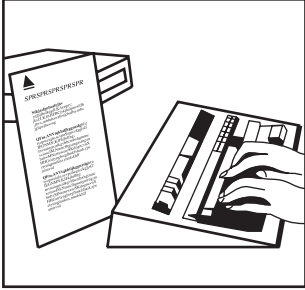
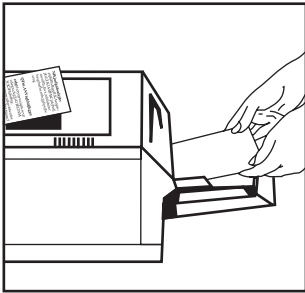


FOUR EASY STEPS:



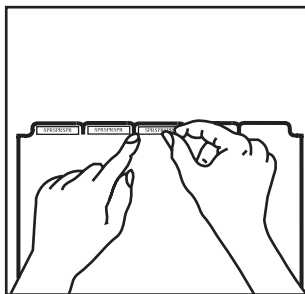
1. Key in or type your tab titles



2. Use your laser printer to print titles onto label sheets



3. Remove labels from sheet



4. Labels virtually disappear on tabs



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HOW TO CREATE 12-TAB LASER PRINTER DIVIDERS

IMPORTANT—READ FIRST!

We recommend that you test your formatting on the practice sheet provided. The instructions below are general guidelines. You may need to make minor adjustments for your software and printer.

Important:

- Use Laser Printer Indexes with Laser Printers ONLY.
- Laser Printer Indexes label sheets are designed to run through the printer only once.
- For best printing results, store label sheets in a protective folder when not in use.

Label Instructions

It is recommended that you use Microsoft Word.

1. On the TOOLS menu, point to LETTERS AND MAILINGS, and then click ENVELOPES AND LABELS.
2. Click on the LABELS tab.
3. Click OPTIONS.
4. Click on "New Label"
5. Enter a Label Name in the field provided. It is recommended that you name the label an easily recognizable name for future use.
6. Enter the following data in the fields provided:
 - Top Margin: .645"
 - Side Margin: .26"
 - Vertical Pitch: .83"
 - Horizontal Pitch: .84"
 - Label Height: .58"
 - Label Width: .42"
 - Number Across: 10
 - Number Down: 12
 - Page Size: Should reflect Letter (8½" x 11")
7. Click OK
8. On the Labels Tab, click on NEW DOCUMENT, a template should appear. Type in your label information using your tab key to move from one label to the next.
9. It is recommend that you "test" print your labels on a blank sheet of paper. If everything appears correct, insert the label forms in your printer and click "PRINT."
10. You have now successfully printed the labels for your index tabs.