SUPERSCAN™

LASER/INK JET COMPATIBLE

STOCK #	DESCRIPTION	QTY.
LI-91-1	8-1/2" X 11" INSERT	50

GENERAL INSTRUCTIONS

USING YOUR WORD PROCESSING SOFTWARE:

1. **SET PAGE SETTINGS:**

   Paper Size: Letter **L** – 11" **W** – 8.5"

   Orientation: Portrait or Landscape (depending on your needs)

   Margins: **Portrait** **T** - .5" **B** - .5"
   L - .5" **R** - .5"

   CLICK **"OK"**

2. **TYPE:**
   CHOOSE YOUR FONT SIZE AND STYLE. TYPE YOUR DESIRED TITLE.
   EACH PAGE IS 1 INSERT.

3. **PRINT:**
   PLACE INSERT SHEET/S IN THE PAPER TRAY AND SELECT PRINT.

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