

How to Print “Equipment Power Down” Labels

Things you will need:

- Avery 5960 Mailing Label Sheets

Instructions

1. Ensure that you understand how paper goes into and out of your printer. A good way to check the orientation is to print a blank Word document using a misprinted or scrap sheet of paper with something on only one side.
 - a. Note the position of the marks or writing in the feed tray
 - b. Note the position of the marks or writing in the output tray.
 - c. Align your Avery 5960 sticker sheets accordingly.
2. Open the PDF and select “Print”
3. Under Size, select “Actual Size”
4. Click “Properties”
5. Click “Advanced”
6. Select “No Offset” from the offset options
7. Check the rest of the first image to ensure that your print settings are the same. Select the number of copies you want, and print your labels!
8. Problems? Questions? Concerns? Feedback?
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