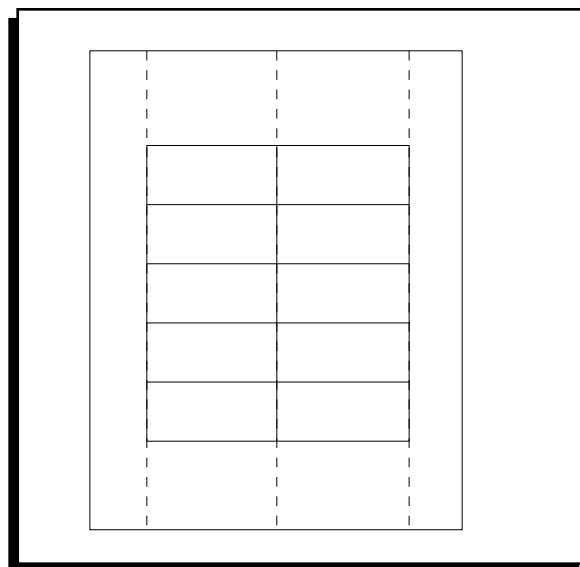


ULINE S-15619
2 x 4" INSERT CARDS

1-800-295-5510
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INSTRUCTIONS

USING YOUR WORD PROCESSING SOFTWARE

1. Under **Tools**, select **Envelopes and Labels**.
2. On the **Labels** tab, select **Options**.
3. Select **New Label**.
4. Fill in the following data:

Top Margin	0.5"	Label Height	2"
Side Margin	0.25"	Label Width	4"
Vertical Pitch	2"	Number Across	2
Horizontal Pitch	4"	Number Down	5

5. Click **"OK"**. Click **"OK"** again.
6. Click **New Document**.

TYPE

Format and add text as you desire.

PRINT

Place insert sheet(s) in the paper tray and select **Print**.

SAVE

Under **File**, select **Save As**. Here you can save the file under any name you choose for future use.