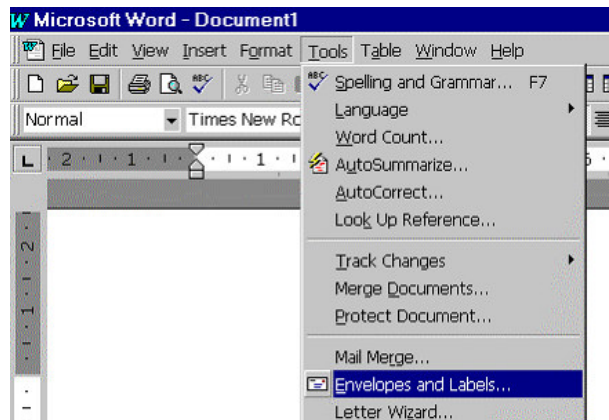


## Pauli A4 8554V Business Card Design with Microsoft Word ('97, 2000 and XP)

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



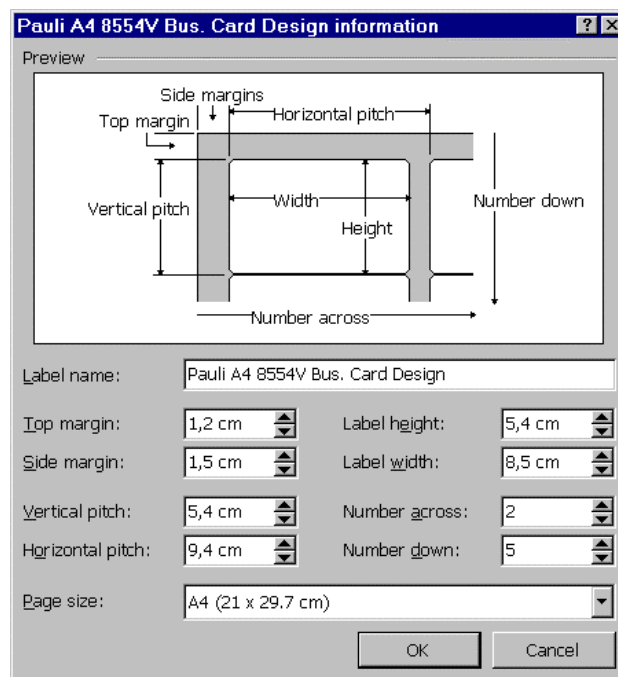
2. Click on the **'Options'**-button



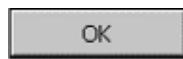
3. Click on the **'New Label'**-button



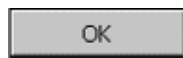
4. Enter Labels size as shown in the screen shot on the right side:



5. Click on **'OK'** button



6. Click on **'OK'** button



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

