

Microsoft® Word for Windows
 Microsoft Word 2000 XP
 Microsoft Word 2000
 Microsoft Word 97

- 1 Click on **Tools**, **Labels and Mailings**, **Database and Labels**, or **Tools**, **Database and Labels**.
- 2 Under **Labels**, click on **Options**, under **Label Properties** click **Setup/Defaults**. You may not directly access **Setup/Defaults** in older versions.
- 3 Turn **Printed numbers** **Label Number**, **Tab Number** & **Page**. Then click on **More Labels**.
- 4 Make the following changes:

Labels per page	1 TAB
Tab Margin	1.25"
Text Margin	3.75"
Vertical Offset	0.50"
Horizontal Offset	0.50"
Label Height	0.50"
Label Width	0.50"
Number Across	1
Number Down	14
Print Size	(Letter 8 1/2 x 11)
- 5 Click **OK**, **OK**, **OK**, **OK**, **OK**, **OK**, **OK**.
- 6 At the print dialog for the first sheet, the address on your screen. It has **Page** and **Label** and **Number** buttons.
- 7 Press **OK** & hit **print** on all tabs, then **OK** to return to the file.
- 8 Any printer failures. Use the error log or support forums to troubleshoot. To check an issue, go to the same or third web page, use what they are looking for.
- 9 If it is not easy. Check completed you are ready to print. **Print** **Printing** **Labels** **OK** might be printing instructions.

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1. Use one of the available methods to acquire a template and type your data into the tab area.

2. Print a test sheet on a plain piece of paper to check alignment.

3. Print an insert sheet.

4. Separate inserts, fold in half, and slide them into the tabs. Tabs can now be read from both sides.

NOTE: If your printer is capable of feeding 8 1/2" x 11" paper, you can split the front sheet in half using the center perforation and give only the address you need. The other half can be discarded. Always remember to disconnect the printer before using the printer. Do not feed the perforated side first.

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↑ FEED THIS END INTO PRINTER ↑

ALLOWANCES	ALLOWANCES
CASH ADVANCES	CASH ADVANCES
CAR RENTALS	CAR RENTALS
SALES MEETINGS	SALES MEETINGS
SALES HISTORY	SALES HISTORY
ALLOWANCES	ALLOWANCES
CASH ADVANCES	CASH ADVANCES
CAR RENTALS	CAR RENTALS
SALES MEETINGS	SALES MEETINGS
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Just 4 simple steps to printing your inserts...

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