# How to Customize Your Printable Labels

All of our mailing labels and return address labels contain generic name and address information. Unless you are John and Mary Smith on Summersville Road, you'll want to customize these labels with your own name and address. Easy!

After you download your labels, you will need to edit that information in Microsoft Word. You can go in and change each line individually, which is the easiest thing to do if you're printing out a page of mailing labels, each with a different recipient's name and address.

However with return address labels, you probably want all of the labels to have the same name and address — yours. In this case, you can use Word's "Find and Replace" capability.

Open your label DOC file, choose "Find" or "Find and Replace" from the Edit menu, enter the text you are replacing: for example, "John and Mary Smith", and the text you want to replace it with: you name. Press the "Replace All" button, and your name will automagically fill in all the labels on the page. Do the same for the Address line and the City/State/ZIP line. Your personalized labels are ready to print.
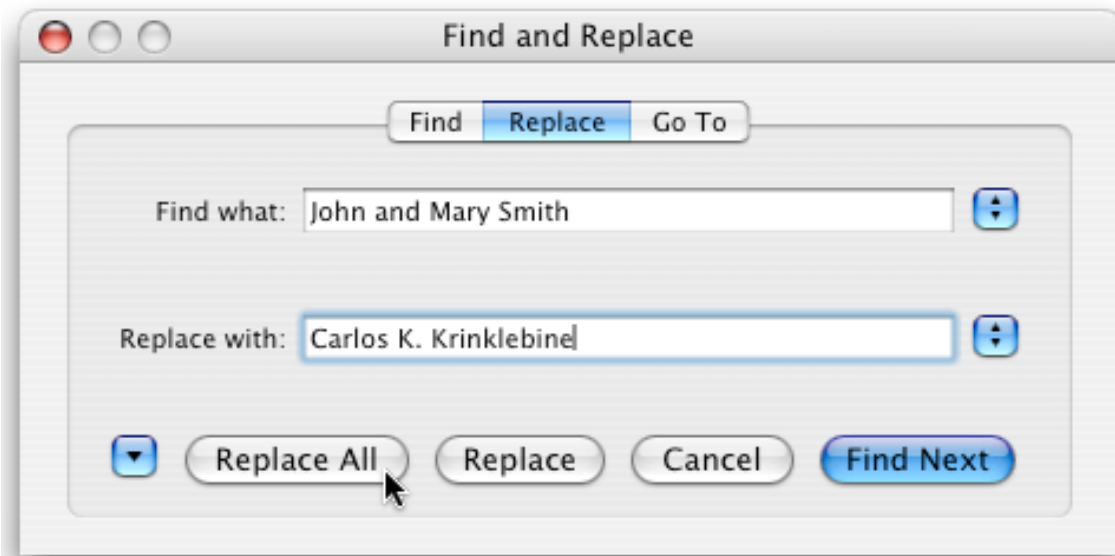
I hope you enjoy your free printable labels. Also please visit www.FreePrintable.net for THOUSANDS more printable items for your home, kids, and business.

—Kevin, the Free Printable Guy