

# DIRECTIONS FOR SETTING UP LABELS FOR MARCO'S INSERT STOCK IN WORD PERFECT, MS WORD AND ACCESS

## WORD PERFECT FORMAT

### MARCO ITEM #A-3LI - 2.25"H x 3.5"W Inserts

First create a new document. From the main page select <Format>

In the <Format> menu, select <Labels>

In the <Labels> directory, select <Create>

When you have the create directory, confirm that the page size is 8.5" x 11"

You will need to complete the label description field (i.e. MARCO)

Complete the fields as follows for the 2.25"x 3.5" inserts with discard area a bottom & right:

|                       |              |               |
|-----------------------|--------------|---------------|
| Label size-           | Width: 3.5"  | Height: 2.25" |
| Labels per page-      | Columns: 2   | Rows: 4       |
| Top left label-       | Top edge: 0" | Left edge: 0" |
| Space between labels- | Columns: 0"  | Rows: 0"      |
| Label margins-        | Left: 0"     | Top: 0"       |
|                       | Right: 0"    | Bottom: 0"    |

Finally, "OK" these changes and begin typing in your attendees names

In order to make the discard area at the top & left, change the following:

|                  |              |                 |
|------------------|--------------|-----------------|
| Top left label - | Top edge: 2" | Left edge: 1.5" |
|------------------|--------------|-----------------|

### MARCO #A-5LI - 2.5"h x 4"w Inserts

Follow the same instructions as above

The only difference is as follows...

|                  |            |              |
|------------------|------------|--------------|
| Label size-      | Width: 4"  | Height: 2.5" |
| Labels per page- | Columns: 2 | Rows: 4      |

In order to make the discard area at the top & left, change the following:

|                 |              |                |
|-----------------|--------------|----------------|
| Top left label- | Top edge: 1" | Left edge: .5" |
|-----------------|--------------|----------------|

### MARCO #A-6LI - 3"h x 4"w Inserts

Follow the same instructions as above

The only difference is as follows...

|                  |            |            |
|------------------|------------|------------|
| Label size-      | Width: 4"  | Height: 3" |
| Labels per page- | Columns: 2 | Rows: 3    |

In order to make the discard area at the top & left, change the following:

|                 |              |                |
|-----------------|--------------|----------------|
| Top left label- | Top edge: 2" | Left edge: .5" |
|-----------------|--------------|----------------|

### MARCO #A-7LI - 5"h x 3"w Inserts

Follow the same instructions as above

The only difference is as follows...

|                  |              |                  |
|------------------|--------------|------------------|
| Label size-      | Width: 3"    | Height: 5"       |
| Labels per page- | Columns: 2   | Rows: 2          |
| Top left label-  | Top edge: 0" | Left edge: 1.25" |

In order to make the discard area at the top change the following:

|                 |              |
|-----------------|--------------|
| Top left label- | Top edge: 1" |
|-----------------|--------------|

### MARCO #A-8LI - 6"h x 4"w Inserts

Follow the same instructions as above

The only difference is as follows...

|                  |                 |                 |
|------------------|-----------------|-----------------|
| Label size-      | Width: 4"       | Height: 6"      |
| Labels per page- | Columns: 2      | Rows: 1         |
| Top left label-  | Top edge: 1.25" | Left edge: 1.5" |

# MICROSOFT WORD FORMAT

## MARCO ITEM #A-3LI - 2.25" h x 3.5" w Inserts

First create a new document. Select <TOOLS> from the tool bar at the top of the screen.

Within the <TOOLS> menu select <Envelopes and Labels>

From this directory select the <Labels> tab at the top of the menu

From the <Labels> directory choose <Options> and from the <Options> page choose <New Label>

For 2.25" h x 3.5" w inserts with the discard area at the bottom and right, choose the following settings:

Label Name: MARCO (You may insert any name of your choice)

Top Margin: 0"                      Label Height: 2.25"

Side Margin: 0"                      Label Width: 3.5"

Vertical Pitch: 2.25"              Number Across: 2

Horizontal Pitch: 3.5"              Number Down: 4

Page Size: Letter (8.5 x 11 in.)

Choose "OK" from the "New Label" menu, then choose "OK" from the "Options" menu, finally choose "New Document" from the "Envelope and Label" menu. You are now ready to type in the name, title, company, or any other information that you would like to include on the insert.

**In order to make the discard area at the top and left, change the following:**

Top Margin: 2"                      Side Margin: 1.5"

## MARCO ITEM #A-5LI - 2.5" h x 4" w Inserts

Follow the same instructions as above

The only difference is as follows...

Label Height: 2.5"

Label Width: 4"

Vertical Pitch: 2.5"

In order to make the discard area at the top and left, change the following:

Top Margin: 1"              Side Margin: .5"

## MARCO ITEM #A-6LI - 3" h x 4" w Inserts

Follow the same instructions as above

The only difference is as follows...

Label Height: 3"

Label Width: 4"

Vertical Pitch: 3"

Horizontal Pitch: 4"

Number Down: 3

In order to make the discard area at the top and left, change the following:

Top Margin: 2"              Side Margin: .5"

## MARCO ITEM #A-7LI - 5" h x 3" w Inserts

Follow the same instructions as above

The only difference is as follows...

Label Height: 5"

Label Width: 3"

Vertical Pitch: 5"

Horizontal Pitch: 3"

Number Down: 2

In order to make the discard area at the top and left, change the following:

Top Margin: 1"              Side Margin: 1.25"

## MARCO ITEM #A-8LI - 6" h x 4" w Inserts

Follow the same instructions as above

The only difference is as follows...

Top Margin: 1.25"              Label Height: 6"

Side Margin: 1.5"              Label Width: 4"

Vertical Pitch: 6"              Horizontal Pitch: 4"

Number Down: 1              Number Across: 2

Lastly, change paper orientation to "Letter 8.5" x 11" - Landscape"

# MARCO

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# MARCO

# **MICROSOFT WORD 2007 FORMAT**

## **MARCO ITEM #A-3LI - 2.25" h x 3.5" w Inserts**

First Open Word

Click on the <Mailings> tab at the top of the screen

From this directory select <Labels>

Within the <Labels> screen click on the picture of a label in the bottom right corner

Then click the <New Label> button

Label Name: MARCO (You may insert any name of your choice)

Top Margin: 0"                      Label Height: 2.25"

Side Margin: 0"                     Label Width: 3.5"

Vertical Pitch: 2.25"              Number Across: 2

Horizontal Pitch: 3.5"            Number Down: 4

Page Size: Letter (8.5 x 11 in.)

Choose "OK" from the "New Label" menu, then choose "OK" from the "Options" menu, finally choose "New Document" from the "Envelope and Label" menu. You are now ready to type in the name, title, company, or any other information that you would like to include on the insert.

**In order to make the discard area at the top and left, change the following:**

Top Margin: 2"                      Side Margin: 1.5"

## **MARCO ITEM #A-5LI - 2.5" h x 4" w Inserts**

Follow the same instructions as above

The only difference is as follows...

Label Height: 2.5"

Label Width: 4"

Vertical Pitch: 2.5"

In order to make the discard area at the top and left, change the following:

Top Margin: 1"              Side Margin: .5"

## **MARCO ITEM #A-6LI - 3" h x 4" w Inserts**

Follow the same instructions as above

The only difference is as follows...

Label Height: 3"

Label Width: 4"

Vertical Pitch: 3"

Horizontal Pitch: 4"

Number Down: 3

In order to make the discard area at the top and left, change the following:

Top Margin: 2"              Side Margin: .5"

## **MARCO ITEM #A-7LI - 5" h x 3" w Inserts**

Follow the same instructions as above

The only difference is as follows...

Label Height: 5"

Label Width: 3"

Vertical Pitch: 5"

Horizontal Pitch: 3"

Number Down: 2

In order to make the discard area at the top and left, change the following:

Top Margin: 1"              Side Margin: 1.25"

## **MARCO ITEM #A-8LI - 6" h x 4" w Inserts**

Follow the same instructions as above

The only difference is as follows...

Top Margin: 1.25"              Label Height: 6"

Side Margin: 1.5"              Label Width: 4"

Vertical Pitch: 6"              Horizontal Pitch: 4"

Number Down: 1              Number Across: 2

Page Size: Letter (8.5 x 11in. - Landscape)

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# **MARCO**

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## **MICROSOFT ACCESS - (3" x 4" Inserts)**

### **MARCO ITEM #A-3LI - 2.25"h x 3.5"w Inserts**

If you have created a database of names that you would like to use for your inserts, it is easier to set the format in ACCESS rather than exporting it into Word

First, create a NEW FILE

Select <REPORTS> from the toolbar.

From the <REPORTS> menu select <LABEL WIZARD>

From the <LABEL WIZARD> you will see the option "Where do you want to select the information from..." and you will need to highlight the file you are getting the information from and select it.

Next, you have the option to choose the label size. You will need to select the customize option and use the following settings:

Top margin: 0"  
Side margin: 0"

Select NEXT when finished

You will then have the option to change the font size and style. You may need to make changes to this depending on what you want. 24pt is a good size to see a person's name, but if all the fields are 24pt and you have several lines, it will probably not fit

Select NEXT when finished

Next, you then have the option of choosing the fields you want printed on the inserts. This screen will show you the fields that you have in your file (that you are importing). One thing to keep in mind when selecting the fields, you need to add commas and spaces in between the fields exactly like you want it to print on the insert and you need to enter at the end of each line

Next you have the option of sorting your database. If it is not in alphabetical order and that is what you want, then you can choose that option here.

Finally, you need to save this file. At this point you should see what your inserts are going to look like. You can also go back and modify this file if you need to make adjustments.



**AP-3LI**

|              |              |      |
|--------------|--------------|------|
| 2.25" x 3.5" | 2.25" x 3.5" | 1.5" |
| 2.25" x 3.5" | 2.25" x 3.5" | 1.5" |
| 2.25" x 3.5" | 2.25" x 3.5" | 1.5" |
| 2.25" x 3.5" | 2.25" x 3.5" | 1.5" |
| 2"           | 2"           | 2"   |

**AP-5LI**

|           |           |      |
|-----------|-----------|------|
| 2.5" x 4" | 2.5" x 4" | 1.5" |
| 2.5" x 4" | 2.5" x 4" | 1.5" |
| 2.5" x 4" | 2.5" x 4" | 1.5" |
| 2.5" x 4" | 2.5" x 4" | 1.5" |
| 1"        | 1"        | 1"   |

**AP-6LI**

|         |         |      |
|---------|---------|------|
| 3" x 4" | 3" x 4" | 1.5" |
| 3" x 4" | 3" x 4" | 1.5" |
| 3" x 4" | 3" x 4" | 1.5" |
| 2"      | 2"      | 2"   |

**AP-7LI**

|       |         |         |       |
|-------|---------|---------|-------|
| 1.25" | 5" x 3" | 5" x 3" | 1.25" |
| 1.25" | 5" x 3" | 5" x 3" | 1.25" |
| 1"    | 1"      | 1"      | 1"    |

**AP-8LI**

|      |         |         |      |
|------|---------|---------|------|
| 1.5" | 1.25"   | 1.25"   | 1.5" |
| 1.5" | 4" x 6" | 4" x 6" | 1.5" |
| 1.5" | 1.25"   | 1.25"   | 1.5" |