

SUPER SCAN™

LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-46-2

Qty: 100 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- 1.5", B-1.00", L-1.25", R-1.25"**

2. INSERT TABLE

Select **TABLE** from your toolbar
INSERT TABLE

No. of Columns 1

No. of Rows 2

Column Width: 6"

Click "**OK**"

3. FORMAT TABLE

Select **TABLE** (again)

CELL HEIGHT & WIDTH

ROW TAB:

Height of Rows (set to:) **EXACTLY 288 PTS**

Alignment: **CENTER**

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-46-2 SS {use tab to scroll}

Top Margin: 1.5" ; **Side Margin:** 1.25"

Vertical Pitch: 4.00" ; **Label Height:** 4.00"

Label Width: 6.0"

Across: 1 **Down:** 2

Horizontal Pitch: 6.0"

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 2 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.