



Promote Smart. IT'S EASY!™

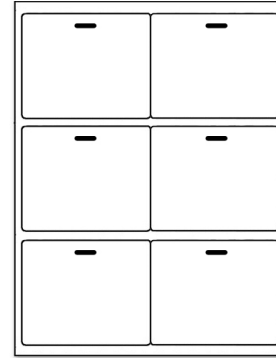
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Directions for setting up MARCO Insert Item #A-CBL

Word Perfect Directions

- Step 1. Open Word Perfect
- Step 2. Click Format
- Step 3. In the Format menu click Labels
- Step 4. In the Labels Directory click Create
- Step 5. Make sure the page size is 8.5" x 11"
- Step 6. In the Label description field type MARCO A-CBL
- Step 7. Complete the other fields as follows:



- | | | |
|------------------------|----------------|------------------|
| Label Size - | Width: 4" | Height 3 |
| Labels per page - | Columns: 2 | Rows: 3 |
| Top left label - | Top edge: 0.5" | Left Edge: 0.25" |
| Space between labels - | Columns: 0" | Rows: .5" |
| Label Margins - | Left: 0" | Top: 0" |
| | Right: 0" | Bottom: 0" |

- Step 8. Click OK and begin entering your information!

Microsoft Word Directions

- Step 1. Open Word
- Step 2. Click on the Tools menu
- Step 3. Select Letters and Mailings (if Letters and Mailings is not available go to Step 4)
- Step 4. Click on Envelopes and Labels
- Step 5. Click on the Labels Tab on the top of the menu
- Step 6. Click on Options
- Step 7. Select Other/Custom from the drop down menu
- Step 8. Click New Label
- Step 9. Complete the fields as follows:

- Label Name: MARCO A-CBL
- Top Margin: 0.50"
- Side Margin: 0.25"
- Vertical Pitch: 3.5"
- Horizontal Pitch: 4"
- Label Height: 3"
- Label Width: 4"

- Number Across: 2
Number Down: 3
Page Size: Letter (8.5 x 11 in.)
- Step 10. Click OK
Step 11. Click OK
Step 12. Click New Document and begin entering your information!
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Microsoft Word 2007 Directions

- Step 1. Open Word 2007
Step 2. Click on the Mailings Tab
Step 3. Click Labels
Step 4. Click on Options
Step 5. Click New Label
Step 6. Complete the fields as follows:
 Label Name: MARCO A-CBL
 Top Margin: 0.50"
 Side Margin: 0.25"
 Label Height: 3"
 Label Width: 4"
 Number Across: 2
 Number Down: 3
 Vertical Pitch: 3.5"
 Horizontal Pitch: 4"
 Page Size: Letter (8.5 x 11 in.)
Step 7. Click OK
Step 8. Click OK
Step 9. Click New Document and begin entering your information!
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Microsoft Word 2010 Directions

- Step 1. Open Word
Step 2. Click on the Mailings menu
Step 3. Click on the Labels Tab on the top of the screen
Step 4. Click on Options
Step 5. Click New Label
Step 6. Complete the fields as follows:
 Label Name: MARCO A-CBL
 Top Margin: 0.5"
 Side Margin: 0.25"
 Label Height: 3"
 Label Width: 4"

Horizontal Pitch: 4"
Number Across: 2
Number Down: 3
Vertical Pitch: 3.5"
Page Size: Letter (8.5 x 11 in.)

Step 7. Click OK

Step 8. Click OK

Step 9. Click New Document and begin entering your information!
