



LASER/INK JET COMPATIBLE INSERTS

STOCK #	DESCRIPTION	QTY.
LI-21-20	1/2" INSERTS	1000

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-21-20)
- Top Margin: **0.69"**
- Side Margin: **0.25"**
- Label Height: **0.48"**
- Vertical Pitch: **0.48"**
- Label Width: **** (See Below for Settings on Specific Label Lengths)**

For:	<u>2" Labels</u>	<u>3" Labels</u>	<u>4" Labels</u>	<u>5" Labels</u>	<u>6" Labels</u>	<u>8" Labels</u>
Set Label Width to :	2"	3"	4"	5"	6"	8"
Horizontal Pitch:	2"	3"	4"	5"	6"	8"
Number Across:	4	2	2	1	1	1
Number Down:	20	20	20	20	20	20

- Set Page Size: **Letter, 8-1/2" x 11"**
- **CLICK OK**

You now have a custom template saved for your **"New" HoIDex 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-21-20**).

