

WIRE • RAC MAX™

LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-123-8 Qty: 800 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>
ROW TAB: Height of Rows (set to:)	EXACTLY 92 PTS
Alignment:	CENTER

COLUMN TAB:

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.

