

## Instructions for using Avery 5160 or 8160 labels for GFWC Florida brochure

1. Purchase a supply of Avery labels that can be run through your home printer. 5160 are designed to be used with a laser printer. 8160 are designed for an ink-jet printer. The labels are available for under \$10 for 750 labels at any office supply store, Walmart, Target or Amazon.
2. Go to [www.avery.com](http://www.avery.com) and create an account. Under My Account, go to the Projects tab and choose Start a New Project.
3. Under Choose Template, search for either 5160 or 8160, depending on the printer you will be using. Be sure your choice indicates 30 labels/sheet, with the label size 1" x 2 5/8".
4. Select this template, and on the next page, choose the blank horizontal design.
5. On the next screen, choose Edit All. You will then see a blank space to type your information. Choose Text from the far left (see arrow below), then Add Text Box.



6. Type your information into the Text Box. The size of the box will expand to fit the space available. You will get a warning if your information goes past the "Safety Line". Center your information from top to bottom and from left to right. You can move the text box around.
7. When you are satisfied with what you have, click Preview and Print in the bottom right.
8. Choose Print it Yourself, then Get PDF to Print. When offered to save to your account, say yes.
9. On the next screen, click Open PDF. Insert your blank label sheet into your printer and click Print. Before printing onto the actual blank label sheet, it's a good idea to print first on regular paper to be sure everything looks ok.
10. If you have questions, email [communications@gfwcflorida.org](mailto:communications@gfwcflorida.org). Enjoy your new customized brochures!