

**Inserts for Item #: 29304 Qty: 30 Inserts**

**FITS BIN SIZE:** Akro-Mils Bins without Label Holders Such as Super-Size & Stock-N-Store Bin

**General Instructions**

Using Your Word Processing Software:

**1. SET PAGE SETTINGS:**

**FILE – PAGE SETTINGS**

Paper Size: **Letter L-11", W-8.5"**

Orientation: **Portrait**

Margins: **T-.5", B-.25", L-.75", R-.75"**

**2. INSERT TABLE**

Select **TABLE** from your toolbar  
**INSERT TABLE**

No. of Columns            2  
No. of Rows                5  
Column Width:            3.5"  
Click **"OK"**

**3. FORMAT TABLE**

Select **TABLE** (again)

**CELL HEIGHT & WIDTH**

**ROW TAB:**

Height of Rows (set to:)    **EXACTLY 144 PTS**  
Alignment:                      **LEFT**

**COLUMN TAB:**

Space between columns:    **0.0"**  
Click **"OK"**

**4. REMOVE BORDER FROM TABLE**

Highlight entire Table,

Select **FORMAT**

**BORDERS & SHADING**

**Border Tab:**    **Setting:** None

Click **"OK"**

**5. Format** all inserts on page as you choose.

**6. Save** Document.

**7. Test Print** using plain bond paper.

**8. Final Print**

**WINDOWS XP/Word 2002**

Make Custom Labels and perform a mail merge.

**1. SET-UP CUSTOM LABEL**

Start with a Blank Document

Tool Bar: **Tools – Letters/Mailing**

– **Envelopes & Labels**

Click on **Label Tab – Options – New Label**

Fill In Fields in new dialog box:

**Label Name:** LI-32-10 {use tab to scroll}

**Top Margin:** .5" ; **Side Margin:** .75"

**Vertical Pitch:** 2.00" ; **Label Height:** 2.00"

**Label Width:** 3.5"

**Across:** 2    **Down:** 5 ;

**Horizontal Pitch:** 3.5"

**Page Size:** Letter (8-1/2 x 11)

Click **"OK" – Cancel - Cancel**

**2. MAKE A SHEET OF DIFFERENT INSERT TITLES**

Start with a Blank Document

Tool Bar: **Tools – Letters & Mailings**

- **Mail Merge Wizard**

Select Document Type: **Labels**

Click on **"Next: Starting Document"** Link

Click **"Label Options"** link.

Select the **label name** from the drop down box.

Click **"OK"**

**3. Type** in 1<sup>st</sup> insert designation, for other inserts on page. Use the tab key to move between the inserts.

**4. Format** all inserts on page as you choose.

**5. Save** Document.

**6. Test Print** using plain bond paper.

**7. Final Print**

**FORMAT:** The rows in the table (or label template) represent inserts. Choose your font and positioning as you like. Each page has 10 – 3.5" inserts.

**PRINT:** Place insert sheet(s) in the paper tray and select print. We strongly advise that you do a "test" print on plain, bond paper.