

# MAGNETIC CARD HOLDERS

## LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-108-12 Qty: 600 Inserts  
(13/16" inserts for 1" 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 1<sup>st</sup> 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.

