

Avery 5160 Printing Guide

For Schools and Organizations

A practical staff checklist for printing 30-up address labels from spreadsheets and PDFs.

Updated May 29, 2026 | <https://sheetstolabels.com/resources/avery-5160-printing-guide.pdf>

Quick Reference

Avery 5160-compatible sheets use US Letter paper, 1 x 2-5/8 inch labels, 3 columns by 10 rows, and 30 labels per sheet.

Print exported PDFs at 100% / Actual Size. Do not use Fit to Page, Shrink to Fit, or browser auto-scaling.

Paper	US Letter, 8.5 x 11 in
Label size	1 x 2-5/8 in
Sheet layout	3 columns x 10 rows
Labels per sheet	30
Common use	School, PTA, library, nonprofit, and office mailings

Staff Printing Checklist

- Confirm the label package is Avery 5160 or a compatible 30-up US Letter address-label sheet.
- Confirm the PDF page size is US Letter.
- Open the PDF in a PDF viewer or system print dialog.
- Set scale to 100%, Actual Size, or an equivalent no-scaling option.
- Turn off Fit to Page, Shrink to Fit, and browser auto-scaling.
- Print one plain-paper proof before loading label stock.
- Hold the proof behind a label sheet under light and check the first, middle, and last rows.
- Print a small batch before printing the full mailing.

Spreadsheet Preparation

Use one row per recipient or household. Keep column names plain so staff can map fields without guessing.

full_name	Jordan Lee
organization_or_class	Grade 4
address_line_1	120 Market Street
address_line_2	Apt 3B
city	Boston
state	MA
zip	02110

- Remove blank rows before export.
- Store ZIP codes as text if they can begin with zero.
- Scan for unusually long names or address lines before printing.

Privacy Note for Student and Family Lists

Treat mailing lists as sensitive records when they include student names, family addresses, donor records, or health-related program information.

- Use the smallest spreadsheet needed for the mailing.
- Remove columns that are not printed on the label.
- Share the file only with staff who need the mailing task.
- Follow your organization data-retention policy after printing.
- Avoid uploading student or family address lists to unapproved tools.

Common Print Problems

Problem	Check
Labels drift down or up	Use 100% / Actual Size and US Letter.
Every label shifts equally	Test plain paper, then adjust offsets only if needed.
Lower rows drift	Disable scaling and confirm paper size.
Text is clipped	Add inner padding or reduce font size.
Sheet feeds crooked	Align tray guides and print a small batch.

Image Placeholders

- Avery 5160 3-column by 10-row sheet diagram.
- Print dialog showing Actual Size / 100% scale.
- Plain-paper proof aligned behind a label sheet.

- Example spreadsheet columns for school or organization mailings.
- Troubleshooting examples: shifted down, shifted sideways, scaled too small.

Suggested Citation

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