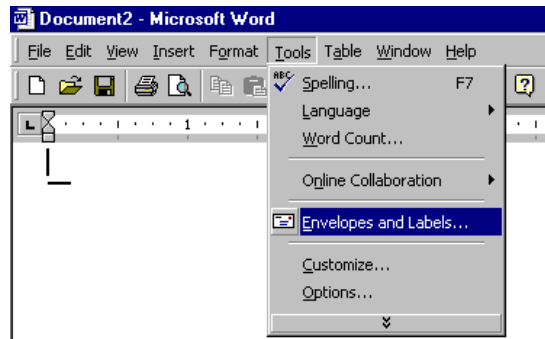


## Pauli A4 21099M Shipping Label with Microsoft Word ('97, 2000 and XP)

- 1.) Select item **'Envelopes and Labels'** in the **'Tools'**-Menu in MS-Word.

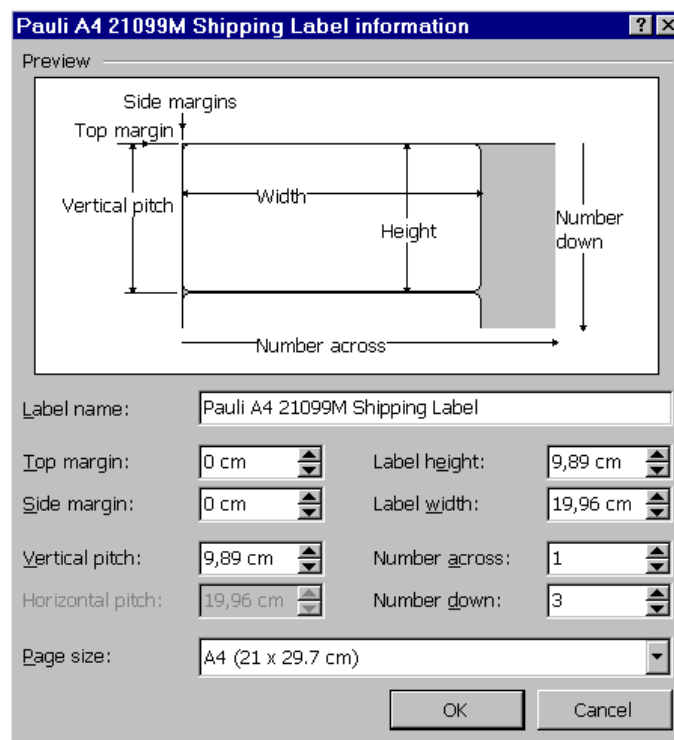


- 2.) Click on the **'Options'**-button



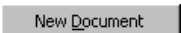
- 3.) Click on the **'New Label'**-button

- 4.) Enter Labels size as shown in the screen shot on the right side:



- 5.) Click on **'OK'** to save the new label definition.

- 6.) Click on **'OK'** a second time.

- 7.) Now when you click on the **'New Document'**-Button , Word will create a template with the selected label size.