SUPERSCAN™

LASER/INK JET COMPATIBLE INSERTS

Stock#: LI-48-2 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**- 2.0”, **B**-1.8”, **L**-.25”, **R**-.25”

2. INSERT TABLE
   Select **TABLE** from your toolbar
   INSERT TABLE

No. of Columns	1
No. of Rows	2
Column Width:	8”

   Click **“OK”**

3. FORMAT TABLE
   Select **TABLE** (again)
   CELL HEIGHT & WIDTH
   ROW TAB:
   Height of Rows (set to:) **EXACTLY 252 PTS**
   OR **3.5”**
   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-48-2 SS {use tab to scroll}
   Top Margin: 2.00” ; **Side Margin:** .25”
   Vertical Pitch: 3.50” ; **Label Height:** 3.50”
   Label Width: 8.0”
   Across: 1 **Down:** 2
   Horizontal Pitch: 8.0”
   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.

AIGNER INDEX
218 MacArthur Avenue New Windsor, NY 12553 • 800-242-3919 • fax: 845-562-2638 • www.holdex.com