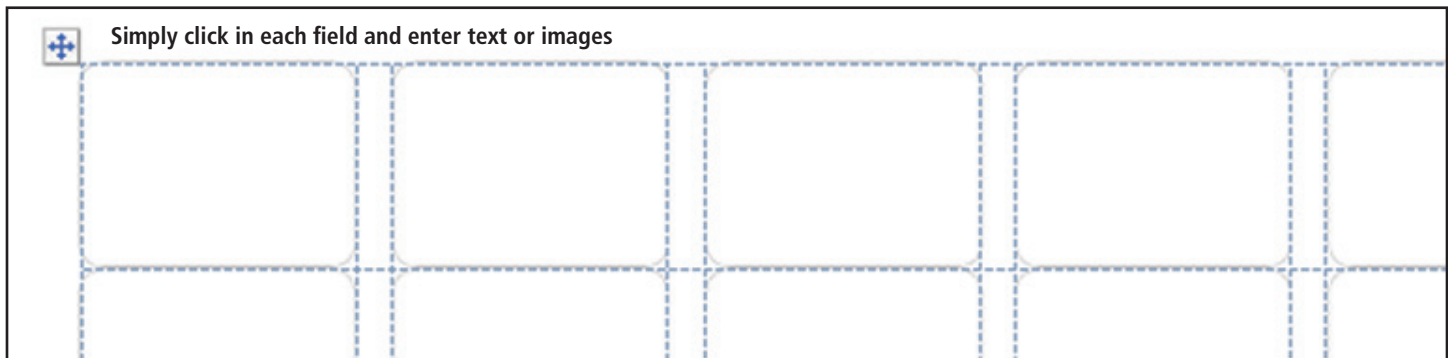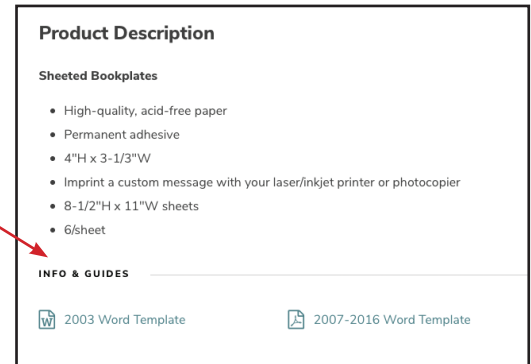# Helpful Hints for Label and Bookplate Templates

Templates compatible with Microsoft Word 2003, 2007, 2010, 2013, and 2016 are now available for most processing labels. Individual print drivers and printer connections can impact the ability to use the templates provided.

- For labels, go to **demco.com**, and search label templates. Find your label and select your version of Word to download the template. For bookplates, go to the product page, scroll down to the Info & Guides section, and select your version of Word to download.
- When opening the document, if you are asked if you want to fix the margins, select "Ignore."
- We've added art in the background of the page to improve visibility of gridlines and template lines for Word 2007 and up. This background design should not print or show in the print preview. If the background remains in the preview you need to either remove or hide it.

Product Description

Sheeted Bookplates

- High-quality, acid-free paper
- Permanent adhesive
- 4"H x 3-1/3"W
- Imprint a custom message with your laser/inkjet printer or photocopier
- 8-1/2"H x 11"W sheets
- 6/sheet

INFO & GUIDES

2003 Word Template   2007-2016 Word Template

Simply click in each field and enter text or images

- **To Hide for PC:** In the navigation bar, go to File > Options > Display. Scroll through Printing Options and unselect "Print drawings created in Word" and select OK. Note: CD labels with circular text will need this option selected.
- **To Hide for Mac:** In the navigation bar, go to Word > Preferences. Select Print in the second row under Output and Sharing. Uncheck the box to the left of Drawing objects and close the Preferences window.
- **To Remove for PC or Mac:** In the toolbar ribbon at the top of your window, go to the Insert tab. Open the Header drop down and select Remove Header.
- Centered text will work best.
- Circular text can be created with Word Art.
- Before printing the whole pack, print a sample on a scrap piece of paper and hold it up to the light with a blank label or bookplate sheet to confirm correct alignment. When printing the sample, choose to print only one page.
- If asked if you still want to print even though text falls outside the printable region of the page, select "Yes." Sometimes, adjusting tabs set within each cell will fit your text to the printable region.
- If the data in a cell is cut off at the beginning or end of the sticker, adjust the tab settings within the cell using the ruler bar at the top of the document. You can also adjust the page margins if alignment is off.
- Know your printer's abilities. Some printers are set to a particular margin capacity and you may have to adjust the amount of text to fit. Be aware that the template may be altered if you accidentally adjust the margins or use a different version or system.
- If you are still having trouble, email **custserv@demco.com** to report the issue. A customer service representative will investigate and get back to you.

Find label and bookplate templates **@demco.com**, search **label templates**

Call **800.962.4463** or email **custserv@demco.com**