

LASER/INK JET COMPATIBLE INSERTS

For Label Holder Item #29301

Inserts for	FITS BIN SIZES	QTY.
Item # 29301	30210, 30220, 30224, & all ShelfMax sizes	60

INSTRUCTIONS

USING YOUR WORD PROCESSING SOFTWARE:

1. **CREATE A CUSTOM LABELS TEMPLATE:**
 - Select **Tools** from your Toolbar
 - From the drop down window select **Envelopes & Labels**
 - On the **Labels Tab**;
 - Click the **Options** button
 - In the box labeled **Label Products**: Choose "**Other**"
 - Click on the **New Label** button

2. **SETTINGS:**
 - In the box labeled **Label Name**: Enter a name for your New Labels (i.e. Our Product #29301)
 - Top Margin: **1.06"**
 - Side Margin: **1.25"**
 - Label Height: **0.88"**
 - Vertical Pitch: **0.88"**
 - Label Width: **2.9375"**
 - Horizontal Pitch: **2.9375"**
 - Number Across: **2**
 - Number Down: **10**
 - Set Page Size: **Letter, 8-1/2" x 11"**
 - **CLICK OK**

You now have a custom template saved for your "New" Akro-Mils Label Holder Inserts. You can create a full page of the same label, single labels, or mail merges. To use this template at another time: Click on Tools, Envelopes & Labels, Label Products, Select "Other" then click on the Product # (This is the Label Name you just created i.e. 29301).

NOTE: *Labels to be inserted into Holder with the beaded side at the top to ensure proper fit when installed.*