

“T•SLOT”

LASER/INK JET COMPATIBLE INSERTS

STOCK #	DESCRIPTION	QTY.
LI-514-10	2" x 4" INSERTS	500

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-514-10**)
- Top Margin: **0.5"**
- Side Margin: **0.25"**
- Label Height: **1.98"**
- Vertical Pitch: **1.98"**
- Label Width: **4"**
- Horizontal Pitch: **4"**
- Number Across: **2**
- Number Down: **5**
- Set Page Size: **Letter, 8-1/2" x 11"**

- **CLICK OK**

You now have a custom template saved for your "**New**" "**T•Slot**" **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-514-10**).

