

BIN BUDDY'S

LASER/INK JET COMPATIBLE INSERTS

| STOCK # | DESCRIPTION | QTY. |
|------------------------------|--------------------|-------------|
| BB-13 (LIS-108-20) | 1" INSERTS | 1000 |

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 #**BB-13**)
- Top Margin: **1.06"**
- Side Margin: **1.25"**
- Label Height: **0.88"**
- Vertical Pitch: **0.88"**
- Label Width: **3"**
- Horizontal Pitch: **3"**
- Number Across: **2**
- Number Down: **10**

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

- **CLICK OK**

You now have a custom template saved for your "**New**" **BIN BUDDY'S Label Inserts**. 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. **BB-13**).

