

MAGNETIC CARD HOLDERS

LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-308-3 Qty: 150 Inserts
(3" inserts for 3" 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- 1.00", B-.25", L-.25", R-.25"**

2. INSERT TABLE

Select **TABLE** from your toolbar

INSERT TABLE

<i>If Insert Width =</i>	<u>2"</u>	<u>3"</u>	<u>4"</u>	<u>6"</u>	<u>8"</u>
No. of Columns:	4	3	2	1	1
No. of Rows:	3 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 216 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-308-3 {use tab to scroll}

Top Margin: 1.00" ; **Side Margin:** .25"

Vertical Pitch: 3.00" ; **Label Height:** 3.00"

If Insert Width = 2" 3" 4" 6" 8"

Label Width: 2" 3" 4" 6" 8"

Across: 4 2 2 1 1

Down: 3 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 1st 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 3 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.