How to Print Employee and Recipient Address Labels

Note: The labels created from W2 Mate are formatted to fit the Avery 5160 labels

Make sure you have the correct Company open inside W2 Mate

- 1. Click Export Data
- 2. Select correct type of labels to print either Employee or Recipient Address Labels

💭 Example Company - W2 M	ate (2017)	
Company Tools Import Da	ta Export Data Filing IRS & SSA Instructions Quality Control	1099 Emailer Help Order Supplies
Shortcuts	W2 Forms	
	1099-MISC Forms	Click Export Data 1
The Lot	1099-INT Forms	
Campany	1099-DIV Forms	
Company	1099-R Forms	Select correct type
A.	Other Forms	2
	Employee List	60605 OF labels to print
Employees	1099 / 1098 Recipient List	
	Employee Address Labels (Avery 5160)	
	1099 / 1098 Recipient Address Labels (Avery 5160)	cable):
inter	Company List	
1099 & 1098 Recipients		
	1099 MISC Pro Forma Report	n to save any changes.
W-2	Database File Path C:\Users\Public\Documents\W2 Mate 201	17\Example
	(read-only) Company.pmt	
W2 Forms		
	Update Reset Clea	ar
W/-3		
W/2 Form	Current company name is : Example Company	38 N
WSTOIN	You can create a new company by selecting "Company > New" from the	top menu.
	You can open a different company by selecting "Company > Open" from the top menu.	
1099		
1099 & 1098 Forms		
1096		
1096 Form		

3. Select the location to save the file you are creating

4. Name the file

5. Click Save



Open the File you just created in Word or a similar document program You will see the addresses in label format

- H U W2 LABELS.rtf [Compatibility Mode] - Word Table Tools Q File Home Insert Design Layout References Mailings Review View Layout Design -0-Times New Ro 🛪 8 🔹 A* 🖌 Aa 🗸 🚷 🗄 🔹 😓 🖛 🖅 🐨 🖅 🖉 🖉 灯 ୩ AaBbCcDc AaE Copy Paste B *I* <u>U</u> → abc x₂ x² A → ^{ab}/_Z → <u>A</u> → | = = = = | **1** - | **2** - ⊡ -¶ Normal 1 No 🕈 Format Painter G, E. Clipboard G. Font Paragraph +++ Click File 6 Sally Te 101 Main Samuel S Sample 456 Test Chicago, IL 60605 Chicago,
- 6. With the document open, (in Word) Click File

7. Click Print

8. Select Printer

Note: Be sure to have your labels properly inserted into the printer

9. Click the Print button

Click Print 7			
Info	Print		
New	Copies: 1	Select Printer 8	
Open	Print	Sciect Hinter	
Save		Bamual 3 Sample 436 Tutt Chinago, II. 06605	
Save As			
History	Ready		
Print	Printer Properties		
Share	Settings	Click Print button 9	
Export	The whole thing		
Close	Pages:		
	Only print on one side of th		
Account	Collated		
Feedback	Portrait Orientation		
Options			
	8.5" x 11"		
	Custom Margins -		
	1 Page Per Sheet -		
	Page Setup		