Microsoft Word for Windows

Microsoft Word 2002/XP Microsoft Word 2000 Microsoft Word 97

- 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).
- From Product numbers select Divider
 Tab inserts 5-Tabs. Then click on New Label.
- 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.
- 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.
- Fill in tab copy. Once completed you are ready to print. Follow Printing Steps 1-4 on right for printing instructions.

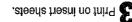
Avery is a registered trademark of Avery Dennison Corp.

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 half along the center perforation and that can only the amount you need. The other that only the amount you need. Always remember to be saved for future use. Always remember to feed each half with the arrows facing into the printer. Do not feed the perforated side livet printer. Do not feed the perforated side livet

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Separate inserts, for the salde them into the tabe. Tabe can now be read from both sides.



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



to acquire a template and type your titles into the tab areas.

Use one of the available methods

sust 4 simple steps to printing your inserts...

FEED THIS END INTO PRINTER 5 Tab, 2", 1/2" extension

EEED THIS END INTO PRINTER
5 Tab, 2", 1/2" extension

Just 4 simple steps to printing your inserts...

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



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

Rrint on insert sheets.

read from both sides.

Separate inserts, fold in half, and slide them into the tabs. Tabs can now be

NOTE:

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(Letter 8½ x 11)	Page Size
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2	Number Across
2.0"	Label Width
90	InpleH leds.
2.0%	Horizontal Pitch
" 9 .0	Vertical Pitch
2,25"	Side Margin
1.0"	Top Margin
BAT 3	LABEL NAME

Make the following changes:

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Under Labets tab, click on Options. Under Labet
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already, select Laser and ink jet for Printer Options).

Click on Tools>Letters and Mailings>Envelopes and Labels.

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Label Height	0.5"
Label Width	2.0"
Number Across	2
Number Down	18
Page Size	(Letter 81/2 x 11)

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5 Tab, 2", 12" extension

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