



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.

- 1 - Open new Microsoft Word document.
- 2 - From the mailings tab select create label.
- 3 - From the labels tab select options.
- 4 - From options tab select new label.
- 5 - Name your label. Fill out label dimensions and click OK
- 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
#9400 print Both - (4" X 3")	.5	.25	3.5	4	3	4	2	3
#9400 print Left - (4" X 3")	.5	.25	3.5	4	3	4	1	3
#9400 print Right - (4" X 3")	.5	4.25	3.5	4	3	4	1	3