Attached is a template for Pages for your Mac that you can use to produce 30-up Avery self-stick address labels.

Here's how to install the template and use it for your labels:

Installing the template (one-time only):

1. Double-click on the attached file. Pages will open, and the file will open.
2. From the File menu, choose **Save as Template**.
3. When prompted by Pages, choose "Add to Template Chooser."
4. Edit the name of your new template if you like, or use the name I used when I created the template for you.
5. Press Enter to save the template.
6. Click Cancel or press Escape to exit the file chooser.

To use your new template to create address labels:

1. Open Pages.
2. From the Page menu, choose **New**
3. In the New Document chooser, click on My Templates in the sidebar.
4. Your new address label template will be displayed. Double-click to open it and create a new document based on this template.
5. Your new blank document will look empty, but it actually contains a precise grid of blank table cells where you will type in your address information. The grid is set for Avery 30-up labels, and has 10 rows of three labels across, *__with a small spacer cell__* between the columns.
6. To begin entering address information into the blank template:
    1. Click with your mouse near the top-left corner of the blank page. The first cell in the first row of the table will be highlighted.
    2. Click again in the highlighted cell to insert your cursor into the cell to begin typing.
    3. **Press the TAB key** to move to the adjacent **spacer** cell. **DO NOT TYPE into the spacer cell.**
    4. **Press the TAB key again** to move to the center column cell and enter your next address.
    5. Continue to move between cells using the TAB key to move from cell to cell.
    6. You can use Shift-TAB to move backwards (to the left and up, instead of to the right and down) as you move around the table.
7. When you have your information entered in the table, choose Save from the Pages menu to save your work. Give the file a name and choose a location where it will be saved.