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Microsoft Word provides a feature that you can use to search for text in a document. You can also use advanced settings to refine your search, such as matching cases or skid marks being ignored. This is how it's used. To find text in a Word document To search for text in Word, you must be in the Navigation Pane. To do so, on the Find Home tab, in the Editing group, click . An alternative way to use this box is to use the Ctrl + F keyboard shortcut on Windows or Command + F on Mac. The number of instances displayed throughout the document is displayed. To browse the search results, select the up and down arrows below the search box, or click the result snippet image directly in the Navigation Pane. Setting advanced search properties A basic search warning is that it doesn't take into account many things, such as the letter of text letters. This is a problem if you are searching a document that contains a lot of content, such as a book or studies. To fine-tune this information, go to the Editing group on the Home tab, click the arrow next to Find, and then click Advanced Find in the drop-down list. The Find and Replace window appears. Click Add. In the Search Options group, select the check box next to the options that you want to enable. Now, the next time you search for text in Word, search will work with the selected advanced options. RELATED: Microsoft Word: Document Formatting Essentials To make custom labels, look no further than Microsoft Word. Word is for both personal and professional use and includes a comprehensive feature for creating custom mailing labels. This is how it happens. Making custom titles in Word When you consider how long Word has been around, it's no surprise that the app has evolved by creating only simple documents. In addition to providing tools for creating personal envelopes, it is also equipped to make custom stickers with them. Open a blank Word document and go to the Mailing tab. Next, click on the Labels button. In the Envelopes and Labels window that opens, you are already on the Labels tab. In the Address box, type the information that you want on the label. If you've previously created an envelope and saved your return address, you can tick the Use return address check box and it will transfer the data for you. In the Print section, you can specify that you want to print the entire page of the same label. Alternatively, you can select One Label and specify rows and columns to print a certain number of labels. The Legend section describes the current label selection. To change it, you must click Settings. Go ahead and do it. In the Label Options window, you can tell Word how to print labels and label characters. Under Product number, you can select a label type from the list of provided. You'll notice that the label specifications appear under the Label Details heading. The information displayed here is relative to the selected product number. If you can't find what you're looking for, you can choose New Label and enter detailed information about what you need. When you're satisfied with the installation, click OK. Creating one page of different labels Now it is assumed that you want to print a set of labels on one page, but print different data on each label. Don't worry – Word has you covered. Open a new Word document, go to the Mailing 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 the appropriate style from the Product Number list. In this example, we use the 30 per page option. Click OK when you've made your choice. In the Envelopes and Labels window, click the New Document button. A new Word document appears showing a blank label template. Now, enter the information you want on each label and print it when you're done! Microsoft Word is not just for documents, resumes, or letters. It is also a powerful and versatile application for most of your mailing and marking needs. There are several options for creating headings in Word, so choose the one that best suits your needs. This procedure applies to Microsoft 365 Word and Word for Microsoft 365 for Mac. Word 2019, 2016, 2013, 2010 and 2007; and Word for Mac 2019 and 2016. Fill in the table with return address labels or create one professional-looking label in Word. Go to the Mailing tab. In the Create group, click Headers. The Envelopes and Labels dialog box opens with the Labels tab selected. Click Options to open Label options. In the Label Suppliers or Label Products list, select a label character, and then select the product number that corresponds to the printed labels. Click OK. Type an address or other information in the Address box. In Word for Mac 2019 and 2016, this box is called a delivery address. In Word 2010, the step in the Address box comes before you select Label options. In the Print section, click the entire page of the same label to print the page from the same labels. In the Print section, click One Label to print one label. Select the row and column that correspond to where you want to print the address on the label sheet. The Single Label setting is useful if you have partially used printer labels. Make sure the label sheet is waiting on the printer, and then click Print or save to print later. Create a sheet of labels with different addresses or other addresses in Word Like name entities, create a document in which you enter information about each label. Go to the Mailing tab. In the Create group, click Headers. The Envelopes and Labels dialog box opens with the Labels tab selected. In Word 2010, leave the Address box blank. Click Options to open Label options. In the Label Suppliers or Label Products list, select a label character, and then select the product number that corresponds to the printed labels. Word for Mac 2019 and 2016 also ask for the type of printer. Click OK. Click New Document. Word creates a new document that displays blank labels on the page that match the dimensions of the brand and label size you selected. In Word for Mac 2019 and 2016, you don't have to click New Document. After clicking OK in the previous step, Word opens a new document that contains a table with dimensions that match the label product. Under Table Tools, go to the Layout tab, and then click Show Gridlines if the outline of the labels doesn't appear. Enter the desired information on the slag sticker. Go to the File tab, click Print, and then click Print when you're ready to print the labels. Save the document for future reference. To print labels that do not match the dimensions of the label marks and products listed in the Label Options dialog box, create custom labels that match your specifications. Before you begin, make sure you have precise dimensions of the labels, such as the height and width of each label, the paper size, the number of labels down and over, and the margins. Go to the Mailing tab. In the Create group, click Headers. The Envelopes and Labels dialog box opens with the Labels tab selected. Click Options to open Label options. Click New Label. The Label Information dialog box opens. Type a name for the labels. Change the dimensions to match the exact dimensions of the labels. An example of a label is displayed in the Preview pane. Click OK to create custom labels. Word for Mac 2011 does not have a Mailing tab. In this release, access label features from the Tools menu. Thank you for telling us! Tell us why! When you collaborate with multiple people, leaving comments is an essential part of the process. You can print a document with comments, but what if you only want to print comments? You can do it, you can do it. Why do you want to print only comments on a document? There are several reasons. Maybe you just want a copy of the comments that you can keep for your records. Or maybe you want to sit down with your partners as a group and view the document and comments separately. After all, a printed page full of edits and comments can be a little overwhelming. Whatever the reason, Word makes printing easier. On the Review tab, click the Show Markup button. At the top of the drop-down menu you will see Comments. If there's a tick next to it, you don't have to do anything here. If not, choose it. It's also worth mentioning that you have the option to print only reviewer-specific comments instead of printing all comments. To do this, select Specific People from the menu, and then select a specific reviewer whose comments you want to keep from the list that appears. Otherwise, keep All Reviewers selected. Next, click the File tab. In the left pane, click Print. Several options appear together with document preview. At the top of the Settings section, click Print All Pages. On the Document menu that appears, in the Document Information section, click Markup List. Also, make sure print markup is selected at the bottom. Next, click Print above the Settings menu. You now have a printed version of only comments on the document. Document.

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