



## 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       | 2.375" | Label Height  | 0.375" |
| Side Margin      | 1.25"  | Label Width   | 3"     |
| Vertical Pitch   | 0.375" | Number Across | 2      |
| Horizontal Pitch | 3"     | Number Down   | 18     |

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.