

# ***BIN BUDDY'S***

## **LASER/INK JET COMPATIBLE INSERTS**

STOCK #	DESCRIPTION	QTY.
BB-24 (LIS-208-5)	2" INSERTS	40

### **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-24**)
- Top Margin: **0.81"**
- Side Margin: **0.25"**
- Label Height: **1.88"**
- Vertical Pitch: **1.88"**
- Label Width: **4"**
- Horizontal Pitch: **4"**
- Number Across: **2**
- Number Down: **5**
  
- 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-24**).

