

LASER/INK JET COMPATIBLE INSERTS

For Label Holder Item #29300

Inserts for	FITS BIN SIZES	QTY.
Item # 29300	30110, 30120, 30130, 30150, 30170, 30128, 30138, 30158, 30178, 30124, 30164, 30184, 30174	72

INSTRUCTIONS

USING YOUR WORD PROCESSING SOFTWARE:

1. CREATE A CUSTOM LABELS TEMPLATE:

- Select **Tools** from your Toolbar
- From the drop down window select **Envelopes & Labels**
- On the **Labels Tab**;
- Click the **Options** button
- In the box labeled **Label Products**: Choose "**Other**"
- Click on the **New Label** button

2. SETTINGS:

- In the box labeled **Label Name**: Enter a name for your New Labels (i.e. Our Product #**29300**)
- Top Margin: **1.38"**
- Side Margin: **1.25"**
- Label Height: **0.69"**
- Vertical Pitch: **0.69"**
- Label Width: **2.9375"**
- Horizontal Pitch: **2.9375"**
- Number Across: **2**
- Number Down: **12**
- Set Page Size: **Letter, 8-1/2" x 11"**
- **CLICK OK**

You now have a custom template saved for your "**New**" **Akro-Mils Label Holder Inserts**. You can create a full page of the same label, single labels, or mail merges. To use this template at another time: Click on **Tools, Envelopes & Labels, Label Products**, Select "**Other**" then click on the **Product #** (This is the **Label Name** you just created i.e. **29300**).

NOTE: *Labels to be inserted into Holder with the beaded side at the top to ensure proper fit when installed.*