



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	1.875"	Label Height	0.8125"
Side Margin	1.25"	Label Width	3"
Vertical Pitch	0.8125"	Number Across	2
Horizontal Pitch	3"	Number Down	9

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.