

SUPER **SCAN**™

LASER/INK JET COMPATIBLE INSERTS

| STOCK # | DESCRIPTION | QTY. |
|----------|-----------------|------|
| LI-22-12 | SS-22 • INSERTS | 600 |

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-22-12**)
- Top Margin: **1"**
- Side Margin: **0.69"**
- Label Height: **2.25"**
- Vertical Pitch: **2.25"**
- Label Width: **2.38"**
- Horizontal Pitch: **2.38"**
- Number Across: **3**
- Number Down: **4**

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

- **CLICK OK**

You now have a custom template saved for your "**New**" **SUPERSCAN**® **Label Holder Inserts**. 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-22-12**).

