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## Avery 5160 template multiple pages

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Learn more When you use word's mail merge feature to create labels, it simply creates a source document that contains the correct field codes to print a single set of labels. If you want to print multiple copies of labels, you just need to merge the source document with the data source to create a new document. This merged document can be printed as many times as desired to obtain all the copies you want. The problem with this approach, of course, is that you end up with multiple sets of labels, not multiple label copies. For example, let's say you wanted five copies of each label so that you printed the merged document five times. The first label in each set is the same, as expected. But if you wanted to print five copies of the same label, in order, on the first sheet, then five copies of the next label, that you can not use the approach to just print the merged document multiple times. The answer lies in returning to the source document — the one with the field codes — created by Word. If you view the source document, and then press ALT+F9 to view the field codes in the document. You will see that for each label except the first, Word contains a { NEXT } field at the beginning of the label. To print multiple copies of the labels, simply remove the desired number of { NEXT } fields. For each { NEXT } field you remove, Word prints the label using the data in the same data record used by the previous label. (Also remember that Word puts the labels together from left to right, then from top to bottom.) For example, let's say word formatted the source document for Avery 5160 labels, which is three across and ten rows per sheet. If you want three copies of each label, simply remove the { NEXT } fields from each label columns two and three. Thus, a { NEXT } field appears only in the first label of each row, except for the first row, where a { NEXT } is always assumed by Word. To create the actual labels, simply merge the source document with the data source to a new document that has your labels. You will see each label repeated three times. To create a different number of labels, simply make sure that the { NEXT } field is displayed only by the number of labels you want. This means that if you want five copies of each label, {NEXT } should only appear at the beginning of the sixth, eleventh, sixteenth, 21st and 26th labels. The downside of this approach is that the number of labels you print must be a factor for the number of labels on the sheet. For the Avery 5160 labels, the number 30 (number of labels per sheet) must be uniformly divisible by the number of copies you want. For example, you can print 2, 3, 5, 6, 10, or 15 labels and fill up each sheet. If you use a different number, such as 7, that is not uniformly divisible (7 times 4 is 28, which is the closest you can get), you must remove all fields from the last two labels on the sheet so that they will print blank. WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (9888) applies to Microsoft Word 2007, 2010, 2013, and 2016. You can find a version of this tip for the older Word menu interface here: Print multiple label copies when you merge. Pages is Apple's word processor for Mac computers and iOS devices. Although Pages doesn't come with a default layout to set up Avery labels, you can create your own for small business archiving system by creating a new document and manually adjusting layout sizes and tables. Some label templates are available for download from Avery's website, but they don't offer document sizes or specifications to create your own. When you're done creating your own labels, you can save your Pages document as a template that employees can use in the future. Learn how to create your own mailing labels using Microsoft Word built-in tools. Create mailing labels: 1) Start Microsoft Word. 2) Click the New Document button. 3) From the Tools menu, select Letters & Mailings, and then select Envelopes and Labels. 4) Select the Labels tab, click Options, select the type of labels you want to create, and then click OK. 5) Click New Document. Type and format the contents of the labels: 1) Turn on table grids (borders) so that you can see the outline of the labels: On the Table menu, click Show Gridlines. 2) If you create a page with labels that will all look the same, enter and format a label, and then use copy and paste to create the rest of the labels (see step 5 for details on copy and paste). Insert images into your labels: - Scan your photos. OR - Use photos you have stored on your computer's hard drive. Resize or move each image as needed to fit the label: To duplicate information (text and/or images) in each label, copy and paste the information into the Label. To do this, you need to: 1) Select the text text images you want to duplicate. 2) From the Edit menu, select Copy 3) Place the cursor in a label where you want to place the information. 4) From the Edit menu, select Paste. Save the address labels: 1) On the File menu, select Save. 2) In the Save As window, locate and open the folder where you want to save the labels. 3) Enter a name for your labels, and then click Save. To preview the labels: - On the File menu, click Preview. OR - Click the preview button. When you're done previewing, click Close to close the preview window. Click File and tap Print. When you need labels quickly, you can quickly format multiple labels with the same design. For example, if you want to print the word Confidential on all labels on one sheet, try accessing the entire page option and avoiding the tedious task of pasting the text on each label. Microsoft also offers a variety of label formats across different vendors to help you match the page format with the actual adhesive label sheet. With Word, you can also save this content as a document for future business communication printing. Formatting labels Printing support community/Work/Pages for Mac Looks like no one has responded in a while. To restart the conversation, just ask a new question. Q: Question: Question: I have an existing Pages document. I want to add a page to it and use a template I've saved to exactly the page I'm adding? Can I do it? Here's what I'm actually trying to do, mailing labels. I have downloaded Avery template 5160. I open it up, but when I try to duplicate it, so I have several pages of that template, only the first page avery has yellow guidelines showing where the label actually is. When I duplicate it - it has the text boxes where the addresses go, but it doesn't have label guidelines. Is there any way to duplicate them? Since I do not seem to do that I did it a template, which has the yellow lines, but I can not seem to insert it into an existing document and when I open up a new document with saved Avery the label template again when you duplicate the pages it loses the yellow label guides. Thank you for your help. Susan iMac, macOS High Sierra (10.13.1), iphone 6, ipad, Apple TV new imac Posted on December 12, 2017 8:20 AM Answer I have this question too (6) I have this question also Me too (6) Me also December 12, 2017 3:50 PM in response to susan-kelly As in response to susan-kelly Contacts prints to selected Avery labels in their Print dialog. It also formats the labels, and you can also add graphics. Peter Dec 12, 2017 3:50 PM Page content loaded December 12, 2017 8:57 AM in response to susan-kelly In response to susan-kelly I don't use pages so can't help with that, but another option would be to skip pages altogether and use Avery's free label software. You can download it from: Dec 12, 2017 8:57 AM Reply Useful Thread Answers - More Options December 12, 2017 3:50 PM in response to In response to susan-kelly Contacts prints to selected Avery labels in their Print dialog. It also formats the labels, and you can also add graphics. Peter Dec 12, 2017 3:50 PM Reply Useful (1) Thread reply - more options December 12, 2017 3:51 PM in response to PeterBreis0807 In response to PeterBreis0807 The problem is that none of these people are in my contact list and I don't really want them there. It is for a real estate client - 5000 contacts. Susan Dec 12, 2017 3:51 PM Reply Useful Thread Response - More Options Dec 12, 2017 5:18 PM in response to susan-kelly In response to susan-kelly I understand that. Contacts have groups, and you can import all of these into a separate group using CSV data. Alternatively, use LibreOffice [for free] which has both a database and spreadsheet, as part of its suite, and you can merge from it. Also Pages '09 merges from Numbers '09.Or you can use the AppleScript merge script that floats around in this forum somewhere. A little high maintenance for me, but could be worth it for 5000 contacts. If you have such a long list, what is it in now, and why can't you run this from a database, directly, print to labels? Or by setting up columns with a little word styles, you can position everything so that they fall in the right places for printing from a Word Processing document. Finally:Menu & View & View & View & Select All to see the text boxes. Peter Dec 12, 2017 5:18 PM Answer Useful Thread Answer - Multiple Options User Profile for User: susan-kelly Question: Q: avery labels or insert a template into an existing document document