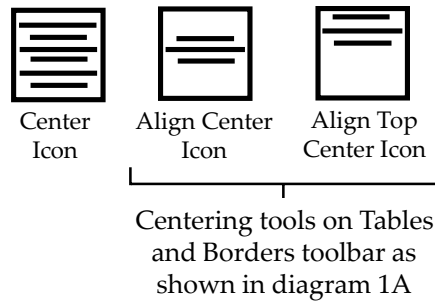


1. Open Word
2. Click on the **Tools > Letters & Mailings** (if you have Office XP. Office 2000 users skip to step 4.)
3. Click on **Envelopes and Labels > Labels** tab
4. Click on **Options**
5. Under Printer Information select the **Laser** option
6. Under Tray, select **Manual Feed**
7. Click on **New Label** to customize your label
8. Type in a name for the label (e.g. Catalog Number)
9. Insert the Label Details which can be found at the bottom of this page and click **OK**
10. Select the label you made in the Label Options window and click **OK**
11. In the Envelopes & Labels window, type your information in the area provided and click on **New Document (For HALF-1000 ONLY: Highlight the left hand column and align the text to the right.)**
12. When the document appears on the screen, click **Edit > Select All**
13. When the whole document is highlighted, choose an appropriate font and font size\* and center the type using the **Center** command located in the toolbar
14. After centering the text, display the Tables and Borders Toolbar by clicking **View > Toolbars > Tables and Borders**
15. Highlight top half of sheet and click on the **Align Center** icon in the Tables and Borders Toolbar

16. Next, highlight bottom half of sheet and click the **Align Top Center** icon in the Tables and Borders Toolbar.
17. To determine if your text will fall within the boundaries of the label, have the Gridlines showing
18. To make the gridlines appear on the screen, click on **Table > Show Gridlines**
19. Before printing a sheet of labels, print a test page on blank paper and line it up with a sheet of labels to ensure the text lines up correctly



**Notes:**

- Pass the laser sheet through the printer only once
- Manually feed the laser sheets one at a time
- Print your labels on a blank sheet of paper and check the positioning on a blank sheet of labels

\* **Suggested Font Sizes:** 8 pt. for smaller labels  
 10-12 pt. for larger labels

**LABEL DETAILS**

	TTLW-KK-20	TTSW-KK-20
Top Margin	0.25"	0.50"
Side Margin	0.37"	0.47"
Vert. Pitch	0.50"	0.50"
Horiz. Pitch	1.28"	0.94"
Label Height	0.50"	0.50"
Label Width	1.28"	0.94"
No. Across	6	8
No. Down	21	20
Page Size	8.5" x 11"	8.5" x 11"