



## 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	1.5"	Label Height	4"
Side Margin	1.25"	Label Width	6"
Vertical Pitch	4"	Number Across	1
Horizontal Pitch	6"	Number Down	2

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.