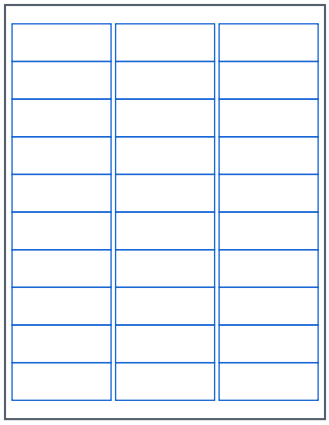
Avery 5160 labels from Google Sheets™

One page cheat sheet: size, margins, three steps and the print settings that stop labels drifting.

Labels per sheet	30 (3 across, 10 down)
Label size	2 5/8 x 1 in (66.8 x 25.4 mm)
Paper	US Letter, 8.5 x 11 in
Top margin	0.5 in (12.7 mm)
Left margin	0.187 in (4.8 mm)
Right margin	0.183 in (4.6 mm)
Bottom margin	0.5 in (12.7 mm)
Gap between columns	0.12 in (3 mm)
Gap between rows	0 in (0 mm)



Layout checked against the maker's template file (avery.com/templates/5160). The same layout is used by Avery 5260, 5520, 5630, 5660, 5960, 8160, 18160 and others.

Three steps

1. Open your list in Google Sheets™, then Extensions, Peelstack Label Maker, Create labels.
2. Type 5160 in the label number box and pick it. Check the lines the add-on suggests from your column names, for example {Name}, {Street}, {City} {State} {ZIP}.
3. Look at the preview with your own rows, click Download PDF, and print it.

Print settings checklist

- ☐ Paper size: Letter (8.5 x 11 in), in the print dialog and in the printer settings.
- ☐ Scale: Actual size or 100 percent. Turn off Fit to page and Fit to printable area.
- ☐ One sided. Borderless printing off.
- ☐ Print the free test page on plain paper first: hold it against a window over a real label sheet. If every label is off by the same amount, measure it and enter the offset in the add-on.
- ☐ Drifting further down the page? The page is being resized: check the paper size and scale again, and measure the 4 inch bar on the test page.
- ☐ Partly used sheet? In the preview, click the first empty label and printing starts there.

Free test page, Word template and the full layout: taskivator.com/peelstack/avery-5160-template-google-sheets

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