



BEFORE PRINTING

You must remove the outlines before printing. Here is how to do it:

For PC:

- 1- Type your text in all textboxes. (Please select **each box separately** to type or copy your text)
- 2- Hold down "**Shift**" and click on template.
- 3- Go to "**Format**" tab.
- 4- In Word-2015, click on "**Shape Outline**" (pencil icon) and check "**No Outline**". Outlines disappear and you are ready to print. Ignore next steps.
- 5- In Word-2013, click on "**Shape Outline**" option.
- 6- Select "**Weight**" and then "**More Lines**" from dropdown list.
- 7- Go to "**Colors and Lines**" tab in "**Format Textbox**" window.
- 8- Go to "**Lines**" section and select "**No Color**" from "**Color**" dropdown list.
- 9- Go to "**File**" menu and select "**Options**".
- 10- Go to "**Display**" tab.
- 11- Go to "**Printing Options**" section and just check "**Print drawings created in Word**".
- 12- Go to "**Advanced**" tab.
- 13- Go to "**Show Document Content**" section.
- 14- Check "**Show drawings and textboxes on screen**" and "**Show text boundaries**".
- 15- Uncheck "**Show picture placeholders**".
- 16- Click "**Ok**" and print your labels.

For Mac:

- 1- Type your text in all textboxes. (Please select **each box separately** to type or copy your text)
- 2- Hold down "**Shift**" and click on template.
- 3- Go to "**Format**" tab.
- 4- Click on an arrow beside the "**Line**" option.
- 5- Select "**No Line**" from the dropdown list and print your labels.