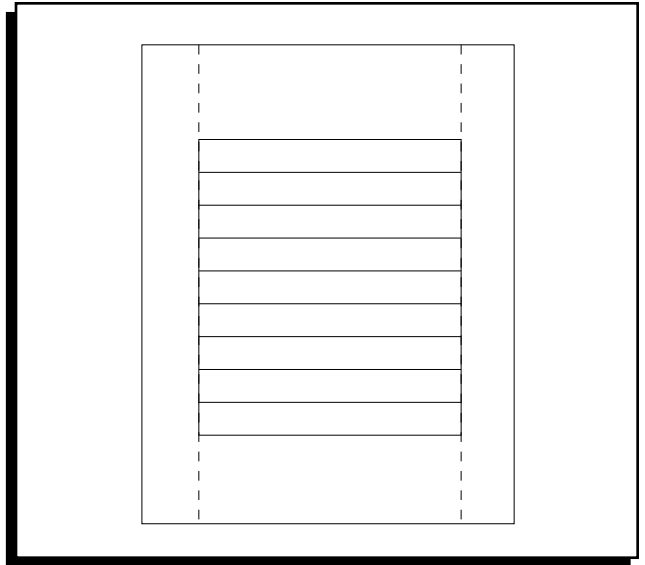


**ULINE** S-7699  
1 x 6" INSERT CARDS

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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       | 1.875"  | Label Height  | 0.8125" |
| Side Margin      | 1.25"   | Label Width   | 6"      |
| Vertical Pitch   | 0.8125" | Number Across | 1       |
| Horizontal Pitch | 6"      | 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.