**How to Make Nametag Inserts**

1. Open a word document.
2. On the top task bar, click on the “Mailings” option.
3. Once there, click on the “Labels” option in the upper left hand side.
4. A little box will open. Click the Options button on the lower right corner.
5. Under Label Vendors, choose “Avery US Letter”.
6. On the drop down menu below, choose the 74541 option for clip name badge style.
7. Then click ok. Then click the New Document option.
8. Enter the names of your children and print them!