LASA | Label printing guide

LSA-1GLABEL - 1 label per A4 sheet. Choose an editable template below.

Download Word (.docx)	Download Excel (.xlsx)

Click a button to open its direct download link. Save the file and edit it in the desktop Word or Excel app. Each format is a separate file.

1. Set your printer

A4 / Portrait	100% / Actual Size	1 page per sheet
210 x 297 mm	Turn off Fit, Shrink and Scale to Fit.	Single-sided. Turn off borderless expansion.

Use a printer and paper type suitable for your label sheets. Follow your printer manual for the tray and label-side orientation. Keep the template page size, margins, row heights and column widths unchanged.

2. Edit and print your template

Microsoft Word

1. Open the .docx file. If Protected View appears, enable editing when ready.

2. Click inside each label cell and type. Keep narrow spacer cells blank. Table Layout > View Gridlines shows guides that do not print.

3. Keep text at least 2 mm inside the label. Shorten long text or reduce its font size if it is cut off.

4. File > Print: A4, Portrait, 1 page per sheet, printer scaling 100%. Check that the preview is exactly one page.

Microsoft Excel

1. Use the **Edit** sheet. Type one line in each yellow **Line 1-Line 4** cell.

2. Set **Repeat first label** to **YES** to copy the first entry to every label, or **NO** for different entries.

3. Select the **Print** sheet. File > Print > **Print Active Sheets** prints this sheet.

4. Choose A4, Portrait and **No Scaling**; printer scaling 100%. Check that the preview is one page. Keep the layout and formulas unchanged.

3. Test on plain A4 paper first

Compare your actual label sheet with the measurements below. Print one edited page on plain A4 at 100% / Actual Size. Put it behind your label sheet and hold both up to the light.

Check the first and last labels line up and text stays inside the cut lines. A growing offset suggests scaling; a constant shift suggests paper feed or alignment. Load label stock only after the plain-paper test lines up. Printer margins and feeding accuracy vary.

Download alignment test PDF - print at Actual Size and check that both rulers measure 100 mm.

This one-up template uses the whole A4 page as its editable area, with no printed outline. Keep content inside your actual sheet's cut lines and your printer's printable area.

Template measurements

Editable A4 area	210 x 297 mm
Layout	1 column x 1 row
Sheet margins	Left 0 | Top 0 | Right 0 | Bottom 0 mm
Gaps	Horizontal 0 mm | Vertical 0 mm

Contact LASA | Editable files and alignment test: no account needed.