

## Creating Stickers in MS Publisher 2000 with Avery 8293 or 3112

1. Go to **Publisher 2000** and select **Blank Publications** and then select **Full Page** and click **OK**.
2. From the **File** menu, choose **Page Setup**, and **Select Special Size**. Then enter the following values and click **OK**.

**Publication Size: Width = 1.75"                      Height = 1.75"**  
**Orientation: Portrait**

3. From the **Arrange** menu, select **Layout Guides**. Set all the **margins to 0"** then click **OK**.
4. Save this document by selecting **Save As** from the file menu to avoid having to repeat these steps in the future. Be sure you give the file a template name such as **sticker.pub**. This way you will not have to visit these steps in the future.
5. Design your label with background colors, clip art and text. Save your label with an appropriate name. See **Sticker Design Tips** below.
6. To print to the label sheet, select **Print** from **File** menu. Click **Page Options**.
7. Select **Print Multiple Copies** Per Sheet. Click the **Custom Options** button, then set the margins as follows:

**Side Margin: = 0.375"                      Horizontal Gap: = 0.25"**  
**Top Margin: = 0.625"                      Vertical Gap: = 0.25"**

8. **Save** the finished sticker. Be sure you give the file a name that corresponds with the sticker. (ex: perfect.pub for a Perfect Attendance Sticker)

### Sticker Design Tips

- To make a solid color background for the sticker, draw a square with the rectangle tool that is located in the drawing tools. Right click on the finished square. With the frame of the square selected, change the line color to white and click the paint can to select a fill color option.
- To insert a graphic, click the Insert Clip Art button and draw a frame. Select an image from the gallery. You may need to resize and move to center. There are some excellent graphics to use under the Borders and Frames category. Round buttons from the Buttons and Icon category also make nice backgrounds!
- To add text, select the text frame tool and draw a box were text is to be placed. Type your text. Right click on top of you text and select Change Frame, select Fill Color and click No Fill. This removes the white background behind your text so that the fill color shows through. Highlight the text and select center alignment, change font style and size to fit your sticker.
- Always make copies of the practice sheet that come with your stickers. First print you stickers to the practice sheet to make sure your sticker aligns with the circles.