Formatting Instructions for Laser Labels

The following information will facilitate accurate configuration of the most popular word processing packages.

WordPerfect for Windows

- Select “Format”, “Labels” from the top menu, then click on ‘create’.
- In label description, type the chosen label type from the table below.
- Label sheet size must be set to Letter: 8 x 11 inch.
- Complete the label size and margin details by using the figures from the table below relevant to the label size being used.
- It is recommended that all label margins are set to 0. Click on ‘OK’ and then ‘Select’, to use your configuration.

Word 2004 for Windows

- Go to heading “Tools”, select “Envelopes and Labels”.
- Click to open, and select “Labels” tab.
- Open the “Options” selection.
- Under “Printer Information”, select the ‘Laser and Ink Jet’, and then select ‘Tray’, then ‘Manual Feed’. Select “New Label”.
- In label description, type the chosen label type from the table below.
- Select ‘Paper Size’, Letter (8 x 11 in).
- Complete the label size and margin details by using the figures from the table below relevant to the label size being used.
- When all details for margin, pitch and label size/number have been entered, click ‘OK’.
- In “Label Options”, select “Label Products”, “Other”, then select your custom label type in “Product Number”. Click OK
- Enter the information required on each label in the “Envelopes and Labels” window, and then click “New Document”. Labels can now be edited either as whole document, or individually as per standard word documents. To check all text falls within the label area, it is advisable to have the gridlines visible on screen (this can be done by going to heading Table, select Show Gridlines)
- Text font size and alignment may need altering, this can be done using the standard Word formatting tools.

Word 2007 for Windows

- Go to heading “Mailings”, select “Labels”.
- Open the “Options” selection.
- Under “Printer Information”, select “Page Printers” and then default tray
- Click “New Label” button.
- For the label name, type the chosen label type from the table below.
- Complete the label size and margin details by using the figures from the table below relevant to the label sizebeing used.
- Select ‘Paper Size’, Letter (8 x 11 in).
- When all details for margin, pitch and label size/number have been entered, click ‘OK’.
- In “Labels”, select “Label Vendors”, “Other”, then select your custom label type in “Product Number”. Click OK
- Enter the information required on each label in the “Envelopes and Labels” window, and then click “New Document”. Labels can now be edited either as whole document, or individually as per standard word documents. To check all text falls within the label area, it is advisable to have the gridlines visible on screen (this can be done by going to heading Table, select Show Gridlines)
- Text font size and alignment may need altering, this can be done using the standard Word formatting tools..

Notes

Please note that not all laser printers are capable of being configured to use the top and bottom rows of labels. We recommend that you pass the laser sheet through the printer once only. Laser sheets need to be manually fed one at a time Minor adjustments to margins may be required depending on your printer and/or software you are using.

	134913301	134916725	134919501	134911301	134913302
Label Width	33	67	9.5	13	33
Label Height	13	25	9.5	13	13
Top Margin	6	12.7	39.7	13.2	6
Side Margin	19.5	4.5	33.3	13.5	19.5
Vertical Pitch	16	25	3.2	16	16
Horizontal Pitch	36	70	3.2	16	36
Labels across	5	3	12	12	5
Labels Down	17	10	16	16	17
Page Size	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4	215.9 x 279.4

all measurements are in mm