

▲ feed this end into printer ▲

DOCUMENT SETUP

Instructions for Microsoft Word®

- From the **Tools** menu, select **Letters and Mailings**, then **Envelopes and Labels**.
- Select the **Labels** tab.
- Select the **Options**.
- Under Label Information, select **Other/Custom** from the Label products drop down menu.
- Select **New Label**.
- In the Label name field, give your custom label a name (e.g., "My Labels for 5 Tab Inserts"). This will save your label design for future use.
- Enter the following specifications:

Field	Setting
Top Margin	1.4"
Side Margin	2.25"
Label Height	0.333"
Label Width	2"
Vertical Pitch	0.333"
Horizontal Pitch	2"
Number Across	2
Number Down	26

- Under Page size, select **Letter (8 1/2 x 11 in)**.
- Select **OK**.
- Select **OK** again.
- Select **New Document**.
- To center align, select the entire table by pressing **Ctrl+A** on your keyboard, then press **Ctrl+E** to center text.
- Position your cursor in the top left insert and begin typing tab information. For a double-sided insert, type the same information in the box directly to the right of the first tab.
- For multiple tab labels, repeat step 13 in the remaining inserts.

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tab set up area

← check alignment of your document →

PRINTING

Checking Alignment

Check alignment by first printing your document on a practice page and holding print out against tab insert sheet to make sure words line up correctly. If not, adjust alignment settings in your document and repeat this procedure until they are aligned.

Printing Inserts

Using your printer's manual feed option, load Insert Sheet and print. To print half-sheets, cleanly tear the Insert Sheet in half horizontally, then load and print using the manual feed option.

- Print title on both sides.
- Tear along perforations.
- Fold and insert into binder tab slots.

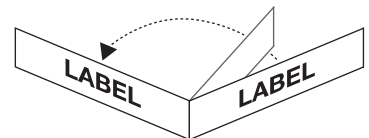
1. Print title on both sides of tab



2. Tear along perforations



3. Fold & insert into binder tab slots



Additional product information at:
www.wilsonjones.com



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