



**LASER/INK JET COMPATIBLE INSERTS**

<b>STOCK #</b>	<b>DESCRIPTION</b>	<b>QTY.</b>
LI-71-6	1-1/2" INSERTS	300

**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-71-6)
- Top Margin: **1.08"**
- Side Margin: **0.25"**
- Label Height: **1.47"**
- Vertical Pitch: **1.47"**
- Label Width: **\*\* (See Below for Settings on Specific Label Lengths)**

For:	<u>2" Labels</u>	<u>3" Labels</u>	<u>4" Labels</u>	<u>5" Labels</u>	<u>6" Labels</u>	<u>8" Labels</u>
<b>Set Label Width to :</b>	<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>5"</b>	<b>6"</b>	<b>8"</b>
<b>Horizontal Pitch:</b>	<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>5"</b>	<b>6"</b>	<b>8"</b>
<b>Number Across:</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Number Down:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

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

You now have a custom template saved for your **"New" HoIDex Label Holder Inserts**. *Note: Create a separate Template for each different "length" of label insert needed.* 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-71-6).

