

Printing Vote by Mail Labels by Wolvesvalley

There are five variants for “Save Lives/Vote by Mail” stick-on labels. Three are based on 1 x 2⁵/₈-inch standard address labels; two are for 2-inch round labels. The files are Word (.docx) files. You can open these files in Word and press Print. *If the print doesn't line up properly with the labels, the instructions below will tell you how to make any necessary adjustments.*

The template for the 1 x 2⁵/₈-inch versions is for Avery 5160 labels (30 to a sheet). Avery offers many labels that are based on this template: you can find the list at <https://www.avery.com/templates/5160>. Staples also has address labels in this size, which use this template. The template for the 2-inch round labels is for Avery 22877 labels (12 to a sheet). The list of compatible Avery products is at <https://www.avery.com/templates/22877>.

The artwork for the labels is in a single, full-page, centered image in each file, with the individual labels centered and spaced according to the template for each type. The files are set up this way to enable you to adjust the position of the label images as a group, while maintaining their position relative to each other. I was disappointed to find that the labels in my package of Avery 2-inch round labels were not manufactured to precise tolerances. The sticky sheets were slightly off-center on their backing sheets, and the die-cutting of the labels might have been off-center, too. The alignment of my printer's sheet-feeder may also have been a factor. You may encounter the same issues.

To position the image to match where the labels are on the sheets you have as they go through your printer, you can *click on the full-page image and move it*. It is safest to use the arrow keys to move the image: partly because it is more precise and you can keep track of what you have done, and partly because in Word it is easy to distort an image if you try to move it with the mouse.

You will need to experiment. Print the first sheet of labels without adjustments to see whether the image is correctly aligned. If it is off, you must then figure out how far to move it. You may have to waste more than one sheet.

In the examples below, the paper surrounding the labels has been removed from the backing sheets (after printing) to show the label edges. The left one shows a sheet of round labels printed without any positioning adjustments. The right one shows a sheet printed after the image has been moved with 5 taps of the up arrow key and 7 taps of the right arrow key. (It might – or might not – benefit from one less tap up, but I did not want to waste another sheet!)

