

WorkSaver Tab Inserts **AVERY**

SUMMARY SUMMARY
 SALES SALES
 MARKETING MARKETING
 POLICIES POLICIES
 TRENDS TRENDS
 BUDGET BUDGET
 SUMMARY SUMMARY
 SALES SALES
 MARKETING MARKETING
 POLICIES POLICIES
 TRENDS TRENDS
 BUDGET BUDGET
 SUMMARY SUMMARY
 SALES SALES
 MARKETING MARKETING

LOAD IN THIS DIRECTION

LOAD IN THIS DIRECTION

FOLD AND
 TAP HERE

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.

	Size Feed	Size Feed
Left Margin	1.25"	1.25"
Right Margin	0.50"	0.50"
Top Margin	0.50"	0.50"
Bottom Margin	1.0"	1.0"
Tab Setting	1.0"	1.0"

Marked Print

Times New Roman 10pt Times New Roman 10pt

Type in your tab file, then press F12 to go to the next position and type in the same file. This will be printing the same file on the left and right columns. The F12 key is used to go to the next line of tabs. You will be printing 10 rows of tab files.

*Tab settings are relative to the margins. If your software program does not have a relative margin setting, add the left margin measurement to the tab measurement (i.e. 1.50" + 1" = 2.50") to get the correct tab setting.

If you are using an IBM, or all printer, you may want to use a top margin of 80.

Prints are using a Macintosh instead of a PC. To print Times 10pt font and keep the same margins and tab settings outlined above. However, you will want to set your line spacing to double space instead of single space and to 12pt only when using font size 10.

For more information about this software, please call or other Avery products, call the Avery Consumer Service Center at 800-442-2276.

