

# “T•SLOT”

## LASER/INK JET COMPATIBLE INSERTS

STOCK #	DESCRIPTION	QTY.
LI-116-10	1" 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-116-10**)
- Top Margin: **0.5"**
- Side Margin: **1.25"**
- Label Height: **0.99"**
- Vertical Pitch: **0.99"**
- Label Width: **6"**
- Horizontal Pitch: **6"**
- Number Across: **1**
- Number Down: **10**
  
- 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**. *Note: Create a separate Template for each different "length" of label insert needed.* 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-116-10**).

