How to Print Label Stickers

Step 1 – Choosing your labels

We recommend **80 x 30mm Rectangle, Avery® Blank Labels** for your sticker labels.
You can buy them from the Avery website

Buy Avery label sheets: https://www.avery.co.uk/blank-labels/rectangle-80x30mm

Step 2 – Choose your sticker sheet for printing

We have colour and black and white options for you to use based on your requirements.
These are PDF files.

Step 3 – Loading your label sheets into the printer

These can be added to your printer like regular sheets of paper. You can either add them to
your paper tray or feed them into the printer via a manual feed tray (if you have one). We
recommend that before you print on your labels you check which way up the labels need to
be (this will vary depending on your printer manufacturer). Run a test beforehand by
marking a blank sheet of paper to see which side it prints on and which direction you need
the label sheets to face.

Step 4 – Printing your labels

For best results we recommend **downloading** your Print PDF and opening it with Adobe
Acrobat Read, as you get more control, however you can also open the PDF in your internet
browser.

When the Print PDF opens, make sure your printer settings are set to A4 paper, Labels and
scaling is set to 100% (or "actual size").

Select **print** and you should have your own Volunteers' Week sticker labels!

#VolunteersWeek