

Inserts for	FITS BIN SIZES	QTY.
Item # 29302 & 29303	30230, 30234, 30235, 30239,30240, 30250, 30255, 30348, 30358, 302601, 30265, 30270	36

LASER/INK JET COMPATIBLE INSERTS

For Label Holder Items #29302 & #29303

INSTRUCTIONS

USING YOUR WORD PROCESSING SOFTWARE:

1. CREATE A CUSTOM LABELS TEMPLATE:

- Select **Tools** from your Toolbar
- From the drop down window select **Envelopes & Labels**
- On the **Labels Tab**;
- Click the **Options** button
- In the box labeled **Label Products**: Choose "**Other**"
- Click on the **New Label** button

2. SETTINGS:

- In the box labeled **Label Name**: Enter a name for your New Labels (i.e. Our Product #**29302** or **29303**)
- Top Margin: **0.44"**
- Side Margin: **0.25"**
- Label Height: **1.69"**
- Vertical Pitch: **1.69"**
- Label Width: **4"**
- Horizontal Pitch: **4"**
- Number Across: **2**
- Number Down: **6**
- Set Page Size: **Letter, 8-1/2" x 11"**
- **CLICK OK**

You now have a custom template saved for your "**New**" **Akro-Mils Label Holder Inserts**. You can create a full page of the same label, single labels, or mail merges. To use this template at another time: Click on **Tools, Envelopes & Labels, Label Products, Select "Other"** then click on the **Product #** (This is the Label Name you just created i.e. **29302** or **29302**).

NOTE: *Labels to be inserted into Holder with the beaded side at the top to ensure proper fit when installed.*