Click to prove you're human

You can print a single label or an entire sheet of labels.Microsoft Word has premade label templates for most brands and styles of labels.You can use a pre-made mailing list to create labels for printing.1Obtain the labels you need. Labels come in different sizes and for different purposes, for everything from regular, no. 10 envelopes to legal-sized mailings and CD covers. Get the labels that are best suited for your project and needs.You can buy self-adhesive, pre-cut label printing paper online or at an office supply store.According to Professional Organizer Caitlin Jaymes, printed labels are an excellent organizational aid if you have a lot of paper documents to keep track of. Using typed and printed labels instead of handwritten ones helps ensure that your labels are clear and easy to read.[1] 2 Advertisement 3Click the Mailings tab. It's at the top of the document window.4Click Labels. It's at the far-left of the toolbar.Depending on which version of Word youre using, you might see this in the Create section of the toolbar.If prompted, click OK to grant Word access to your contacts.5Select Options. Youll see this button in the window that pops up when you click Labels.[2]6Select the right options for your label and printer. In the Options menu, select your printer type, the brand of the label (using the Label Products or Label Vendors dropdown), and the specific type of label youre planning to print on (in the Product Number menu).The information youll need to select the right product number should be marked on the packaging of the labels youre using.You can also click New Label to create a custom label to your own exact specifications instead of selecting from one of the product presets.Click OK once youre done making your selections.7Add text to the label. Do so by typing a recipient's address, name badge text, CD label, etc., in the Delivery Address field or by clicking the address book icon to the right of the field, selecting a recipient, and clicking Insert.You can also check the Use my address or Use Return Address box to automatically fill in any address information linked to your Microsoft account.8Click Font and customize the text style. This dialog box allows you to customize the look of the labels by selecting a font, text size, text color, and style.When youre done adjusting the text, click OK.9Select the number of labels you're printing.Click Full page of the same label to print a full sheet of the label.To print just one label, click Single label and then identify the row and the column on the label sheet where you'd like the label to be printed.10Insert the blank label sheet into your printer. Make sure you have them aligned correctly for your printer.Use the Customize button to select the printer option that best matches how you load the label sheets into your printer.11Click Print. Make sure the print preview of the labels looks the way you want it to, check that your printer settings are correct, then click Print again to confirm.Click File in the menu bar and Save if you want to save this label template for future use. Advertisement 1Get a sheet of printable labels. You can order them online or get them from an office supply store.2Create a new Word document. Launch Word and create a new, blank document.3Select Labels in the Mailings tab. Click Mailings at the top of the document window and select Labels.[3]4Click Options. Youll see this button in the window that opens up.5Choose your printer type and product information. In the Options window, select the type of printer you have, then use the dropdowns to choose your brand of label and specific product. Click OK when youre done to close the Options window.You can also click New Label to create a label using your exact specifications instead of the presets.6Click New Document. Or, if youre on a Mac, click OK. This will create a document displaying a table that matches the sheet of labels you configured.If you cant see the outlines of the labels, go to Table > View Gridlines in the menu at the top of the screen.7Type your information into each label. You can enter whatever text or other elements you want into each label on the grid.8Go to File and select Print. Make sure the print preview matches with the orientation of your label sheet in the printer. When youre ready, click Print to confirm.Make sure you save the file if you want to print your labels again in the future. Advertisement 1Obtain the labels you need. Labels come in different sizes and for different purposes, for everything from regular, no. 10 envelopes to legal-sized mailings. Get the labels that are best suited for your project and needs from an office supply store.[4]2Prepare your mailing list. Word can pull names and addresses from an Excel spreadsheet, an Access database, your Outlook contacts, or on Mac, your Apple contacts, or a FileMaker Pro database. You can also type a new mailing list during the merge if you prefer.3Create a new Microsoft Word document. Open Word and create a blank document.4Click the Mailings tab. It's at the top of the document window.5Click Start Mail Merge and select Labels. It's at the far-left of the toolbar.If prompted, click OK to grant Word access to your contacts.6Click Starting Document and select Label Options. If youre using the Mac version of Word, you can skip this stepthe Label Options menu will open as soon as you click Labels.7Click the radio button next to your printer type.8Select your label manufacturer from the Label Products menu. This menu might also be called Label vendors.If your manufacturer isn't listed, examine the label packaging for the label dimensions and the number per sheet. With this information, you can select an equivalent product.9Select your product from the Product number drop down. Click the product number for your label. It should be clearly marked on the packaging.You can also click New Label to create a custom label instead of using the presets.10Click OK. You should now see a table with the outline of your labels. If you dont, go to Table > View Gridlines.11Click Select Recipients. Click the Select Recipients button next to the Start Mail Merge button in the toolbar.12Select your mailing list. On a Windows computer, click Browse to select a source for your mailing list. On a Mac, youll see a dropdown menu with a list of options. Click on the source of the addresses you want to put on the labels.If you want to create a new list at this point, click Create a new List.If you don't want to create labels for your entire mailing list, click Edit Recipient List and select the recipients you want to include.Click OK once youve made your selection.13Click Arrange your labels and select Address block. This works a little differently on a Mac. Instead, select a label on the grid, click Insert Merge Field in the menu bar, and select any fields you want to include.14Select the elements you want to include on the labels. These include name format, business, name, etc. Click OK when youre done.On a Mac, simply select each field from the Insert Merge Field dropdown. You dont have to click OK.15Click Update Labels. It's an icon in the toolbar with a green "refresh" symbol.16Click Preview Results in the toolbar. Make sure the labels look the way you want them to.17Insert the blank label sheets into your printer. Make sure you have them aligned correctly for your printer.18Click Finish & Merge and Print Documents. It's at the far right of the toolbar.19Click Print. Your label(s) will print.Click File in the menu bar and Save if you want to save this label template for future use. Advertisement Add New Question Question When I type a sheet of labels, sometimes a second blank page appears. How do I remove the second page? Go to the bottom of the first page, and hit the 'delete' key - it should go away. Question How do I print labels that are all different addresses? Use a mail merge. Add all of the different addresses, then print each one. Question How do I make a full page of address labels? There should be an option called "mail merge." You need a mailing list and your document; the list can be a spreadsheet, an Outlook directory etc. See more answers Ask a Question Advertisement This article was co-authored by Caitlin Jaymes and by wikiHow staff writer, Megaera Lorenz, PhD. Caitlin Jaymes is a Closet Organizer and Fashion Stylist based in Los Angeles, California. With a background in Fashion PR and Fashion Design, she specializes in creating wardrobes for her clients with pieces they already own. She has experience working with celebrities, editorial shoots, and men and women of all ages. Caitlin uses fashion and organization to help instill and influence confidence, ambition, and stress-free lifestyles for all her clients. She runs her business by two guiding principles: fashion has no rules, only guidance on how to look and feel your best and life has too many stressors, dont let clutter be one of them. Caitlins work has been featured on HGTV, The Rachael Ray Show, VoyageLA, Liverpool Los Angeles, and the Brother Snapchat Channel. This article has been viewed 735,165 times. Co-authors: 28 Updated: December 27, 2024 Views:735,165 Categories: Microsoft Word PrintSend fan mail to authors Thanks to all authors for creating a page that has been read 735,165 times. "I have Microsoft Office 10, so I had to improvise just a bit from your directions, but they got me on the right track and I now have my address label template. Thanks!"..." more Share your story Word processorMicrosoft WordMicrosoft Office 365 version of Microsoft Word, with the new redesign appliedOther namesMulti-Tool WordDeveloper(s)MicrosoftInitial releaseOctober25, 1983; 41 years ago(1983-10-25)Stable release(s)Latest versions (365 and Office)Microsoft 365 & Retail[a] (Windows)2505 (Build 18827.20150) / 10June 2025; 45 days ago(2025-06-10)[1][2][3][4]Microsoft 365 (Mac)16.98.0 (Build 25060824) / 10June 2025; 45 days ago(2025-06-10)[5]Office 2024 (LTSC)2408 (Build 17932.20396) / 10June 2025; 45 days ago(2025-06-10)[2]Office 2021 (LTSC)2108 (Build 14334.20090) / 10June 2025; 45 days ago(2025-06-10)[3]Office 2019 (LTSC)1808 (Build 10417.20020) / 10June 2025; 45 days ago(2025-06-10)[4]Latest versions (standalone app)WindowsJuly 2025 Update (19.2507.51101.0) / 24July 2025; 1 day ago(2025-07-24)[6]Android16.0 (Build 19029.20080) / 20July 2025; 5 days ago(2025-07-20)[7][8]iOS2.99.1 / 18July 2025; 7 days ago(2025-07-18)[9] Written inC++ (back-end),[10] Objective-C (API/UI on Mac)[10]Operating systemWindows,[11] macOS, Android, iOS (current versions)PlatformIA-32, x86-64, Arm, Arm64PredecessorMulti-Tool Word or WordPadTypeWord processorLicenseTrialwareWebsitemicrosoft.com/en-us/microsoft-365/wordMicrosoft Word is a word processing program developed by Microsoft. It was first released on October 25, 1983,[12] under the original name Multi-Tool Word for Xenix systems.[13][14][15] Subsequent versions were later written for several other platforms including IBM PCs running DOS (1983), Apple Macintosh running the Classic Mac OS (1985), AT&T UNIX PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989), SCO Unix (1990), Handheld PC (1996), Pocket PC (2000), macOS (2001), Web browsers (2010), iOS (2014), and Android (2015).Microsoft Word has been the de facto standard word processing software since the 1990s when it eclipsed WordPerfect.[16] Commercial versions of Word are licensed as a standalone product or as a component of Microsoft Office, which can be purchased with a perpetual license, as part of the Microsoft 365 suite as a subscription, or as a one-time purchase with Office 2024.[17]Main article: History of Microsoft WordLogo from 2013-2019Logo from 2007-2010Logo from 2003-2007Microsoft Word 1.0 for DOS (1983) (using a black background, using font "IBM BIOS-2y")In 1981, Microsoft hired Charles Simonyi, the primary developer of Bravo, the first GUI word processor, which was developed at Xerox PARC.[18] Simonyi started work on a word processor called Multi-Tool Word and soon hired Richard Brodie, a former Xerox intern, who became the primary software engineer.[18][19][20]Microsoft announced Multi-Tool Word for Xenix[18] and MS-DOS in 1983.[21] Its name was soon simplified to Microsoft Word.[13] Free demonstration copies of the application were bundled with the November 1983 issue of PC World, making it the first to be distributed on-disk with a magazine.[13][22] That year Microsoft demonstrated Word running on Windows.[23]Unlike most MS-DOS programs at the time, Microsoft Word was designed to be used with a mouse.[21] Advertisements depicted the Microsoft Mouse and described Word as a WYSIWYG (What You See Is What You Get), windowed word processor with the ability to undo and display bold, italic, and underlined text,[24] although it could not render fonts.[13] It was not initially popular, since its user interface was different from the leading word processor at the time, WordStar.[25] However, Microsoft steadily improved the product, releasing versions 2.0 through 5.0 over the next six years. In 1985, Microsoft ported Word to the classic Mac OS (known as Macintosh System Software at the time). This was made easier by Word for DOS having been designed for use with high-resolution displays and laser printers, even though none were yet available to the general public.[26] It was also notable for its very fast cut-and-paste function and unlimited number of undo operations, which are due to its usage of the piece table data structure.[27]Following the precedents of LisaWrite and MacWrite, Word for Mac OS added true WYSIWYG features. It fulfilled a need for a word processor that was more capable than MacWrite.[28] After its release, Word for Mac OS's sales were higher than its MS-DOS counterpart for at least four years.[18]The second release of Word for Mac OS, shipped in 1987, was named Word 3.0 to synchronize its version number with Word for DOS; this was Microsoft's first attempt to synchronize version numbers across platforms. Word 3.0 included numerous internal enhancements and new features, including the first implementation of the Rich Text Format (RTF) specification, but was plagued with bugs. Within a few months, Word 3.0 was superseded by a more stable Word 3.01, which was mailed free to all registered users of 3.0.[26] After MacWrite Pro was discontinued in the mid-1990s, Word for Mac OS never had any serious rivals. Word 5.1 for Mac OS, released in 1992, was a very popular word processor owing to its elegance, relative ease of use, and feature set. Many users say it is the best version of Word for Mac OS ever created.[26][29]In 1986, an agreement between Atari and Microsoft brought Word to the Atari ST[30] under the name Microsoft Write. The Atari ST version was a port of Word 1.05 for the Mac OS[31][32] and was never updated.The first version of Word for Windows was released in 1989. With the release of Windows 3.0 the following year, sales began to pick up and Microsoft soon became the market leader for word processors for IBM PC-compatible computers.[18] In 1991, Microsoft capitalized on Word for Windows' increasing popularity by releasing a version of Word for DOS, version 5.5, that replaced its unique user interface with an interface similar to a Windows application.[33][34] When Microsoft became aware of the Year 2000 problem, it made Microsoft Word 5.5 for DOS available for free downloads. As of February2021[update], it is still available for download from Microsoft's website.[35]In 1991, Microsoft embarked on a project code-named Pyramid to completely rewrite Microsoft Word from the ground up. Both the Windows and Mac OS versions would start from the same code base. It was abandoned when it was determined that it would take the development team too long to rewrite and then catch up with all the new capabilities that could have been added at the same time without a rewrite. Instead, the next versions of Word for Windows and Mac OS, dubbed version 6.0, both started from the code base of Word for Windows 2.0.[29]With the release of Word 6.0 in 1993, Microsoft again attempted to synchronize the version numbers and coordinate product naming across platforms, this time across DOS, Mac OS, and Windows (this was the last version of Word for DOS). It introduced AutoCorrect, which automatically fixed certain typing errors, and AutoFormat, which could reformat many parts of a document at once. While the Windows version received favorable reviews (e.g., from InfoWorld[36]), the Mac OS version was widely derided. Many accused it of being slow, clumsy, and memory intensive, and its user interface differed significantly from Word 5.1.[29] In response to user requests, Microsoft offered Word 5 again, after it had been discontinued.[37] Subsequent versions of Word for macOS are no longer direct ports of Word for Windows, instead featuring a mixture of ported code and native code.Native file formatsDOCLegacy Word documentDOTLegacy Word templatesWBKLegacy Word document backupDOCXXML Word documentDOCMXML Word macro-enabled documentDOTXXML Word templateDOTMXML Word macro-enabled templateDOCBXML Word binary documentMicrosoft Word's native file formats are denoted either by a .doc or .docx filename extension.Although the .doc extension has been used in many different versions of Word, it actually encompasses four distinct file formats:Word for DOSWord for Windows 1 and 2; Word 3 and 4 for Mac OSWord 6 and Word 95 for Windows; Word 6 for Mac OSWord 97 and later for Windows; Word 98 and later for Mac OS(The classic Mac OS of the era did not use filename extensions.)[38]The newer .docx extension signifies the Office Open XML international standard for Office documents and is used by default by Word 2007 and later for Windows as well as Word 2008 and later for macOS.[39]During the late 1990s and early 2000s, the default Word document format (.DOC) became a de facto standard of document file formats for Microsoft Office users.[citation needed] There are different versions of "Word Document Format" used by default in Word 972007.[40] Each binary word file is a Compound File,[41] a hierarchical file system within a file. According to Joel Spolsky, Word Binary File Format is extremely complex mainly because its developers had to accommodate an overwhelming number of features and prioritize performance over anything else.[42]As with all OLE Compound Files, Word Binary Format consists of "storages", which are analogous to computer folders, and "streams", which are similar to computer files. Each storage may contain streams or other storage. Each Word Binary File must contain a stream called the "WordDocument" stream and this stream must start with a File Information Block (FIB).[43] FIB serves as the first point of reference for locating everything else, such as where the text in a Word document starts, ends, what version of Word created the document and other attributes.Word 2007 and later continue to support the DOC file format, although it is no longer the default.Main article: Microsoft Office XML formatsThe .docx XML format introduced in Word 2003[44] was a simple, XML-based format called WordProcessingML or WordML.The Microsoft Office XML formats are XML-based document formats (or XML schemas) introduced in versions of Microsoft Office prior to Office 2007. Microsoft Office XP introduced a new XML format for storing Excel spreadsheets and Office 2003 added an XML-based format for Word documents.These formats were succeeded by Office Open XML (ECMA-376) in Microsoft Office 2007.Opening a Word Document file in a version of Word other than the one with which it was created can cause an incorrect display of the document. The document formats of the various versions change in subtle and not-so-subtle ways (such as changing the font or the handling of more complex tasks like footnotes). Formatting created in newer versions does not always survive when viewed in older versions of the program, nearly always because that capability does not exist in the previous version.[45] Rich Text Format (RTF), an early effort to create a format for interchanging formatted text between applications, is an optional format for Word that retains most formatting and all content of the original document.Plugins permitting the Windows versions of Word to read and write formats it does not natively support, such as international standard OpenDocument format (ODF) (ISO/IEC 26300:2006), are available. Up until the release of Service Pack 2 (SP2) for Office 2007, Word did not natively support reading or writing ODF documents without a plugin, namely the SUN ODF Plugin or the OpenXML/ODF Translator. With SP2 installed, ODF format 1.1 documents can be read and saved like any other supported format in addition to those already available in Word 2007.[45][46][47][48][49] The implementation faces substantial criticism, and the ODF Alliance and others have claimed that the third-party plugins provide better support.[50] Microsoft later declared that the ODF support has some limitations.[51]In October 2005, one year before the Microsoft Office 2007 suite was released, Microsoft declared that there was insufficient demand from Microsoft customers for the international standard OpenDocument format support and that therefore it would not be included in Microsoft Office 2007. This statement was repeated in the following months.[52][53][54][55] As an answer, on October 20, 2005, an online petition was created to demand ODF support from Microsoft.[56]In May 2006, the ODF plugin for Microsoft Office was released by the OpenDocument Foundation.[57] Microsoft declared that it had no relationship with the developers of the plugin.[55]In July 2006, Microsoft announced the creation of the Open XML Translator project tools to build a technical bridge between the Microsoft Office Open XML Formats and the OpenDocument Format (ODF). This work was started in response to government requests for interoperability with ODF. The goal of the project was not to add ODF support to Microsoft Office, but only to create a plugin and an external toolset.[58][59] In February 2007, this project released a first version of the ODF plugin for Microsoft Word.[60]In February 2007, Sun released an initial version of its ODF plugin for Microsoft Office.[61] Version 1.0 was released in July 2007.[62]Microsoft Word 2007 (Service Pack 1) supports (for output only) PDF and XPS formats, but only after manual installation of the Microsoft "Save as PDF or XPS" add-on.[63][64] On later releases, this was offered by default.This section needs additional citations for verification. Please help improve this article by adding citations to reliable sources in this section. Unsourced material may be challenged and removed. (November 2010) (Learn how and when to remove this message)Among its features, Word includes a built-in spell checker, a thesaurus, a dictionary, and utilities for manipulating and editing text. It supports creating tables. Depending on the version, it can perform simple and complex calculations, and supports formatting formulas and equations.[65]The following are some aspects of its feature set.Several later versions of Word include the ability for users to create their own formatting templates, allowing them to define a file in which: the title, heading, paragraph, and other element designs differ from the standard Word templates.[66] Users can find how to do this under the Help section located near the top right corner (Word 2013 on Windows 8).For example, Normal.dotm is the master template from which all Word documents are created. It determines the margin defaults as well as the layout of the text and font defaults. Although Normal.dotm is already set with certain defaults, the user can change it to new defaults. This will change other documents which were created using the template.[67] It was previously Normal.dot.[68]Word can import and display images in common bitmap formats such as JPG and GIF. It can also be used to create and display simple line art. Microsoft Word added support[69] for the common SVG vector image format in 2017 for Office 365 ProPlus subscribers and this functionality was also included in the Office 2019 release.[70]Main article: WordArtAn example image created with WordArtWordArt enables drawing text in a Microsoft Word document such as a title, watermark, or other text, with graphical effects such as skewing, shadowing, rotating, stretching in a variety of shapes and colors, and even including three-dimensional effects. Users can apply formatting effects such as shadow, bevel, glow, and reflection to their document text as easily as applying bold or underline. Users can also spell-check text that uses visual effects and add text effects to paragraph styles.A macro is a rule of pattern that specifies how a certain input sequence (often a sequence of characters) should be mapped to an output sequence according to a defined process. Frequently used or repetitive sequences of keystrokes and mouse movements can be automated. Like other Microsoft Office documents, Word files can include advanced macros and even embedded programs. The language was originally WordBasic, but changed to Visual Basic for Applications as of Word 97.This extensive functionality can also be used to run and propagate viruses in documents. The tendency for people to exchange Word documents via email, USB flash drives, and floppy disks made this an especially attractive vector in 1999. A prominent example was the Melissa virus, but countless others have existed.These macro viruses were the only known cross-platform threats between Windows and Macintosh computers and they were the only infection vectors to affect any macOS system up until the advent of video codec trojans in 2007.[citation needed] Microsoft released patches for Word X and Word 2004 that effectively eliminated the macro problem on the Mac by 2006.Word's macro security setting, which regulates when macros may execute, can be adjusted by the user, but in the most recent versions of Word, it is set to HIGH by default, generally reducing the risk from macro-based viruses, which have become uncommon.Before Word 2010 (Word 14) for Windows, the program was unable to correctly handle ligatures defined in OpenType fonts.[71] Those ligature glyphs with Unicode codepoints may be inserted manually, but are not recognized by Word for what they are, breaking spell checking, while custom ligatures present in the font are not accessible at all. Since Word 2010, the program now has advanced typesetting features which can be enabled,[72] OpenType ligatures,[73] kerning and hyphenation (previous versions already had the latter two features). Other layout deficiencies of Word include the inability to set crop marks or thin spaces. Various third-party workaround utilities have been developed.[74]In Word 2004 for Mac OS X, support of complex scripts was inferior even to Word 97[75] and Word 2004 did not support Apple Advanced Typography features like ligatures or glyph variants.[76]Microsoft Word is only partially suitable for some kinds of technical writing, specifically, that which requires mathematical equations,[77] figure placement, table placement and cross-references to any of these items.[citation needed] The usual workaround for equations is to use a third-party equation typesetter.[citation needed] Figures and tables must be placed manually; there is an anchor mechanism but it is not designed for fully automatic figure placement, and editing text after placing figures and tables often requires re-placing those items by moving the anchor point, and even then the placement options are limited.[citation needed] This problem is deeply baked into Word's structure since 1985, as it does not know where page breaks will occur until the document is printed.[citation needed]Microsoft Word supports bullet lists and numbered lists. It also features a numbering system that helps add correct numbers to pages, chapters, headers, footnotes, and entries of tables of content; these numbers automatically change to correct ones as new items are added or existing items are deleted. Bullets and numbering can be applied directly to paragraphs and converted to lists.[78] Word 97 through 2003, however, had problems adding correct numbers to numbered lists. In particular, a second irrelevant numbered list might have not started with number one but instead resumed numbering after the last numbered list. Although Word 97 supported a hidden marker that said the list numbering must restart afterward, the command to insert this marker (Restart Numbering command) was only added in Word 2003. However, if one were to cut the first item of the listed and paste it as another item (e.g. fifth), then the restart marker would have moved with it and the list would have restarted in the middle instead of at the top.[79]Word continues to default to non-Unicode characters and non-hierarchical bulleting, despite user preference for PowerPoint-style symbol hierarchies (e.g., filled circle/emdash/filled square/endash/emptied circle) and universal compatibility.Available in certain versions of Word (e.g., Word 2007), AutoSummarize highlights passages or phrases that it considers valuable and can be a quick way of generating a crude abstract or an executive summary.[80] The amount of text to be retained can be specified by the user as a percentage of the current amount of text.According to Ron Fein of the Word 97 team, AutoSummarize cuts wordy copy to the bone by counting words and ranking sentences. First, AutoSummarize identifies the most common words in the document (barring "a" and "the" and the like) and assigns a "score" to each word the more frequently a word is used, the higher the score. Then, it "averages" each sentence by adding the scores of its words and dividing the sum by the number of words in the sentence the higher the average, the higher the rank of the sentence. "It's like the ratio of wheat to chaff," explains Fein.[81]AutoSummarize was removed from Microsoft Word for Mac OS X 2011, although it was present in Word for Mac 2008. AutoSummarize was removed from the Office 2010 release version (14) as well.[82]Spike is a specialized cut command in Microsoft Word. It is named after an implement in restaurants on which receipts are impaled, and similarly sequentially stores data to be pasted and adds them together to the document when the second function step, or paste, is performed. Spiking (CONTROLF3) performs a cut function, which can be immediately undone to simulate a "copy" command, while the pasting function (SHIFTCONTROLF3) will also clear the data from the spike, although this can be avoided by using alternatives to the three-key shortcut.[83] Word supports marking selected text as "hidden". Hidden text is text that is stored in the document but is not displayed.[84] For example, pages containing large amounts of markup language text can be made visually more readable during the editing process.This section needs additional citations for verification. Please help improve this article by adding citations to reliable sources in this section. Unsourced material may be challenged and removed. (December 2024) (Learn how and when to remove this message)Main article: Microsoft Office password protectionThree password types can be set in Microsoft Word:Password to open a document[85]Password to modify a document[85]Password restricting formatting and editing[86]The second and third password types were developed by Microsoft for convenient shared use of documents rather than for their protection. There is no encryption of documents that are protected by such passwords and the Microsoft Office protection system saves a hash sum of a password in a document's header where it can be easily accessed and removed by the specialized software. Password to open a document offers much tougher protection that had been steadily enhanced in the subsequent editions of Microsoft Office.Word 95 and all the preceding editions had the weakest protection that utilized a conversion of a password to a 16-bit key.Key length in Word 97 and 2000 was strengthened up to 40 bit. However, modern cracking software allows removing such a password very quickly a persistent cracking process takes one week at most. Use of rainbow tables reduces password removal time to several seconds. Some password recovery software can not only remove a password but also find an actual password that was used by a user to encrypt the document using the brute-force attack approach. Statistically, the possibility of recovering the password depends on the password strength.Word's 2003/XP version default protection remained the same but an option that allowed advanced users to choose a Cryptographic Service Provider was added.[87] If a strong CSP is chosen, guaranteed document decryption becomes unavailable and, therefore, a password can't be removed from the document. Nonetheless, a password can be fairly quickly picked with a brute-force attack, because its speed is still high regardless of the CSP selected. Moreover, since the CSPs are not active by default, their use is limited to advanced users only.Word 2007 offers significantly more secure document protection which utilizes the modern Advanced Encryption Standard (AES) that converts a password to a 128-bit key using a SHA-1 hash function 50,000 times. It makes password removal impossible (as of today, no computer that can pick the key in a reasonable amount of time exists) and drastically slows the brute-force attack speed down to several hundreds of passwords per second.Word's 2010 protection algorithm was not changed apart from the increasing number of SHA-1 conversions up to 100,000 times and consequently, the brute-force attack speed decreased two times more.Microsoft Word for Windows (2007)Word for Windows is available stand-alone or as part of the Microsoft Office suite. Word contains rudimentary desktop publishing capabilities and is the most widely used word processing program on the market. Word files are commonly used as the format for sending text documents via e-mail because almost every user with a computer can read a Word document by using the Word application, a Word viewer or a word processor that imports the Word format (see Microsoft Word Viewer).Word 6 for Windows NT was the first 32-bit version of the product,[88] released with Microsoft Office for Windows NT around the same time as Windows 95. It was a straightforward port of Word 6.0. Starting with Word 95, each release of Word was named after the year of its release, instead of its version number.[89]Word 2007 introduced a redesigned user interface that emphasized the most common controls, dividing them into tabs, and adding specific options depending on the context, such as selecting an image or editing a table.[90] This user interface, called Ribbon, was included in Excel, PowerPoint and Access 2007, and would be later introduced to other Office applications with Office 2010 and Windows applications such as Paint and WordPad with Windows 7, respectively.[91]The redesigned interface also includes a toolbar that appears when selecting text, with options for formatting included.[92]Word 2007 also included the option to save documents as Adobe Acrobat or XPS files,[92] and upload Word documents like blog posts on services such as WordPress.Word 2010 allows the customization of the Ribbon,[93] adds a Backstage view for file management,[94] has improved document navigation, allows creation and embedding of screenshots,[95] and integrates with online services such as Microsoft OneDrive.[96]Word 2019 added a dictation function.Word 2021 added co-authoring, a visual refresh on the start experience and tabs, automatic cloud saving, dark mode, line focus, an updated draw tab, and support for ODF 1.3.See also: Microsoft Office Mac versionsWord for Mac running on macOS Ventura (13.2)The Mac was introduced on January 24, 1984, and Microsoft introduced Word 1.0 for Mac a year later, on January 18, 1985. The DOS, Mac, and Windows versions are quite different from each other. Only the Mac version was WYSIWYG and used a graphical user interface, far ahead of the other platforms. Each platform restarted its version numbering at "1.0".[97] There was no version 2 on the Mac, but version 3 came out on January 31, 1987, as described above. Word 4.0 came out on November 6, 1990, and added automatic linking with Excel, the ability to flow text around graphics, and a WYSIWYG page view editing mode. Word 5.1 for Mac, released in 1992 ran on the original 68000 CPU and was the last to be specifically designed as a Macintosh application. The later Word 6 was a Windows port and poorly received. Word 5.1 continued to run well until the last classic Mac OS. Many people continue to run Word 5.1 to this day under an emulated Mac classic system for some of its excellent features, such as document generation and renumbering, or to access their old files.Microsoft Word 2011 running on OS XIn 1997, Microsoft formed the Macintosh Business Unit as an independent group within Microsoft focused on writing software for the classic Mac OS. Its first version of Word, Word 98, was released with Office 98 Macintosh Edition. Document compatibility reached parity with Word 97,[37] and it included features from Word 97 for Windows, including spell and grammar checking with squiggles.[98] Users could choose the menus and keyboard shortcuts to be similar to either Word 97 for Windows or Word 5 for Mac.Word 2001, released in 2000, added a few new features, including the Office Clipboard, which allowed users to copy and paste multiple items.[99] It was the last version to run on the classic Mac OS and, on Mac OS X, it could only run within the Classic Environment. Word X, released in 2001, was the first version to run natively on, and to require, Mac OS X,[98] and introduced non-contiguous text selection.[100]Word 2004 was released in May 2004. It included a new Notebook Layout view for taking notes either by typing or by voice.[101] Other features, such as tracking changes, were made more similar with Office for Windows.[102]Word 2008, released on January 15, 2008, included a Ribbon-like feature, called the Elements Gallery, that can be used to select page layouts and insert custom diagrams and images. It also included a new view focused on publishing layout, integrated bibliography management,[103] and native support for the new Office Open XML format. It was the first version to run natively on Intel-based Macs.[104]Word 2011, released in October 2010, replaced the Elements Gallery in favor of a Ribbon user interface that is much more similar to Office for Windows,[105] and includes a full-screen mode that allows users to focus on reading and writing documents, and support for Office Web Apps.[106]Word 2021 added real-time co-authoring, automatic cloud saving, dark mode, immersive reader enhancements, line focus, a visual refresh, the ability to save pictures in SVG format, and a new Sketched style outline.Word 2024, released on September 16, 2024, included Word session recovery, support for ODF 1.4, new theme and color palette and ability for easier collaboration. Even though collaboration features were also available in Microsoft Word 2021 as part of post release update, they were not available in Word LTSC 2021 or Word LTSC 2024.[107]See also: History of Microsoft Word Write for Atari STMicrosoft Word on Atari ST was titled Microsoft Write.Microsoft Write for the Atari ST is the Atari version of Microsoft Word 1.05 released for the Apple Macintosh while sharing the same name as the Microsoft Write program included in Windows during the 80s and early 90s.[108] While the program was announced in 1986, various delays caused the program to arrive in 1988.[109] Microsoft Write for Atari ST and Microsoft Word for Windows would both make their debut at the 1988 COMDEX in Atlanta, Georgia alongside their respective booths.[110][111][112]Like the Mac version, the Atari version features WYSIWYG form (via GDOS) and used a graphical user interface (via GEM).[113]Microsoft Write was one of the first Atari word processors that utilizes the GDOS (Graphics Device Operating System) part of GEM (Graphics Environment Manager) allowing the word processor to display and print graphic fonts & styles making it a multifont word processor for the Atari ST (a 2nd disk drive was required to run both Microsoft Write and GDOS). Microsoft Write was packaged with GDOS 1.1 and the drivers for the Atari XMM804 dot matrix printer along with 3rd party printers like Epson FX-80 and Star Micronics NB-15 on 4 diskettes (3 inch format).[114]Accompanying the retail packaging was a 206-page slip-cased user's manual that was divided into 3 sections: Learning Write, Using Write and Write Reference.[115] In addition, Microsoft Write also featured a "Help Screen" tool to help a user explore the advanced features of the word processor that earned high praise for its form and presentation.[116]In October 1987, Microsoft released Microsoft Write for Macintosh. Write is a version of Microsoft Word with limited features that Microsoft hoped would replace aging MacWrite in the Macintosh word processor market. Write was priced well below Word, though at the time MacWrite was included with new Macintoshes. Write is best described as Word locked in "Short Menus" mode, and as such it used the same file format so that users could exchange files with absolutely no conversion necessary.[117] Write did not sell well and was discontinued before the System 7 era. Microsoft Write was part of a short-lived trend for "lightweight" Macintosh word processors initiated by the introduction of the Macintosh Portable and early PowerBook systems. Others included LetterPerfect and Nisus Compact.Microsoft Pocket Word running on Handheld PC 2000The first mobile versions of Word were released with Windows CE in 1996 on Handheld PCs[118] and later also on Pocket PCs.Microsoft 365 version of Microsoft Word running on Android 13The modern Word Mobile[119] supports basic formatting, such as bolding, changing font size, and changing colors (from red, yellow, or green). It can add comments, but can't edit documents with tracked changes. It can't open password-protected documents; change the typeface, text alignment, or style (normal, heading 1); insert responsive checkboxes; insert pictures; or undo.[120][121][122][123]Word Mobile is neither able to display nor insert footnotes, endnotes, page footers, page breaks, certain indentation of lists, and certain fonts while working on a document, but retains them if the original document has them.[124] Word Mobile can insert lists, but doesn't allow to set custom bullet symbols and customize list numbering. In addition to the features of the 2013 version, the 2007 version on Windows Mobile also has the ability to save documents in the Rich Text Format and open legacy PSW (Pocket Word).[124] Furthermore, it includes a spell checker, word count tool, and a "Find and Replace" command. In 2015, Word Mobile became available for Windows 10 and Windows 10 Mobile on Windows Store.[125] Support for the Windows 10 Mobile version ended on January 12, 2021.[126]Word for iOS was released on March 27, 2014[127] and for Android was released on January 29, 2015.[128]Further information: Microsoft Office Office on the webWord for the web is a free lightweight version of Microsoft Word available as part of Office on the web, which also includes web versions of Microsoft Excel and Microsoft PowerPoint.Word for the web lacks some Ribbon tabs, such as Design and Mailings. Mailings allows users to print envelopes and labels and manage mail merge printing of Word documents.[129][130] Word for the web is not able to edit certain objects, such as: equations, shapes, text boxes or drawings, but a placeholder may be present in the document. Certain advanced features like table sorting or columns will not be displayed but are preserved as they were in the document. Other views available in the Word desktop app (Outline, Draft, Web Layout, and Full-Screen Reading) are not available, nor are side-by-side viewing, split windows, and the ruler.[131]Initial releases of Word were met with criticism. Byte in 1984 criticized the documentation for Word 1.1 and 2.0 for DOS, calling it "a complete farce". It called the software "clever, put together well and performs some extraordinary feats", but concluded that "especially when operated with the mouse, has many more limitations than benefits... extremely frustrating to learn and operate efficiently".[132] PC Magazine's review was very mixed, stating: "I've run into weird word processors before, but this is the first time one's nearly knocked me down for the count" but acknowledging that Word's innovations were the first that caused the reviewer to consider abandoning WordStar. While the review cited an excellent WYSIWYG display, sophisticated print formatting, windows, and footnoting as merits, it criticized many small flaws, very slow performance, and "documentation produced by Madame Sadie's Pain Palace". It concluded that Word was "two releases away from potential greatness".[133]Compute!'s Apple Applications in 1987 stated that "despite a certain awkwardness", Word 3.01 "will likely become the major Macintosh word processor" with "far too many features to list here". While criticizing the lack of true WYSIWYG, the magazine concluded that "Word is marvelous. It's like a Mozart or Edison, whose occasional gaucherie we excuse because of his great gifts".[134]Compute! in 1989 stated that Word 5.0's integration of text and graphics made it "a solid engine for basic desktop publishing". The magazine approved of improvements to text mode, described the $75 price for upgrading from an earlier version as "the deal of the decade" and concluded that "as a high-octane word processor, Word is worth a look".[135]Computer Intelligence estimated in 1987 that Microsoft had only 4% of the Fortune 1000 PC word processor market,[136] but during the first quarter of 1996, Word accounted for 80% of the worldwide word processor market.[137]In 2013, Microsoft added Word to the new Office 365 product, where Microsoft has combined their most popular software,[138] which is a cloud based computing software that is subscription-based to compete with Google Docs.Legend:UnsupportedSupportedLatest versionPreview versionFuture versionMicrosoft Word 2010 running on Windows 7Microsoft Word for Windows release historyYear releasedNameVersionComments1989Word for Windows 1.0Unsupported: 1.0Code-named Opus[139]1990Word for Windows 1.1Unsupported: 1.1For Windows 3.0.[140] Code-named Bill the Cat [citation needed]1990Word for Windows 1.1aUnsupported: 1.1aOn March 25, 2014, Microsoft made the source code to Word for Windows 1.1a available to the public via the Computer History Museum.[141][142]1991Word for Windows 2.0Unsupported: 2.0Included in Office 3.0.1993Word for Windows 6.0Unsupported: 6.0Version numbers 3, 4, and 5 were skipped, to bring Windows version numbering in line with that of DOS, Mac OS, and WordPerfect (the main competing word processor at the time). Also, a 32-bit version for Windows NT only. Included in Office 4.0, 4.2, and 4.3.1995Word for Windows 95Unsupported: 7.0Included in Office 951997Word 97Unsupported: 8.0Included in Office 971998Word 98Unsupported: 8.5Included in Office 971999Word 2000Unsupported: 9.0Included in Office 20002001Word 2002Unsupported: 10.0Included in Office XP2003Office Word 2003Unsupported: 11.0Included in Office 20032006Office Word 2007Unsupported: 12.0Included in Office 2007; released to businesses on November 30, 2006, released worldwide to consumers on January 30, 2007. Extended support until October 10, 2017.2010Word 2010Unsupported: 14.0Included in Office 2010; skipped 13.0 due to triskaidekaphobia.[143]2013Word

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Winners, Losers & Microsoft: Competition and Antitrust in High Technology Oakland: Independent Institute. ISBN978-0-945999-80-5.Wikiversity has learning resources about Microsoft Office/WordWikimedia Commons has media related to Microsoft Word.Official websiteFind and replace text by using regular expressions (Advanced) - archived official support websiteRetrieved from " 2Word processor for Atari ST computers1st WordDeveloper(s)GST Computer SystemsInitial releaseDecember 1985Final release3.20TT / early 1991Operating systemAtari TOS, othersTypeWord ProcessorLicenseProprietary1st Word is a word processor program for the Atari ST developed by GST Computer Systems and published in 1985. It was given away with all ST systems from December 1985 for the next two years. Although it was relatively well received, it was a very simple program, lacking most power features and was very slow when working in large documents. Despite these limitations, its wide availability made the program's .DOC file format become a de facto standard for the platform and it was widely supported by other programs like desktop publishing systems.1st Word Plus was a greatly improved version released by GST when the bundling deal ended in 1987. This addressed performance issues and added dozens of features that made it one of the faster and most feature-packed word processors on the platform. Among its more notable additions were a spell checker, mail merge, and support for footnotes and similar long-document editing features. This became one of the best-selling programs on the ST and saw a number of revisions over its lifetime. Plus was later ported to the Acorn Archimedes and IBM PC under GEM as First Word Plus.In 1990, an entirely unrelated program known as 1st Word Plus 4.0 was released by Compo Software. This used a new file format, and while it could load files from the original 1st Word, the older versions could not read the newer files.Atari released the ST in the summer of 1985, and to ensure there was some useful software at release, they bundled it with the ST Writer word processor. This was a purely text-mode program that had been ported from the best-selling Atari 8-bit program, AtariWriter. The company made it clear ST Writer was being offered only as a stop-gap solution while a graphical user interface (GUI) program was being developed, known as GEMwrite.[1]For reasons unknown, the company contracted GST Computer Systems of Cambridge, UK to port their Sinclair QL products to the ST. In December 1985, Atari began bundling their 1st Word with the ST. At the time Atari suggested this would be a short-term arrangement while GEMwrite was completed,[1] but from this point on any mention of GEMwrite disappears and it was never released.The bundling deal with GST would last for two years. When the deal concluded in late 1987, GST released 1st Word Plus, a major update. This became a best-seller for the rest of the platform's history. 1st Word Plus version 2.0 credits Mike Bees, Howard Chalkley, Phil Champ, Martin Dickens, Chris Scheybeler, and Alun Gladman.[2] GST continued updating the program on the ST, releasing 3.0 in late 1998. A series of 3.x releases followed, finishing with 3.20TT in January or February 1991. This version had been updated to work on the Atari TT030 series machines, along with a number of other fixes.[3]Acorn Computers commissioned GST to make a version known as First Word Plus available for the Archimedes range of computers. It was released on the Arthur operating system in 1988, priced at 92.[4][5] After the release of RISC OS, a new version of the software was released to take advantage of the multi-tasking environment. This version did not make use of the system's own printing architecture and accompanying drivers, retaining its own drivers to take advantage of printer features such as "near-letter quality" modes. Also priced at 92, with an upgrade from the earlier version costing 45, the software was regarded as not providing any "giant leap forward in capability" from similar products on Acorn's 8-bit computers, but nevertheless made the activities of such a "simple system" easier to accomplish on the more capable hardware, lending itself to efficient use of dot-matrix or daisy wheel printers. It was also considered a useful companion to Acorn Desktop Publisher - a derivative of GST's Timeworks software - making a "neat system" for users with 2MB of RAM.[6] Other vendors of Document Processors, for RISC OS, offered support for the 1st Word file format, with the likes of EasiWriter / TechWriter offering the ability to convert 1st Word documents to its own, text, RTF, HTML, Microsoft Word, Open Doc, Postscript, or TeX files.[7]A PC version was produced that ran using Digital Research's GEM interface. Other versions were produced for the Torch XXX and for Digital Research's CP/M and FlexOS.[8]In 1992, Compo Software released 1st Word Plus 4.0. This was an entirely different program with nothing in common with its namesake, simply using that name to provide visibility.[9]1st Word is a GEM program and follows its conventions fairly closely. When opened, it presents a document window, either empty or containing the opened document, along with a standard menu bar along the top of the display. It broke from tradition in adding a separate area along the bottom of the screen that displayed various function key commands. This was relatively large, taking up room that would otherwise be used to display the document itself.[1] This became a feature found in a number of similar programs; WordUp took this further with two lines of such keys. Along the left side of the screen, normally under a document window, was a second display showing all of the available characters for the selected printer.[10]In contrast to the Macintosh, the ST did not normally work in a multi-font environment, and required the separate GDOS device drivers to be loaded from disk to do so. This meant that most programs on the system, including 1st Word, were limited to the single system font.[1] This was not a significant limitation at the time, as most printers of the era had only limited font support or, in the case of daisy wheel printers, only one font and no styles. Although dot matrix printers could produce any font or size by outputting them as graphics, as was the case on the Macintosh, this was slow and offered limited quality. Most word processors on the ST thus used whatever font was directly supported by the printer, outputting the text as ASCII and using control characters where appropriate. 1st Word could take this to the extreme, printing or exporting as pure text.[10]The text-mode display on the ST had a number of limitations. While it could display italics, it did not directly support superscripts or subscripts, or underlining. 1st Word could display underlining, but this did not follow the text during typing and only updated during a reformat. Nor was text layout as-you-type, fixing word-wrapping and paragraph and page layout also occurred only during a reformat run, triggered through a menu command.[1] The program used block-mode selections using the mouse as the basis for most editing, including cut-and-paste and similar changes. It also included the ability to save a selection to a file or load it from a file, allowing documents to easily include boilerplate text. It included search and replace as well as the ability to place up to four markers within the program that could be quickly accessed from the menu, scrolling the document to that point.[1]This version was designed to operate in one of two modes, text editing or word processing. In the former, features such as word-wrapping and character styles were turned off and the documents were saved as plain ASCII. Word processing mode turned these features on, saving documents in their own private .DOC format. The original 1st Word was otherwise quite limited, lacking support for common features such as double-spacing, multi-line header and footer text, date and time, and footnotes. One oddity is that all the document windows had to be closed before the files could be printed.[1] It was also quite slow at moving around large documents, scrolling to the bottom of a large document "took ages."[3]1st Word Plus added a huge number of new features while still remaining very similar to the original in most ways. The only major change in screen layout was to move the window displaying the available character codes from the right side of the display to the centre, leaving room for a new smaller display of control keys like delete and return.[10] Among the many new features was a spell checker with a 40,000 word dictionary, although lacking many American English terms,[11] a mail merge program, footnotes and semi-automated hyphenation.[12] The spell checker included the relatively rare, for the time, option to check on-the-fly. It also added document statistics display, including the number of characters, pages, etc.[11]The two headlining features of the Plus was the addition of on-screen text styles, not just underlining and italic, that continued to update as the document was edited, and the ability to include graphics and wrap text around them. The program only supported a single graphics format, GEM's own file format, which was used by practically no programs on the ST. A desk accessory, Snapshot, was used to convert other formats into GEM files for inclusion.[11] It also improved overall performance. It did, however, still require a manual reformatting after changing the text.[13]When it was originally released, reviews of the program were relatively positive. An early review in Antic noted its limited features, single documents, and lack of on-the-fly reformatting. But it concluded that "Its best feature is an outstanding robustness-it has yet to crash and dump me into a desktop full of bombs. I only wish 1st-Word had been available last summer!" But when mentioning its stability, the review notes "It is good that all of 1st-Word's formatting features work flawlessly, since there are so few of them."[1]Atari's own magazine, Atari Explorer, reviewed the 1.06 version in early 1987. They note that its wide distribution made the .DOC format a de facto standard, saying "you almost have to have 1st Word because it is the program you are most likely to have in common."[14] Having moved from all-text programs to a GUI with some hesitation due to performance, they are happy that "Text entry is smooth and straightforward; no matter how fast you type, 1st Word keeps up and never drops a character." The same reviewer wrote about Plus shortly after its release and was very positive. Calling it "a truly full-featured word processor" that "can hold its own against control-code ridden" programs. It goes on to praise its documentation, saying it is "without a doubt, the best-documented piece of software for the ST I have seen to date." It concludes, "All things considered, I think 1st Word Plus is an outstanding package."[13]STart magazine was also very happy with the Plus release, calling it "a dramatic upgrade of 1st Word", and "a powerful contender in the word processing market." They were not so happy with the documentation, saying it was too detailed to make it easy to skim for users already familiar with basic operations on the ST, and lacking an index. The online help was largely dismissed. The reviewer did note one significant problem; the program did not check if there was enough memory to load the spell checker dictionary, and would crash if one attempted to do so while many desk accessories were loaded. They also knocked it for lacking any keyboard controls, even for common operations like cut and paste or moving about using cursor keys. It concludes "I would recommend it as an ideal word processor for students because of its spell checker, footnote ability and flexible margins for indented quotations and bibliographies. It also has all the strengths of a business word processor with its ability to keep 'skeleton' formats on disk and its accompanying 1st Merge utility."[13]Atari ST disk magazine ST News was written entirely using 1st Word and later 1st Word Plus. The first Volume (1986) was distributed as a plain 1st Word .DOC file, and after that a custom shell was produced that enabled the 1st Word documents to be displayed independently. 1st Word was reviewed several times in the magazine. The first review, for the 3.0 release in 1998, noted a number of changes to the command-key layouts and the ability to move the displays of these keys and the character set. Among the other minor changes was the removal of the Delete command, leaving only Cut, which presented a dialog every time it was used. Another annoyance was the addition of a blinking cursor that could not be turned off. On the plus side, the program finally added command key shortcuts for many common functions, improvements to the spell checker and a host of other additions. It concludes "If GST keeps bringing out updates like this, then First Word Plus is going to remain the most highly recommended mid-price GEM based word processor for a long time to come."[15] The Delete Block command was re-added to the 3.15 version.[3]^ a b c d e f g h Chabris 1986.^ "Digital Research's GEM (Intel 8086 version!)". Archived from the original on 2009-07-23. Retrieved 2009-04-18.^ a b c Karsmakers 1990.^ Bell, Graham (June 1988). "First Impressions". Acorn User. pp.112113, 115. Retrieved 14 April 2021.^ Whitmore, Ian (February 1989). "The very last Word?". Micro User. pp.4042. Retrieved 30 April 2021.^ Bell, Graham (May 1990). "First Up". Acorn User. p.127. 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ISBN9781732355217.Retrieved from " 3The following pages link to 1st Word External tools(link counttransclusion countsorted list) See help page for transcluding these entriesShowing 50 items.View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)AbiWord (links | edit)EasyWriter (links | edit)Calligra Words (links | edit)Microsoft Word (links | edit)MultiMate (links | edit)Word processor (electronic device) (links | edit)WordPerfect (links | edit)WordStar (links | edit)XyWrite (links | edit)Acorn Archimedes (links | edit)IBM DisplayWrite (links | edit)LyX (links | edit)GNU TeXmacs (links | edit)Ichitaro (word processor) (links | edit)PC-Write (links | edit)LocoScript (links | edit)Microsoft Works (links | edit)WordMARC (links | edit)IBM Lotus Word Pro (links | edit)WordPad (links | edit)Mellel (links | edit)Bravo (editor) (links | edit)WPS-8 (links | edit)Lexicon (program) (links | edit)Pages (word processor) (links | edit)Nisus Writer (links | edit)Timeworks Publisher (links | edit)Ted (word processor) (links | edit)Gypsy (software) (links | edit)Cut & Paste (links | edit)List of word processor programs (links | edit)Jarte (links | edit)PaperClip (links | edit)Sprint (word processor) (links | edit)TextMaker (links | edit)Adobe InCopy (links | edit)PolyEdit (links | edit)AtariWriter (links | edit)HomePak (links | edit)SpeedScript (links | edit)Hangul (word processor) (links | edit)Microsoft Write (links | edit)IBM MT/ST (links | edit)Bank Street Writer (links | edit)Electric Pencil (links | edit)Volkswriter (links | edit)Comparison of word processor programs (links | edit)Am (links | edit)Lotus Manuscript (links | edit)Atlantis Word Processor (links | edit)View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)Retrieved from " WhatLinksHere/1st_Word" Empty Basket Your basket is empty, please click here to visit our home page and look for products. Important: it appears as though your browser is blocking cookies. Our website will not remember the items in your basket if cookies are disabled. Please check your browser settings. Editing a template in MS Word involves opening the template file, making changes to text, images, or layout, and saving the edits. After completing these steps, the template will reflect the new changes, and can be used to create new documents with the updated design. After editing a template in MS Word, youll have a customized document that can be used as the basis for future projects, saving time and ensuring consistency across your work. Templates in Microsoft Word are a game-changer for those of us who want to maintain a consistent look and feel across our documents without reinventing the wheel every time we start a new project. Whether youre a student, a business professional, or someone who just loves being organized, knowing how to tweak a Word template can save you heaps of time and give your documents a professional edge. So, why is this skill so crucial? Imagine youre prepping a report, and youve got a template thats 90% perfect, but its missing your unique flair or doesnt quite fit the content youre working with. Instead of starting from scratch, you can hop into that template, make the necessary adjustments, and voila! Youve got a personalized document that looks like it took hours to craft, but really, it was just a few clicks and some swift editing on your part. Its not only efficient but also allows for creativity within a structured framework. This is particularly relevant for folks who need to adhere to branding guidelines or specific formatting rules. Before diving into the nitty-gritty, lets understand what were aiming for. By following these steps, youll be able to customize a template to fit your needs, whether its for a resume, a report, or any other document. Open Microsoft Word and click on File, then Open. Navigate to the template you wish to edit. Opening the template is the first step in the process. Its just like opening any other Word document, but instead, youll be looking for a file that typically ends in .dotx or .dotm. Click on the text you want to edit and start typing. You can also change the font, size, color, or style. Editing text in a Word template is straightforward. You can replace placeholder text with your information or modify existing text to suit your needs. Remember to keep the formatting consistent with the rest of the document for a polished look. If the template contains images or graphics, click on them to resize, move, or replace them with your own visuals. This step is crucial for personalizing the template. Whether youre adding your company logo or an image that better represents your content, this is your chance to make the template uniquely yours. To change the layout, click on Layout in the top menu, and experiment with different margins, spacing, or orientation options. Modifying the layout can be essential if youre fitting different types of content into the template. You might need to adjust margins for better readability or change the orientation for a different look. Once youve made all your edits, click on File, then Save As. Choose where to save the file and give it a new name to avoid overwriting the original template. Saving your changes is the final step in the editing process. Make sure to save the edited template with a new filename so you can use the original template again in the future if needed. BenefitExplanationTime EfficiencyEditing a template is much faster than creating a new document from scratch.ConsistencyTemplates ensure a consistent look and feel across multiple documents.ProfessionalismA well-edited template can make your documents look more polished and professional. Templates are incredible time-savers. By starting with a pre-designed framework, you can focus on the content rather than the formatting, which can be a massive boon when youre on a tight deadline. Consistency is the name of the game when it comes to branding and professional presentation. Templates ensure that every document you produce aligns with your brand or personal style, which can be crucial for building trust and recognition. Speaking of professionalism, a slick, well-designed template can make all the difference in how your document is received. It shows that you care about the details and can give you an edge in any professional setting. DrawbackExplanationLimited CreativityTemplates can be restrictive, limiting how creative you can get with your document design.Learning CurveThere may be a learning curve associated with understanding how to effectively edit templates.CompatibilityNot all templates may be compatible with different versions of Word or other word processors. Templates can sometimes box you in creatively. If you have a specific vision for your document that doesnt align with the templates design, you might feel constrained by the pre-set elements. For some, theres a bit of a learning curve when it comes to editing templates effectively. Its not just about changing text; its also about understanding design principles to maintain a professional appearance. Compatibility can also be an issue. If youre sharing your template with others who use different versions of Word or other word processors, there might be formatting hiccups that need addressing. Editing a template in MS Word is not just about making it look different; its about making it work for you and your specific needs. Remember that templates are starting points. They provide a structure that you can build on and modify to ensure that your documents stand out for the right reasons. Its worth taking the time to explore all the features and tools that Word offers to get the most out of your templates. One handy tip is to use the Styles feature in Word to quickly apply formatting across your document. This keeps your headings, subheadings, and body text consistent without manually changing the font, size, or color every time. Another thing to consider is the use of sections. If you need different header and footer information on different pages, sections can be a lifesaver. They allow you to divide your document and apply different formatting to each section. Finally, always preview your edited template before printing or sharing it. This helps you catch any formatting issues and ensure that your document looks exactly the way you want it. Open the Template Edit the Text Modify Images and Graphics Adjust the Layout Save Your Changes Yes, you can edit templates in older versions of MS Word, but you may not have access to all the latest features and design options. To retain formatting, save the document as a PDF before sharing, or ensure the recipient has the same version of Word and fonts installed. Yes, you can save any Word document as a template by choosing Word Template in the Save as type dropdown menu when saving. Microsoft Word offers a variety of built-in templates, or you can download templates from reputable online sources. A .dotx file is a Word template file without macros, while a .dotm file is a Word template file with enabled macros for additional functionality. Editing a template in MS Word is a skill that can streamline your document creation process, ensuring each piece of work you produce maintains a consistent, professional look. While it may take a little time to master, the payoff in terms of efficiency and branding can be significant. By following the steps outlined in this article and considering the pros and cons, youll be well on your way to customizing templates that serve your specific needs. Remember, templates are flexible tools meant to be shaped and adjustedits your content, your design, and your message that matter most.Matthew Burleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times.After receiving his Bachelors and Masters degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites.His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well.Read his full bio here. Share copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. If youre looking to make customized labels, look no further than Microsoft Word. Whether for personal or professional use, Word provides a comprehensive feature set for creating personalized mailing labels. Heres how to do it. Making Custom Labels in Word When you consider how long Word has been around, its no surprise the application has evolved past creating only simple documents. Not only does it provide the tools to create personalized envelopes it also comes equipped to make custom labels to go with them. Go ahead and open a blank Word doc and head over to the Mailings tab. Next, click the Labels button. In the Envelopes and Labels window that opens, youll find yourself already on the Labels tab. Type the information you want on the label into the Address box. If youve previously created an envelope and saved your return address, then you can tick the box next to Use return address, and it will transfer the information for you. In the Print section, you can specify that youd like to print a full page of the same label. Alternatively, you can select the "Single Label" option and specify the rows and columns if you want to print a specific number of labels. The Label section gives you a description of your current label selection. To change it, youll need to select Options. Lets go ahead and do that. In the Label Options window, you can tell Word how youll be printing the labels and the brand of the label. Under Product number, you can select the label type from the provided list. Youll notice the specifications of the labels will appear under Label information. The information displayed here is relative to the selected product number. If you cant find what youre looking for, you can select New Label and type the exact details of what you need. When youre happy with your setup, click OK. Make sure you have your labels loaded into the appropriate tray in your printer and then click Print. Now lets assume you want to print a bunch of labels on a single page, but print different information on each label. No worries---Word has you covered. Open a new Word document, head over to the Mailings tab, and then click the Labels button. In the Envelopes and Labels window, click the Options button at the bottom. In the Label Options window that opens, select an appropriate style from the Product Number list. In this example, well use the 30 Per Page option. Click OK when you've made your selection. Back in the Envelopes and Labels window, click the New Document button. A new Word document will appear, displaying a blank label template. Now, type the information you want into each label and print them out when youre finished!

How to edit label in word. How to edit a label template in word. How to make custom label templates in microsoft word.

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