

# How to make your Winter Track labels

You must have the Microsoft word program

Works best with Avery 5160 or labels that are 1" x 2 5/8" - 30 labels per page

- 1) Go to: [www.just-in-time-racing.com](http://www.just-in-time-racing.com)
- 2) Go to Winter Track page
- 3) Go to your section
- 4) Find your labels (school) and copy them
- 5) Go to Microsoft Word and set your margins to:  
Top = .6      Bottom = .5      Left = .5      Right = .5
- 6) Paste your labels
- 7) The following message will appear – “The margins are outside the printable area of the page. Do you want to continue?” YES
- 8) Save your work and check to see if they fit.
- 9) Save your work