wilson jones

View-Tab®

PROFESSIONAL SERIES

Two simple ways to format your title page and table of contents:

- Let us format your pages for you at www.wilsonjones.com.
  Just type your tab titles into the website template and print—
  there's no faster, easier way to create professional looking presentations.

- If you do not have access to the internet, you can use a computer to
  create your title page and table of contents by using these directions:

Table of Contents

1. From the **Tools** menu select **Letters and Mailings, Envelopes and Labels**.
2. Select the **Labels** tab, then click on **Options**.
3. Select **New Label** and enter the following information.

TAB	Top Margin	Side Margin	Vertical Pitch	Label Height	Label Width	Number Across	Number Down	Page Size
5	.5"	5"	2"	2"	3"	1	5	8.5" x 11"
8	.3"	5"	1.3"	1.3"	3"	1	8	8.5" x 11"

   Page Size: Letter (8.5" x 11") Click **OK**.
4. In the **Label Options** table use the **Default Tray** setting for your printer. Click OK.
5. Select **New Document** in the Labels Tab table.
6. Type in your information, press the **Tab** key to move to next cell position.
7. Print out on letter (8.5" x 11") sized paper and place at the beginning of your binder.

Title Page

1. From the **File** menu select **Page Setup**.
2. From the **Margins Tab** select **Landscape** orientation.
3. Set **Margins** (when entering the information, use the **Tab** key to move to the next cell).

Top	Bottom	Left	Right
.25"	8.0"	.25"	.25"

4. Click on the **Layout** tab and set **Header and Footer** to 0". Click OK.
5. From the **Format** menu select **Columns**.
6. Enter **5 or 8** for the **Number of Columns** and check the box for **Equal column width**. Click OK.
7. Type in titles and press **Enter** to move cursor to next tab.
8. Print on letter (8.5" x 11") sized paper and insert into title sleeve at back of binder.

For assistance in the U.S. call:
1 800 989 4923

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