

Instructions for formatting your Winc labels with Microsoft® Word

Winc label codes are compatible with Avery® formats that appear in most popular software programs. Follow these instructions for formatting in Microsoft® Word.

1. Find the Avery code that corresponds to the Winc Label code in the table below:

'Winc' 'Code'	Equivalent Avery 'Code'
25090524	L7167™
25090505	L7168™
25086860	L7169™
25090517	L7166™
25093604	L7165™
25093612	L7173™
25090515	L7163™
25086859	L7162™
25097513	L7161™
25090521	L7160™
25090519	L7159™
25090530	L7158™
25093603	L7157™
25086861	L7156™

2.

a) If using Microsoft® Word 2016, 2013, 2010 or 2007, open a document, go to 'Mailings' tab, 'Labels' (over on left hand side window tab).

b) If using Microsoft® Word 2003, open a document, go to 'Tools', 'Letters & Mailing', 'Envelopes & Labels'.

3. Select the 'Label' tab (Not applicable for Microsoft® Word 2016 & 2013).

4. Click the 'Options' button.

5. Under 'Printer Information' select 'Page Printers'.

6. Under 'Label Products' or 'Label Vendors' choose 'Avery A4 & A5' and scroll through the list to find the equivalent Avery codes e.g. L7167 Click 'OK'.

7. Click 'New Document', a table will appear on screen that represents labels (Note: If the gridlines do not appear, go to 'Table', 'Show Grid lines').

8. Type your information in each cell.

Specification chart for Winc label formatting to set up with other software programs

'Company' Re-order Code	25090524	25090505	25086860	25090517	25093604	25093612	25090515	25086859	25097513	25090521	25090519	25090530	25093603	25086861	
Page Size Width mm Height mm	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	210 297	
Labels Per Page Total Columns Rows	1 1 1	2 1 2	4 2 2	6 2 3	8 2 4	10 2 5	14 2 7	16 2 8	18 3 6	21 3 7	24 3 8	30 3 10	33 3 11	45 3 15	
Label Size Width mm Height mm	199.6 289.1	199.6 143.5	99.1 139	99.1 93.1	99.1 67.7	99.1 57	99.1 38.1	99.1 34	63.5 46.6	63.5 38.1	64 33.8	64 26.7	64 24.3	58 17.8	
Page Margins Top mm Bottom mm Left mm Right mm	4 4 5.2 5.2	5 5 5.2 5.2	9.5 9.5 4.6 4.6	8.8 8.8 4.7 4.7	13 13 4.7 4.7	6 6 4.7 4.7	15.1 15.1 4.7 4.7	13 13 4.7 4.7	8.8 8.8 7.2 7.2	15.1 15.1 7.2 7.2	13.1 13.1 7.2 7.2	15 15 6.5 6.5	15 15 6.5 6.5	15 15 6.5 6.5	
Distance Between Column mm Row mm	- -	- -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	2.6 -	11.5 -	