

General Guidelines:

1. These templates were designed specifically for Concordia's *Lutheran Service Book* Bookplates for use with Microsoft Word.
2. You can make changes to the templates by entering names, changing fonts, etc. After you make your changes, print out the file or save it before closing it or you will lose all of your changes.
3. Always print out your file on plain printer paper before printing it on a sheet of labels. Hold the printed sheet behind a sheet of labels and hold it up to a light. Make sure your labels are fitting within the label boundaries. If they are, then you can print on a sheet of labels.
4. Do not choose Fit to Printer Margins when you print. The templates have been designed to print on a specific sheet of labels. Any reduction in size will change where each label is printed.
5. Check to see how your printer feeds from the tray. Read the printer manual and/or print out a test. To test which end of the paper and which side is fed first, mark an X on the top of the first sheet of paper in your printer tray. Then print something on that page. See where the X appears and you'll be able to determine how you should insert the label sheets into the tray.
6. Always print out a full sheet of labels at a time. Your printer might jam if you try to print on an incomplete sheet of labels.

Instructions:

1. Select the template(s) you want to use from the list below (listed also at *lsb.cph.org*). Right click on its link on the Web page and choose to save the file to your computer.

Templates available:

Blank

Given by

In Memory of

In Honor of

2. After saving a template to your computer, double-click on the file (on your computer). Microsoft Word should automatically open it. (*NOTE: If you are prompted to choose the application that should open it, you do not have Microsoft Word on your computer.*)
3. Highlight the first name area (labeled "Type Name Here") and enter the desired content.
4. Change the font, size, or basic formatting of the text as desired.
5. Repeat steps 3 and 4 for the remaining name fields on the page.

6. Print out a test page to determine if your labels are printing within the boundaries of your label sheet (see #3 under **General Guidelines**). If your printed labels do not line up, check to see if you have inadvertently selected “Fit to Printer Margins” when printing. (See #4 under **General Guidelines**). Continue to print tests until you successfully print one that matches a sheet of labels.
7. Print out the page on a sheet of labels.
8. If you want to print more labels, save the file under a different name and repeat steps 3-8 for your next six labels. Continue to repeat this series of steps until you have printed out all of your labels.