



**Promote Smart. IT'S EASY!™**

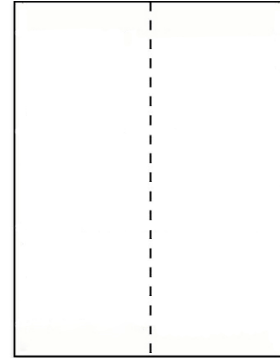
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**[www.MarcoPromotionalProducts.com](http://www.MarcoPromotionalProducts.com)**

**Directions for setting up MARCO Insert Item #A-TENT**

**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 Avery 5309 Tent Card - Large
- Step 5. Click OK and begin entering your information!



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**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 Avery Standard from the Label Products drop down
- Step 8. Select 5309 – Tent Card from the product number selection.
- Step 9. Click OK
- Step 10. 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. Select Avery US Letter from the Label Vendors drop down
  - Step 6. Select 5309 from the Product number list
  - Step 7. Click OK
  - Step 8. Click New Document and begin entering your information!
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## **Microsoft Word 2010 Directions**

- Step 1. Open Word 2010
  - 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. Select Avery US Letter from the Label Vendors drop down
  - Step 6. Select 5309 from the Product number list
  - Step 7. Click OK
  - Step 8. Click New Document and begin entering your information!
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