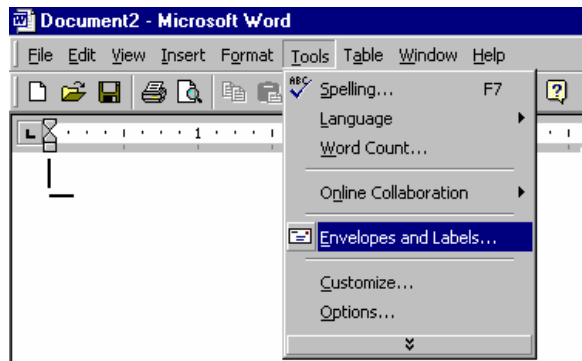


## Pauli A4 9967P Shipping Label with Microsoft Word ('97, 2000 and XP)

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

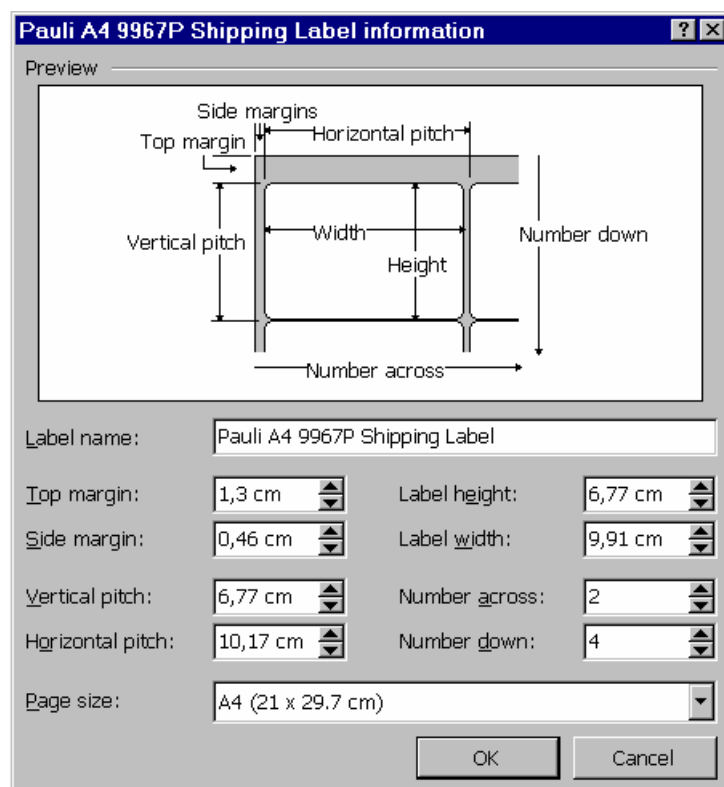


- 2.) Click on the '**Options**'-button



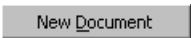
- 3.) Click on the '**New Label**'-button

- 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.