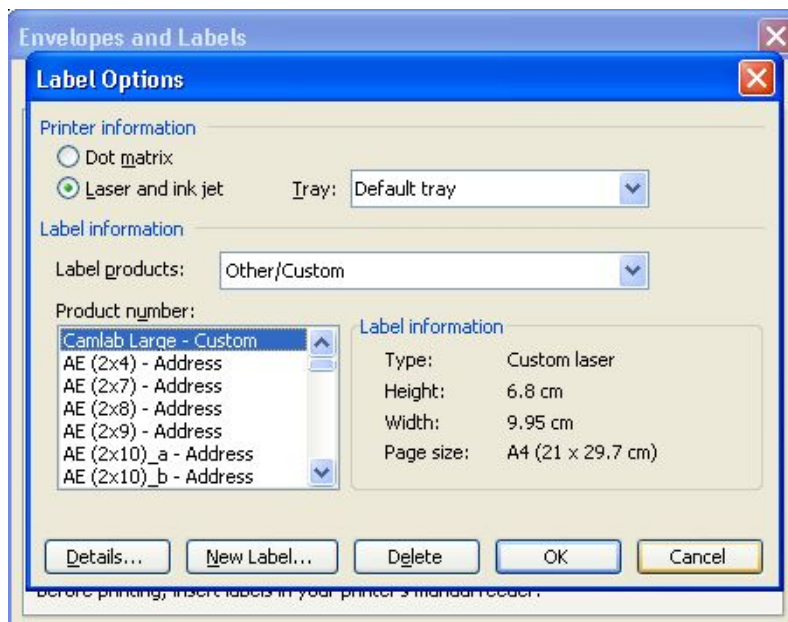## Formatting Instructions for laser labels

The following information will facilitate accurate configuration of the most popular word processing packages. For best printing we recommend either using the Manual feed option on your printer or putting the labels in the bottom tray of the automatic feeder.
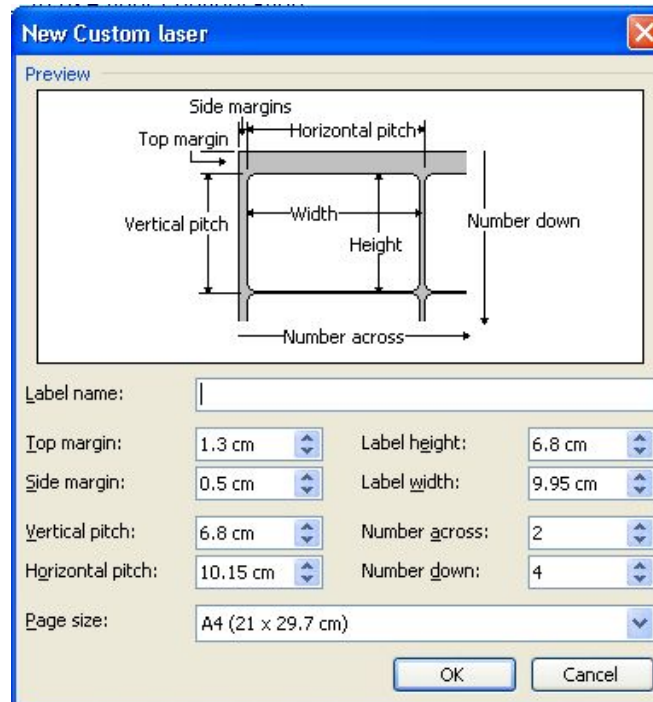
WordPerfect for Windows

- Select "Format", "Labels" from the top menu, then click on 'Create'
- In label description, type the chosen label type from the table below.
- Label sheet size must be set to: Letter 8 x 11inch
- Complete the label size and margin details by using the figures from the table below relevant to the label being used
- It is recommended that all label margins are set to 0. Click 'OK' and then 'Select', to use your configuration

Word for Windows

- Go to heading "Tools", "Letters and Mailings", select "Envelopes and Labels".
- Select "Labels" tab, and click on 'Options'.
- Under "Printer Information", select the 'Laser and Ink Jet', and then set the 'Tray' to Manual Feed and select 'New Label'

- In "Label Description", type the chosen label type from the table below
- Select 'Paper Size': Letter 8 x 11inch
- Complete the label size and margin details by using the figures from the table below relevant to the label size being used. When all information entered click 'OK'

- In "Label options", select "Label Products", "Other", then select your label type from the menu and click 'OK'
- Enter the information required on each label in the "Envelopes and Labels" window, and then click 'New Document'. Labels can now be edited either as a whole document or individually. To check all text falls within the label area go to "Table", select 'Show Gridlines'
- Text font size and alignment may need altering, this can be done using the standard Word formatting tools

Label Sizing Table

	RTP/166	RTP/167 RTP/168	RTP/169 RTP/170	RTP/171	RTP/172 RTP/173	RTP/179	RTP/181
Label width*	19	33	24	67	33	13	9.5
Label height*	19	13	13	25	6	13	9.5
Top margin*	8	6	6	12.7	12.7	13.2	41.2
Side margin*	9	19.5	15	4.5	12.8	13.5	34.45
Vertical pitch*	22.3	16	16	25	6	16	3
Horizontal pitch*	22.3	36	27	70	51	16	3
Labels across*	9	5	7	3	4	12	12
Labels down*	12	17	17	10	39	16	16
Page Size*	215.9x279.4	215.9x279.4	215.9x279.4	215.9x279.4	215.9x279.4	215.9x279.4	215.9x279.4

* All sizes are in millimetres