

SUPER **SCAN**™

LASER/INK JET COMPATIBLE

GENERAL INSTRUCTIONS

USING YOUR WORD PROCESSING SOFTWARE:

STOCK #	DESCRIPTION	QTY.
LI-91-1	8-1/2" X 11" INSERT	50

1. SET PAGE SETTINGS:

Paper Size: Letter L – 11" W – 8.5"

Orientation: Portrait or Landscape (depending on your needs)

Margins: Portrait T - .5" B - .5"
L - .5" R - .5"

CLICK "OK"

2. TYPE:

CHOOSE YOUR FONT SIZE AND STYLE. TYPE YOUR DESIRED TITLE.
EACH PAGE IS 1 INSERT.

3. PRINT:

PLACE INSERT SHEET/S IN THE PAPER TRAY AND SELECT PRINT.

