

DHS Brochure Label Instructions

To create brochure labels for your branch from the *DHS Brochure Labels Template*:

1. **Save the DHS Brochure labels file as a Word document (.doc)** onto your hard drive as follows:
 - Open the *DHS Brochure Labels Template* file (.dot)
 - Click on the *File Tab* and select *Save As*
 - Select where you would like the file to be saved
 - Name the file and make sure it says *Word Document (.doc)* next to *Save as type*
2. Personalize the labels to your branch:
 - Replace the text in the first label with your *Branch Name, Address and Phone*
 - The text is set up in Arial, 12 point font, with *Branch Name* and *Phone* in bold
 - Copy and paste your new text onto all the labels on the page
3. Save again and Print
 - Print on **Avery 5161 or compatible 4 x 1" labels**