

Name Badge

PRODUCTIONS, LLC

We're your solution source!

The following instructions allow you to create a template for Name Badge Productions perforated paper stock.

All instructions are for an 8 1/2" x 11" page size.

Step 1 - Open new Microsoft Word document.

Step 2 - From the mailings tab select create label.

Step 3 - From the labels tab select options.

Step 4 - From options tab select new label.

Step 5 - Name your label. Fill out label dimensions and click OK

Step 6 - Under start mail merge tab use the step by step mail merge wizard for help.

| Insert Number and size | Top Margin | Side Margin | Vertical Pitch | Horizontal Pitch | Label Height | Label Width | Number Across | Number Down |
|------------------------|------------|-------------|----------------|------------------|--------------|-------------|---------------|-------------|
| #1653 - (2.688" X 2") | .25 | .16 | 2.13 | 2.75 | 2 | 2.69 | 3 | 5 |