

WorkSaver Tab Inserts **AVERY**

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NEVER FOLDING

Formed the paper tabs using the instructions outlined below will give you maximum efficiency and save space. Some settings depending on where your laser printer manually has manual feed for your paper sheets.

It may be necessary to make minor adjustments to your laser printer. We recommend that you first test your laser printer to test the accuracy of the placement.

Margin	Top	Bottom	Left	Right
Left Margin	1.25"	1.25"	1.25"	1.25"
Right Margin	1.25"	1.25"	1.25"	1.25"
Top Margin	1.25"	1.25"	1.25"	1.25"
Bottom Margin	1.25"	1.25"	1.25"	1.25"
Tab Setting	1.25"	1.25"	1.25"	1.25"

Notes:
 *Tab settings are relative to the margin. If your software program does not have a relative margin setting, add the left margin measurement to the tab measurement (i.e. 1.25" + 1.25" = 2.50") to get the correct tab setting.
 If you are using an A4 or A5 printer, you may want to use a top margin of 80.
 If you are using a Macintosh instead of a PC, to print from the top and bottom of the page, you will want to set your line spacing to double space instead of single space and to 12pt only when using font size 12.
 For more information about this software, please refer to other Avery products, call the Avery Consumer Service Center at 800-442-2276.

