Procedure to Print to an Avery Label Using the NBS Remote Data Services Web Application

1. Open Microsoft Word
2. Under Tools, Select ‘Letters and Mailing’ and then ‘Envelopes and Labels…’
3. Select the **Labels** tab

4. Choose **Options**
5. Select the appropriate Label Product and Product Number. DSHS requests labels to be 2 in. X 4 in. Under the Avery standard, this label is “5163 – Shipping”.

![Label Options](image)

6. After Clicking OK, Select New Document

![Envelopes and Labels](image)
7. A labels document will be created in Word.
8. In the web system,
   a. Choose to ‘Print Label’ after submitting a specimen.
   
   Or

   b. Re-access a previously submitted specimen using ‘Search’ and select ‘View Label’ at the bottom of the demo entry screen.

10. Select all information

11. Right Click and choose Copy
12. **Paste** into Label Document

13. Repeat as necessary and print labels using a regular laser printer.