

ECONOHOLDER™

LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-108-12 Qty: 600 Inserts
(13/16" inserts for 7/8" width channels)

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-.67", B-.25", L-.25", R-.25"**

2. INSERT TABLE

Select **TABLE** from your toolbar

INSERT TABLE

| <i>If Insert Width =</i> | <i>2"</i> | <i>3"</i> | <i>4"</i> | <i>6"</i> | <i>8"</i> |
|--------------------------|----------------------|-----------|-----------|-----------|-----------|
| No. of Columns: | 4 | 3 | 2 | 1 | 1 |
| No. of Rows: | 12 for all widths | | | | |
| Column Width: | same as insert width | | | | |

Click "**OK**"

3. FORMAT TABLE

Select **TABLE** (again)

CELL HEIGHT & WIDTH

ROW TAB:

Height of Rows (set to:) **EXACTLY 58.5 PTS**

Alignment: **LEFT (for all sizes)**

COLUMN TAB:

Space between Columns: 0"

(for 3" inserts set Column #2 width to 2")

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.

NOTE: For the 3" Inserts, leave Column #2 blank since it is only 2" in length. Use #1 & #3 columns for printed inserts.

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-108-12 {use tab to scroll}

Top Margin: .67" ; **Side Margin:** .25"

Vertical Pitch: .81" ; **Label Height:** .81"

If Insert Width = 2" 3" 4" 6" 8"

Label Width: 2" 3" 4" 6" 8"

Across: 4 2 2 1 1

Down: 12 for all widths

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 inserts.

4. **Format** all inserts on page as you choose.

5. **Save** Document.

6. **Test Print** using plain bond paper.

7. **Final Print**

FORMAT: The rows in the table (or label template) represent inserts. Choose your font and positioning as you like. Each page has 12 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.

