

Microsoft Word for Windows

Microsoft Word 2002/XP
Microsoft Word 2000
Microsoft Word 97

1 Click on **Tools>Letters and Mailings>Envelopes and Labels** or **Tools>Envelopes and Labels**.

2 Under **Labels** tab, click on **Options**. Under **Label Products** select **Avery® Standard** (if you have not already, select **Laser and Ink Jet** for **Printer Options**).

3 From **Product numbers** select **Divider Tab Inserts 5-Tabs**. Then click on **New Label**.

4 Make the following changes:

LABEL NAME	5 TAB
Top Margin	1.0"
Side Margin	2.25"
Vertical Pitch	0.5"
Horizontal Pitch	2.0"
Label Height	0.5"
Label Width	2.0"
Number Across	2
Number Down	18
Page Size	(Letter 8½ x 11)

5 Click **Okay**. Click **Okay**. Select **New Document**.

6 At this point gridlines for the cells should be visible on your screen. If not, go to **Table** and select **Show Gridlines**.

7 Press **Ctrl A** to highlight all cells, then **Ctrl E** to center copy on tabs.

8 Key in your tab titles. Use **Tab**, **arrow key** or **mouse** to move from cell to cell. To create an insert that is the same on front and back, use cells that are side by side.

9 Fill in tab copy. Once completed you are ready to print. Follow **Printing Steps 1-4** on right for printing instructions.

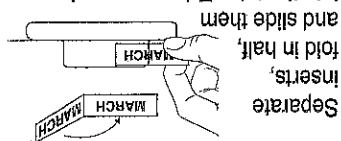
Avery is a registered trademark of Avery Dennison Corp.

SPLIT HERE TO USE IN 2 PARTS

If your printer is capable of feeding 8.5" x 5.5" paper size, you can split the insert sheet in half along the center perforation and print only the amount you need. The other half can be saved for future use. Always remember to feed each half with the arrows facing into the printer. Do not feed the perforated side first.

NOTE:

read from both sides.



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

3 Print on insert sheets.

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



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



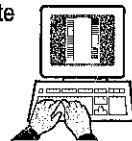
Just 4 simple steps to printing your inserts...

↑ **FEED THIS END INTO PRINTER** ↑
5 Tab, 2", ½" extension

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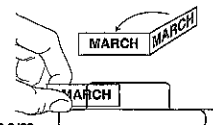
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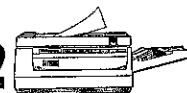
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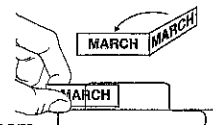


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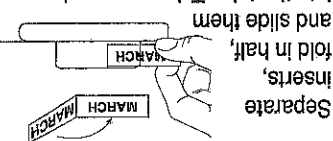
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