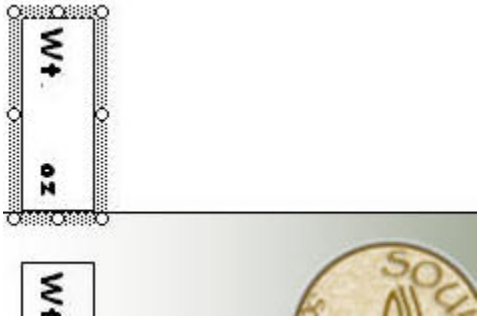


Click inside the box and select your text direction

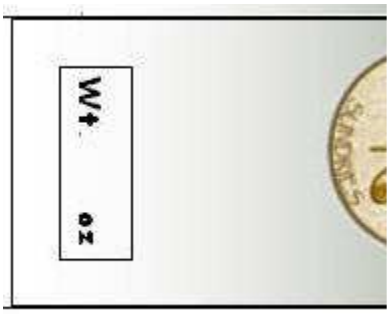
Click the text picture & CTRL-C to copy

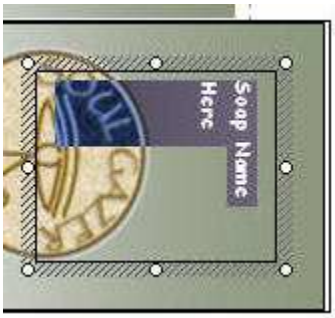


Then click outside the table area & CTRL-V to paste. Unleash the box, then move to desired location.



I've clicked inside the box & replaced the text. Then I adjusted the text size & resized the box to fit!





Review Format AutoShape

Review Format Text Box

After final adjustments, like text size and color, I adjusted each of my vertical dividers to my measured widths. Using the steps presented, you should now be able to edit your text to fit your desired label width!

If you look at the top of the bar that is standing up, that is naked soap, exposed by the wrapping method. I included two on their sides so you can see how the label is folded around the soap.

Another shot of the band.

Making Multiple Labels FAST!

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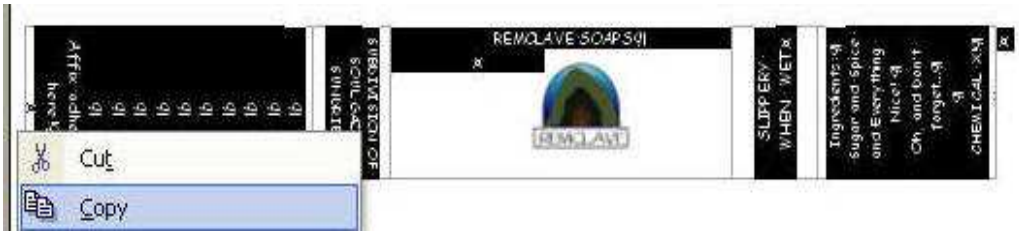
Now that I have set up my first row of cells,
I want to copy them to the rest of the sheet.

Move the cursor to the left edge of the table. When the *mouse cursor* flips from pointing *up + left* to pointing *up + right* I highlight the row of cells by clicking the left mouse button.

Click right mouse button, select copy.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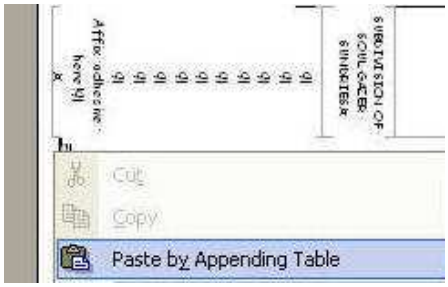
Now move cursor down to bottom of your work area. Right click and select "Paste by Appending Table".
Keep repeating (OR use CTRL-V to fast paste) until you've filled the page!



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Finishing Up

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After you've made all your labels (this page has five), the lines on the table need to be made invisible or you will have all the lines appear on your finished label!

Here's how!

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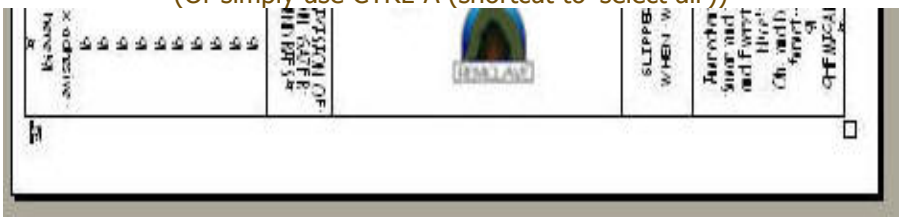
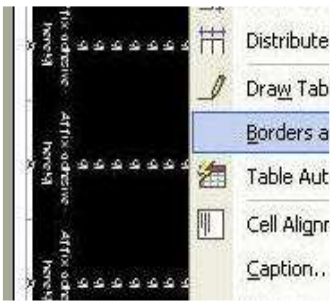
Float your mouse cursor over the lower right hand corner of the table. A little square will appear. The mouse cursor should also now be a double arrow. Click with your left mouse button and the entire page will be highlighted!
(Or simply use CTRL-A (shortcut to 'select all'))



Select Borders and Shading.

Select the setting "None". This will turn off all borders and settings.
(Or IF you WANT a "box" around selected CELLS, this is the method you would use!)



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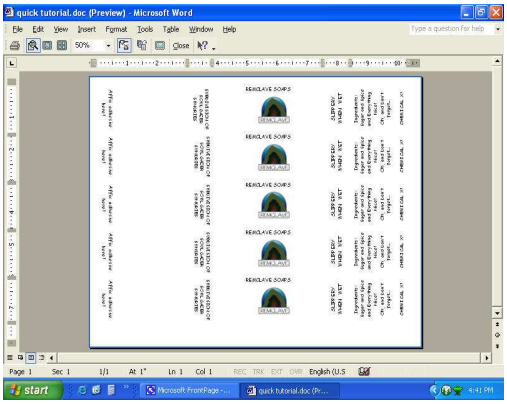
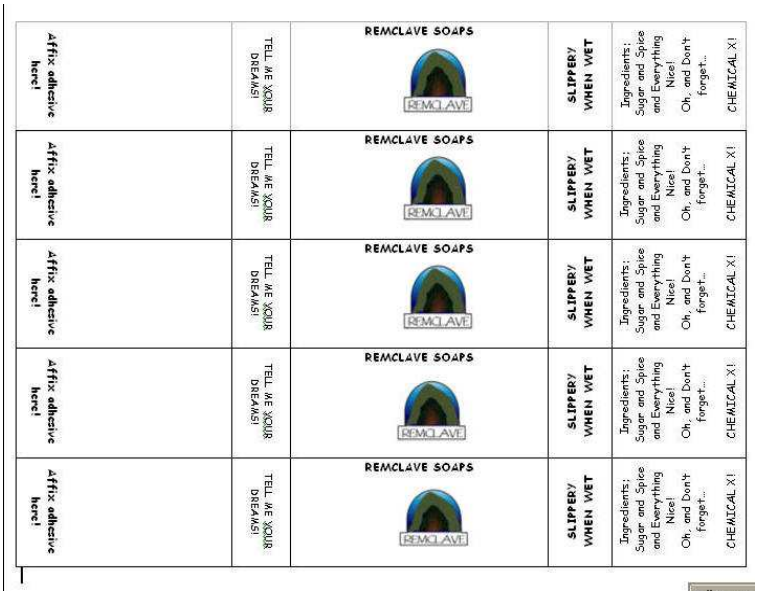
Finish up by clicking "OK" until you are back to the basic screen!
(This screen shot is in Word's print preview mode.
Pretty, eh? ☐)



Viola! You should have a complete page of labels saved and ready to print!



Here's one with the picture and text turned in the "front".

I hope this tutorial was helpful in your endeavors
to create a useful & easily modified set of labels!

Please write if you have any suggestions. or additions.

He he he, would you prefer a box design instead?

Check out my new Matchbox soap box template!