

# SUPER SCAN™

## LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-32-10 Qty: 500 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-.5", B-.25", L-.75", R-.75"**

#### 2. INSERT TABLE

Select **TABLE** from your toolbar  
**INSERT TABLE**

No. of Columns            2

No. of Rows                5

Column Width:            3.5"

Click "**OK**"

#### 3. FORMAT TABLE

Select **TABLE** (again)

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

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

Height of Rows (set to:)    **EXACTLY 144 PTS**

Alignment:                    **LEFT**

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

Space between columns:    **0.0"**

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-32-10 {use tab to scroll}

**Top Margin:** .5" ; **Side Margin:** .75"

**Vertical Pitch:** 2.00" ; **Label Height:** 2.00"

**Label Width:** 3.5"

**Across:** 2    **Down:** 5 ;

**Horizontal Pitch:** 3.5"

**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 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 10 – 3.5" 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.