**Summary:**

The following instructions summarize the process and settings for creating a template that uses Avery Mailing Labels 5163/8163. These labels can be used for

**In Microsoft Word 2007 and 2010:**

1. Select “Labels” under “Mailings” tab
2. Select “Options” on the “Envelopes and Labels” pop-up

1. Select “Other/Custom” in the drop down for ”Label Vendor”
2. “New Label” on the “Label Options” pop-up

1. In the pop-up, adjust the measurements to match the ones below and click “Ok” when finished (You may name it anything you want)

1. You have just created a template that will print on Avery 5163/8163 Mailing Labels
2. Populate the cells with Player and Coach information