

# WIRE • RAC™

## LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-120-8 Qty: 400 Inserts

### 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-.4", B-.2", L-1.3", R-1.25"**

#### 2. INSERT TABLE

Select **TABLE** from your toolbar

##### **INSERT TABLE**

	<u>3" Inserts</u>	<u>6" Inserts</u>
No. of Columns	2	1
No. of Rows	8	8
Column Width:	3"	6"

Click **"OK"**

#### 3. FORMAT TABLE

Select **TABLE** (again)

##### **CELL HEIGHT & WIDTH**

3" Inserts      6" Inserts

##### **ROW TAB:**

Height of Rows (set to:)      **EXACTLY 92 PTS**

Alignment:      **CENTER**

##### **COLUMN TAB:**

Space between columns:      **0.0"      N/A**

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.

#### 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-120-8 wirerac {use tab to scroll}

**Top Margin:** .4" ; **Side Margin:** 1.25"

**Vertical Pitch:** 1.28" ; **Label Height:** 1.28"

**Label Width:** 6" or 3"

**Across:** 1 (when using 6"), 2 (using 3")

**Down:** 8 ; **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 8 inserts.

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

#### 5. **Save** Document.

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

#### 7. **Final Print**

### OTHER NOTES:

**FORMAT:** The rows in the table (or label template) represent inserts. Choose your font and positioning as you like. Each page has 8 – 6" inserts. If require 3" inserts then cut page vertically at 4.25".

**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.

