



## How to Print Ribbon Labels in Advance of a Meet

Step 1: Choose the label size that works best for you. I typically use Avery labels, type 5161. This produces 20 labels per sheet. You may choose a size that prints 30 labels to a sheet, but that means you have to write smaller.

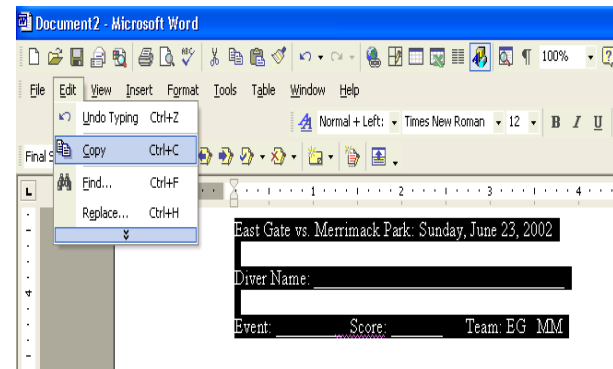
Step 2: Print this document!

Step 3: Change the text below to fit your meet and date. Then copy it using the copy tool in the Edit menu.

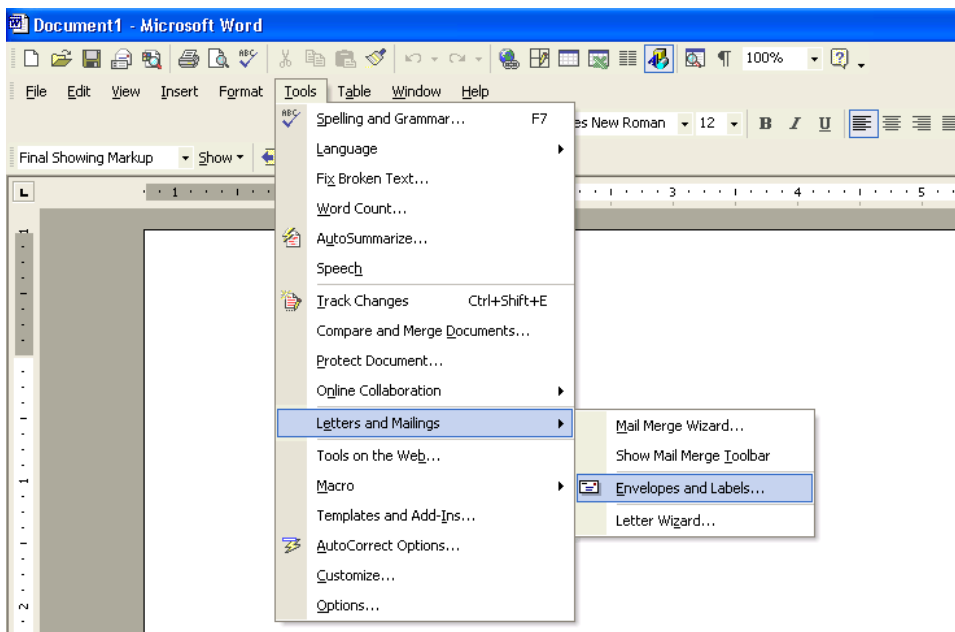
East Gate vs. Merrimack Park: Sunday, June 23, 2002

Diver Name: \_\_\_\_\_

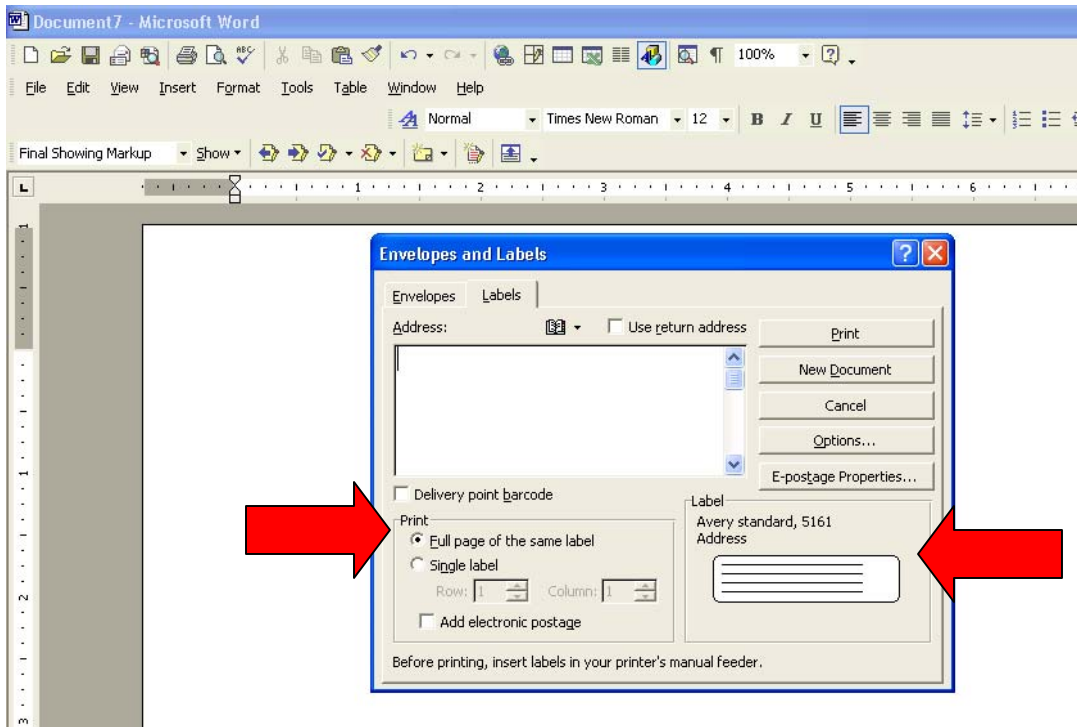
Event: \_\_\_\_\_ Score: \_\_\_\_\_ Team: EG MM



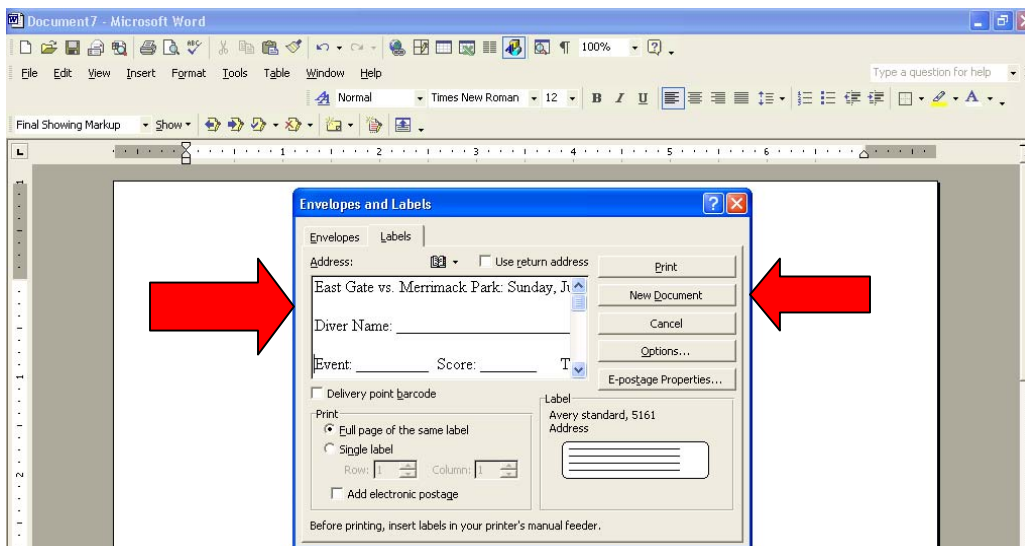
Step 4: Open a new document in Microsoft Word on your computer and go to the tools menu. Select Letters and Mailings, then Envelopes and Labels. This is shown below in the picture. Note that portions of the screen have been cropped in order to enlarge the important parts.



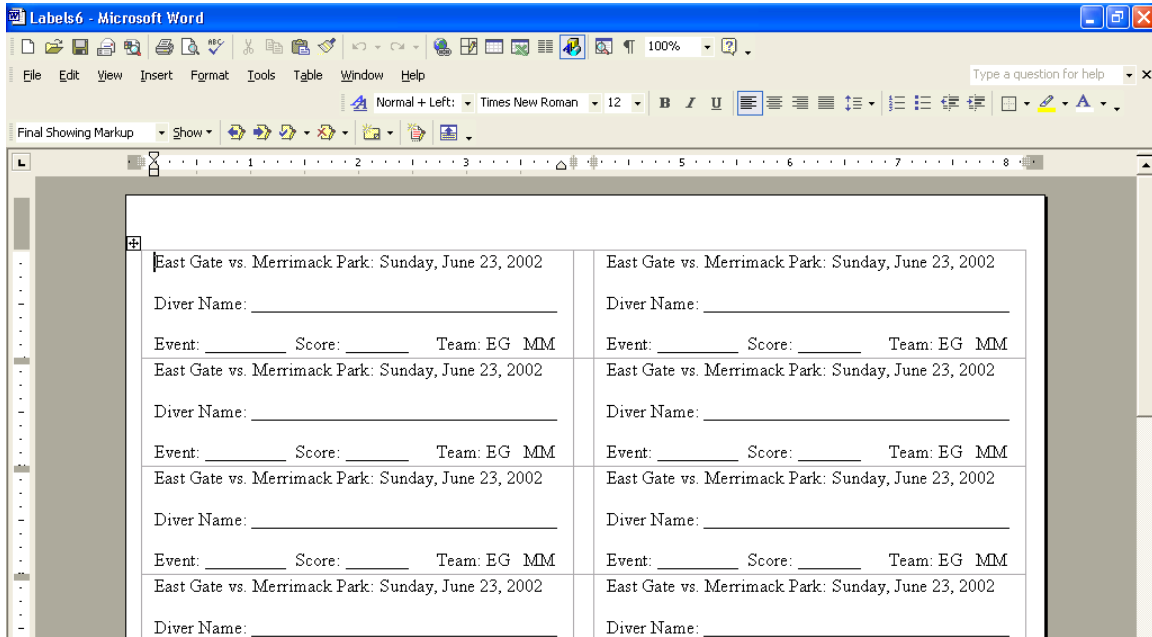
Step 5: A window will appear on your screen. Within that window, click the picture of the label at bottom right and select the appropriate size. Then click at the left of the screen where it says Full Page of the Same Label, as shown in the diagram.



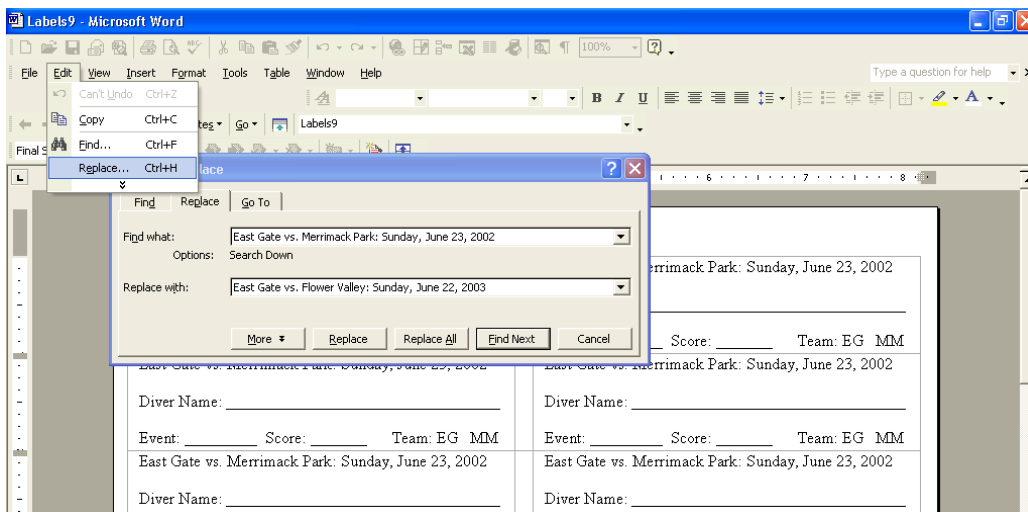
Step 6: Paste the text into the window entitled address using the paste shortcut. You will be unable to use Paste in the Edit menu since the label window is open. On PCs, the shortcut is Ctrl V. On Macs, Apple symbol and V. (Sorry, I have no image of that symbol.) Note that not all of the text will be visible in the window at one time.



Step 7: Click New Document, as picture on the previous page. This will produce a full page of labels, as pictured below.



For Future Meets: Either repeat the process above or use the find and replace tool to edit your label document. See picture below. Simply click replace all and each line will change. Be sure to change the team abbreviations as well.



Good Luck! If you have problems, please contact [board@mcdiving.org](mailto:board@mcdiving.org)