AKRO-MILS®

Laser Label Sheet Instructions

Product Number: 29202
Size: 2.625" x .875"
Fits Akro-Mils Products: 30210, 30220, 30224

Please follow these instructions to create 29202 labels in Microsoft Word:

Word 2007 Instructions:

1. Select Mailings from your Toolbar
2. Choose Labels
3. On the Labels tab choose Options
4. Next, choose New Label
5. In the box titled Label Name enter a name for your New Labels
6. Enter the following dimensions:
    a. Top Margin: 1.2"
    b. Side Margin: 1.5"
    c. Label Height: .88"
    d. Label Width: 2.63"
    e. Number Across: 2
    f. Number Down: 10
    g. Vertical Pitch: .88"
    h. Horizontal Pitch: 3"
    i. Paper Size: Set to Letter, 8 ½" x 11"
    j. Click OK

The new template is now saved for you to use. To access the label template click on Mailings, Labels, Options, From the Label Vendor pull down menu choose Other/Custom, then click on the Product Number of the custom label created.