# Printing to Labels

You can print to various sized labels on your Canon device using the **Multi-purpose tray.**

**Step 1: From a Microsoft Word document, select the Mailings Tab.**

* From the Mailings Tab, select Labels.

 

 **Step 2: From the Labels Tab, enter what you would like to put in the Address Field.**

* Click on the Label Location in the window and it will allow you to select the brand of labels you are printing on.
* From the Label Options, verify that the label sheets are being pulled from the Multi-purpose tray (you will be prompted to select the “Labels” option in the printer prior to starting).



**Step 3:** **Load your Labels into the Multi-function tray and click Print.**

* Your labels should now be ready to pick up at your Canon device.

