

Templates - MACO Labels

Template Instructions:

Note: The templates require that you have Microsoft Word on your computer. If you do not have access to this program, see the FAQ section for instructions on how to save to disk. For best results, use your Tab key to move from text field to text field.

1. **Select the type of label required** - **MACO Laser**, **MACO Inkjet**, **MACO Multi-use Software Compatible**, **MACO Multi-use**
2. **Select the label size** required from the list of options
3. **Enter your information** into the labels as indicated. For fields not filled in, you do not need to delete the 'Enter label contents here' text - this will not print on your label.
4. **Select** your desired font and format the label as required.
5. **Print** onto your labels using the correct printer for the label being used - Laser Printer, Ink Jet Printer, or by printing onto A4 paper and copying the labels through your photocopier using our Multi-Use Labels.
6. **You're finished!**