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 #LTR-1253)
   • Top Margin: 1.00"
   • Side Margin: 1.25"
   • Label Height: 1.12"
   • Vertical Pitch: 1.12"
   • Label Width: 3"
   • Horizontal Pitch: 3"
   • Number Across: 2
   • Number Down: 8
   • Set Page Size: Letter, 8-1/2" x 11"
   • CLICK OK

You now have a custom template saved for your "New" Quantum 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. LTR-1253).

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