

## Using the Templates in Microsoft Word

Start Microsoft Word and open the relevant cover label template file.

### CD Label Alignment

First check the label alignment by printing a sample label. Print areas are deliberately made slightly larger than the label size to allow for full edge bleed and slight printer mis-feeds. If the print area is not centralised on the label, adjust position as follows :-

1. Measure the amount of adjustment needed on the sample label. Make a note of both the horizontal and vertical offset required.
2. To adjust the position of each element of the template (Outer Circle, Inner Circle, Index Label and Spine Label), click on one of the elements to select it.
3. On the **Format** menu, click **Autoshape**. The **Format Autoshape** window is displayed.
4. Click the **Position** tab. Make sure that **Page** is selected in the **From** : list box for both H and V (Horizontal and Vertical). The current horizontal and vertical position of the label element is displayed (measured from the top left of the page). To move the element right, increase the **H** setting - decrease to move left. To move the element down the page, increase the **V** setting - decrease to move up.
5. Repeat for each of the label elements.

Reprint the sample label. Print position should now be OK, but repeat alignment procedure if necessary. Once you are happy with the print position, resave the template, and the template is now set up for your printer.

### Inserting Your Cover Images Into The Templates

1. To insert an image into the label background, click on one of the labels to select it.
2. On the **Format** menu, click **Autoshape**.
3. Click on the **Colours and Lines** tab, then on the **Colour** list box in the **Fill** section.
4. To fill with a **Gradient, Texture, Pattern** or **Picture**, click on **Fill Effects ...** and then on the relevant tab. Select the fill effect or picture you require. Click OK to apply your selection

### Adding & Changing Text

To insert a new **WordArt** text object into your label design, first deselect all objects by clicking on an area of the screen outside the label design.

1. On the **Insert** menu, click **Object ...** and then click the **Create New** tab.
2. To ensure your new text object is visible, make sure that the **Float over text** box is checked. Scroll down the list of **Object types** to **Microsoft WordArt**.
3. Double-click on **Microsoft WordArt** and enter your required text.
4. Change the shape, font, size, colour etc of your text, then click anywhere on the label design to apply the object.
5. The **WordArt** editing window will close. Drag the new text object to the required position and click away from the object to set. The object may be re-edited or dragged to a new position at any time.

You can also add conventional **Word** text boxes to your label design. To do this, either click on the text box icon on the **Word** drawing toolbar or select **Text Box** from the **Insert** menu.