

Inserts for Item # 29306 Angle•Vu™ Adjustable Label Holder Qty: 48 Inserts

General Instructions

Using Your Word Processing Software:

1. SET PAGE SETTINGS:
FILE – PAGE SETTINGS

 Paper Size: **Letter L-11", W-8.5"**

 Orientation: **Portrait**

 Margins: **T-.4", B-.2", L-1.3", R-1.25"**
2. INSERT TABLE

 Select **TABLE** from your toolbar

INSERT TABLE

	<u>3" Inserts</u>
No. of Columns	2
No. of Rows	8
Column Width:	3"
Click "OK"	

3. FORMAT TABLE

 Select **TABLE** (again)

CELL HEIGHT & WIDTH

	<u>3" Inserts</u>
<u>ROW TAB:</u>	
Height of Rows (set to:)	EXACTLY 92 PTS
Alignment:	CENTER
<u>COLUMN TAB:</u>	
Space between columns:	0.0"
Click "OK"	

4. REMOVE BORDER FROM TABLE

Highlight entire Table,

 Select **FORMAT**
BORDERS & SHADING
Border Tab: Setting: None

 Click **"OK"**
5. Format all inserts on page as you choose.
6. Save Document.
7. Test Print using plain bond paper.
8. Final Print
WINDOWS XP/Word 2002

Make Custom Labels and perform a mail merge.

1. SET-UP CUSTOM LABEL

Start with a Blank Document

 Tool Bar: **Tools – Letters/Mailing**

 – **Envelopes & Labels**

 Click on **Label Tab – Options – New Label**

Fill In Fields in new dialog box:

Label Name: LI-123-8 {use tab to scroll}

Top Margin: .4" ; **Side Margin:** 1.25"

Vertical Pitch: 1.28" ; **Label Height:** 1.28"

Label Width: 3"

Across: 2

Down: 8 ;

Horizontal Pitch: same as label width

Page Size: Letter (8-1/2 x 11)

 Click **"OK" – Cancel - Cancel**
2. MAKE A SHEET OF DIFFERENT INSERT TITLES

Start with a Blank Document

 Tool Bar: **Tools – Letters & Mailings**

 – **Mail Merge Wizard**

 Select Document Type: **Labels**

 Click on **"Next: Starting Document"** Link

 Click **"Label Options"** link.

 Select the **label name** from the drop down box.

 Click **"OK"**
3. Type in 1st insert designation, for other inserts on page use the tab key to move between the 8 inserts.
4. Format all inserts on page as you choose.
5. Save Document.
6. Test Print using plain bond paper.
7. Final Print
OTHER NOTES:

FORMAT: The rows in the table (or label template) represent inserts. Choose your font and positioning as you like. Each page has 16 – 3" inserts.

PRINT: Place insert sheet(s) in the paper tray and select print. We **strongly** advise that you do a "test" print on plain, bond paper.