

SUPER **SCAN**™

LASER/INK JET COMPATIBLE INSERTS

STOCK #	DESCRIPTION	QTY.
LI-12-18	SS-12 • INSERTS	900

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 #**LI-12-18**)
- Top Margin: **1.12"**
- Side Margin: **0.69"**
- Label Height: **1.47"**
- Vertical Pitch: **1.47"**
- Label Width: **2.38"**
- Horizontal Pitch: **2.38"**
- Number Across: **3**
- Number Down: **6**

- Set Page Size: **Letter, 8-1/2" x 11"**

- **CLICK OK**

You now have a custom template saved for your "**New**" **SUPERSCAN® Label Holder Inserts**. You can now 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. **LI-12-18**).

