Lip Balm Label Instructions

Refer to your Lip Balm Calculations

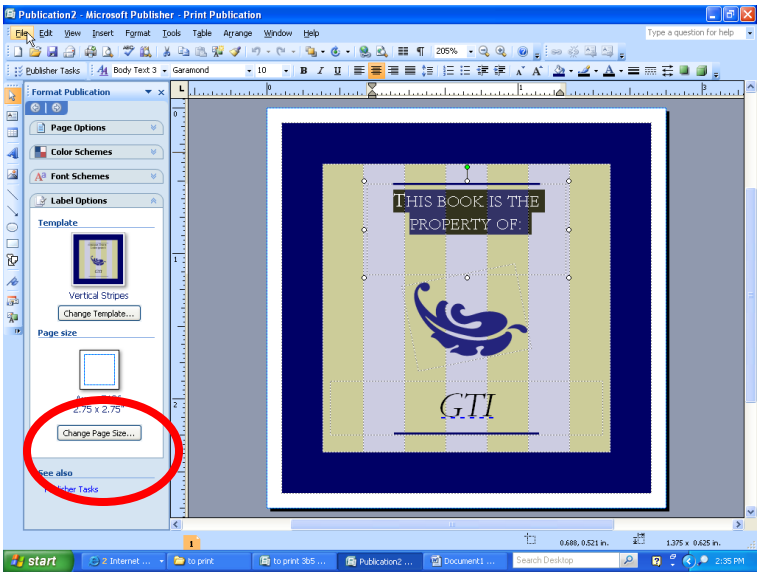
Open Microsoft Publisher

Select “labels”

At the top of the page, select “jar/product”

Select one of the bookplate labels. Your screen will look something like this, depending on the label chosen. You will be able to change the look and design of your label later.

At the bottom left, click on “Change Page Size”



Change the “Page” to

Width: 1.8

height to 1.8

Change the “Margin Guides”

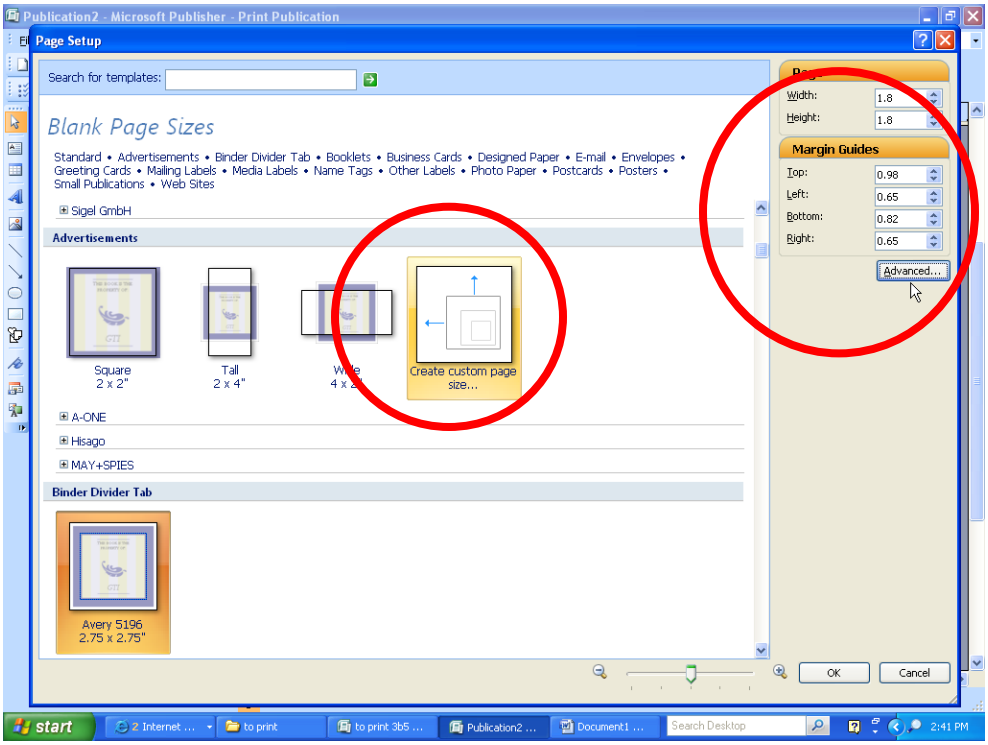
Top: 0.98

Left: 0.65

Bottom: 0.82

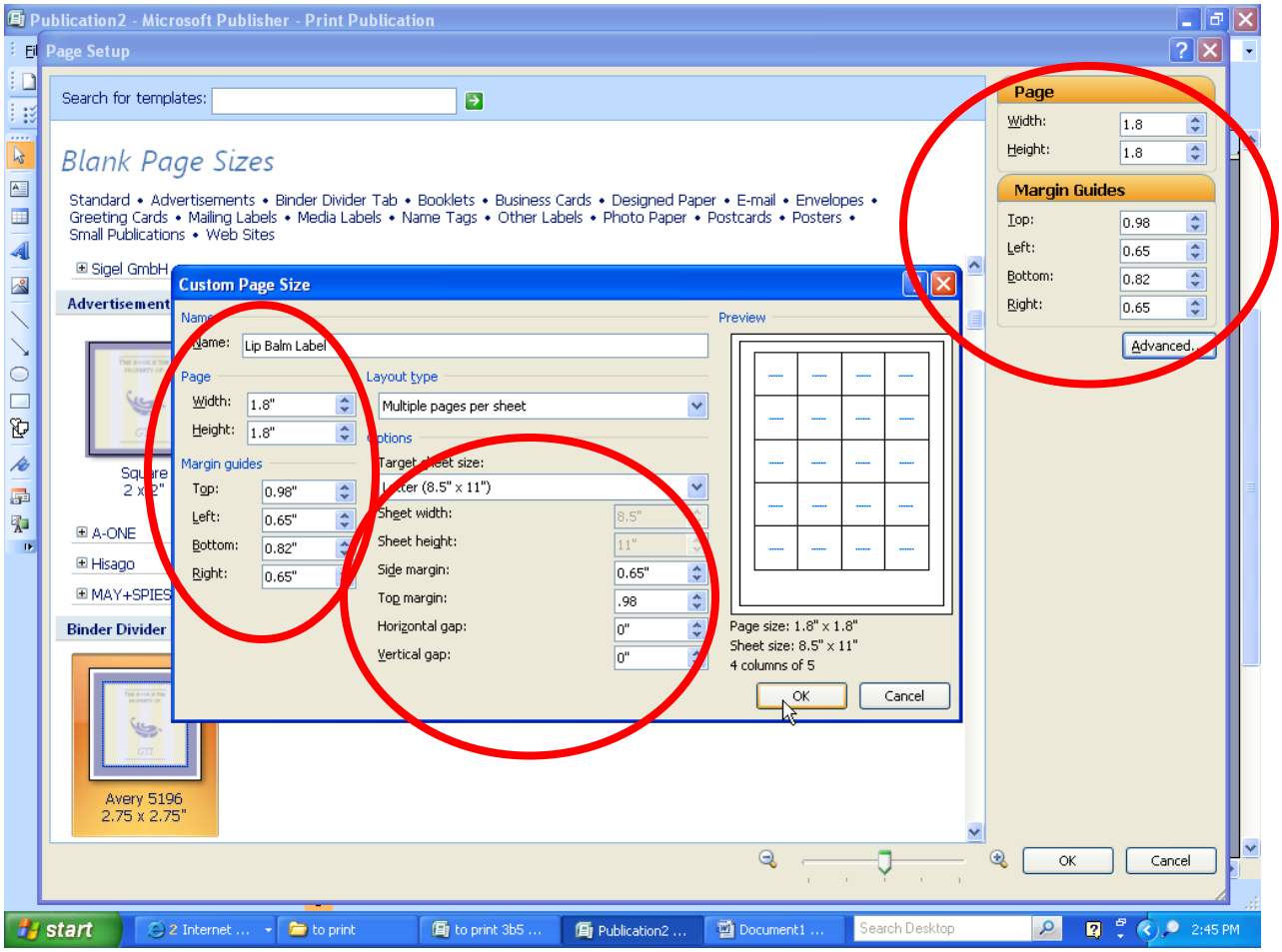
Right: 0.65

Select “Create Custom Page Size”



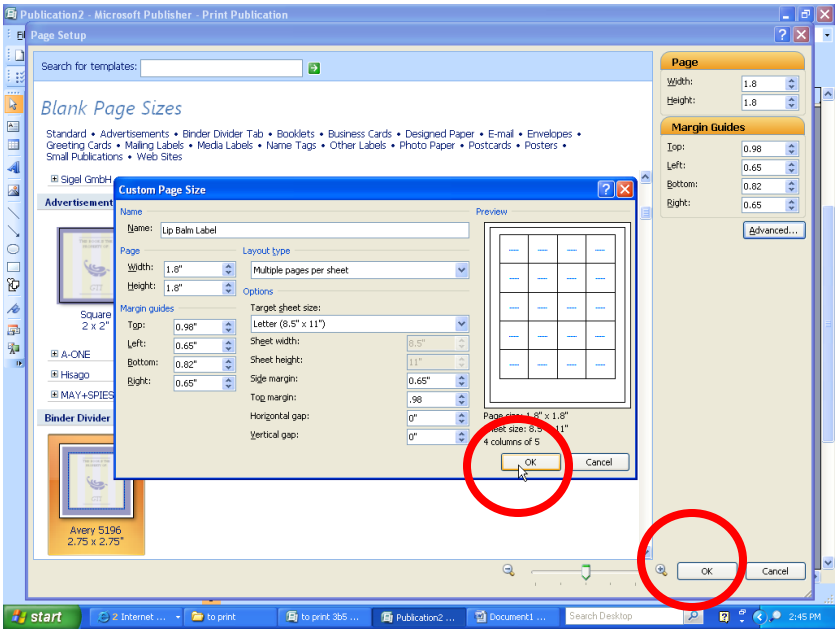
A pop up window will appear. Enter new values in as shown in the picture below.

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Click “OK”

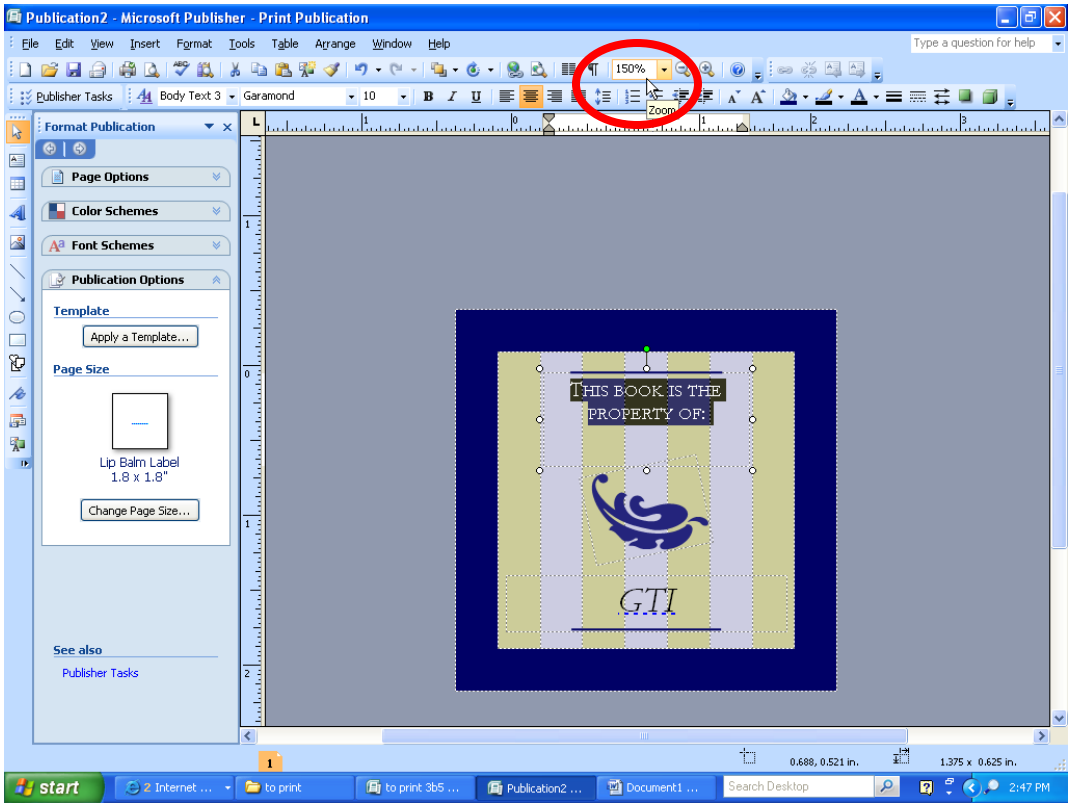
Click “OK” again



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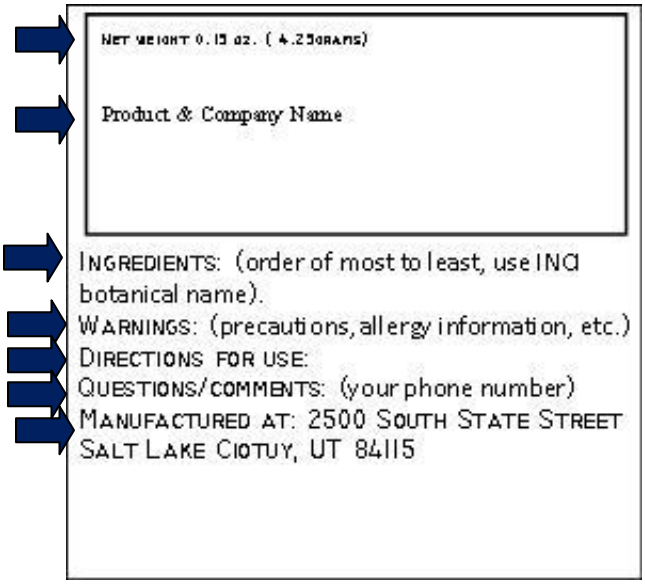
On the Publisher screen, change the percent from 310% to 150%, or a size that allows you to see the entire label.

"This product was funded by a grant awarded under the President's Community-Based Job Training Grant as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only."



Begin creating your label. Have fun with it!

Be sure to include each of the following sections (required by the FDA). Use pictures and names that are not copyright protected or trademarked.



When you are finished, save a copy the publisher file **and** a JPEG file to Ms. Jensen's flash drive.

Print a copy of your label to the "HP Universal" printer and turn it in.

