



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 |
|----------------------------------|------------|-------------|----------------|------------------|--------------|-------------|---------------|-------------|
| #2900TB Bottom Gutter- (4" X 3") | 0 | .25 | 3.62 | 4 | 3 | 4 | 2 | 3 |
| #2900TB Top Gutter- (4" X 3") | .75 | .25 | 3.62 | 4 | 3 | 4 | 2 | 3 |