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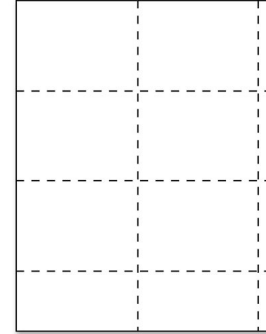
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**Directions for setting up MARCO Insert Item #A-6LI – 3”H x 4”W**

**Word Perfect Directions**

- Step 1. Open Word Perfect
- Step 2. Click Format
- Step 3. In the Format menu click Labels
- Step 4. In the Labels Directory click Create
- Step 5. Make sure the page size is 8.5” x 11”
- Step 6. In the Label description field type MARCO A-6LI
- Step 7. Complete the other fields as follows:



- |                        |              |               |
|------------------------|--------------|---------------|
| Label Size -           | Width: 4”    | Height 3”     |
| Labels per page -      | Columns: 2   | Rows: 3       |
| Top left label -       | Top edge: 0” | Left Edge: 0” |
| Space between labels - | Columns: 0”  | Rows: 0”      |
| Label Margins -        | Left: 0”     | Top: 0”       |
|                        | Right: 0”    | Bottom: 0”    |

- Step 8. Click OK and begin entering your information!

**Microsoft Word Directions**

- Step 1. Open Word
- Step 2. Click on the Tools menu
- Step 3. Select Letters and Mailings (if Letters and Mailings is not available go to Step 4)
- Step 4. Click on Envelopes and Labels
- Step 5. Click on the Labels Tab on the top of the menu
- Step 6. Click on Options
- Step 7. Select Other/Custom from the drop down menu
- Step 8. Click New Label
- Step 9. Complete the fields as follows:

- Label Name: MARCO A-6LI
- Top Margin: 0”
- Side Margin: 0”
- Vertical Pitch: 3”
- Horizontal Pitch: 4”
- Label Height: 3”
- Label Width: 4”

Number Across: 2  
Number Down: 3  
Page Size: Letter (8.5 x 11 in.)

- Step 10. Click OK
  - Step 11. Click OK
  - Step 12. Click New Document and begin entering your information!
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### **Microsoft Word 2007 Directions**

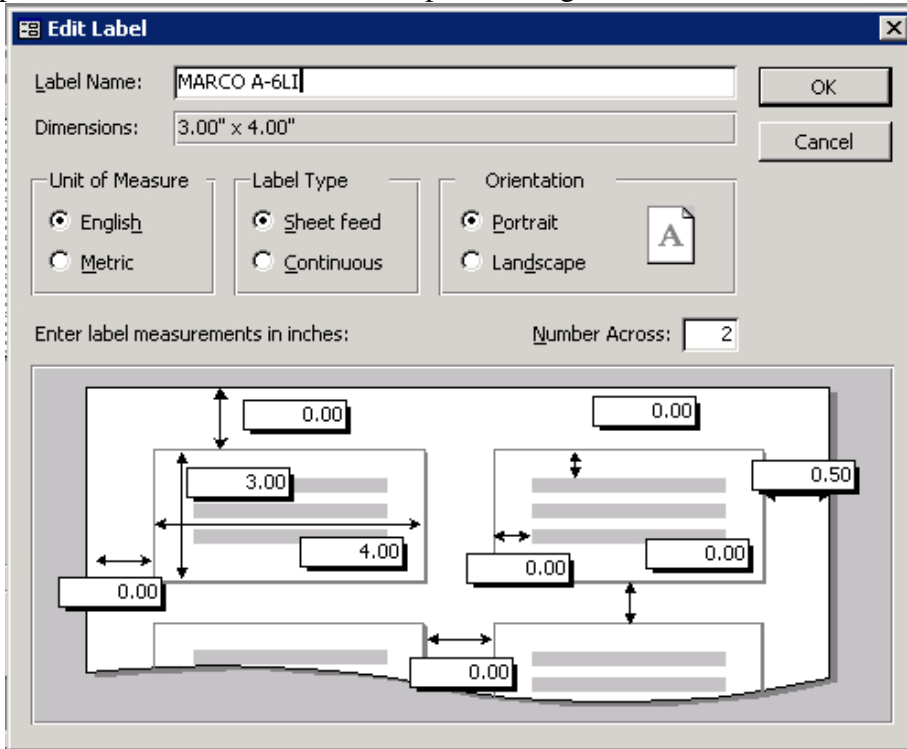
- Step 1. Open Word 2007
  - Step 2. Click on the Mailings Tab
  - Step 3. Click Labels
  - Step 4. Click on Options
  - Step 5. Click New Label
  - Step 6. Complete the fields as follows:
    - Label Name: MARCO A-6LI
    - Top Margin: 0"
    - Side Margin: 0"
    - Label Height: 3"
    - Label Width: 4"
    - Number Across: 2
    - Number Down: 3
    - Vertical Pitch: 3"
    - Horizontal Pitch: 4"
    - Page Size: Letter (8.5 x 11 in.)
  - Step 7. Click OK
  - Step 8. Click OK
  - Step 9. Click New Document and begin entering your information!
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### **Microsoft Access Directions**

If you have created a database of names that you would like to use for your inserts it is easier to set the format in Access than exporting it into Word.

- Step 1. Open your database file in Access.
- Step 2. Click Reports from the toolbar
- Step 3. Click NEW at the top of the menu.
- Step 4. Click on Label Wizard
- Step 5. Next choose the table or query where the object's data comes from by using the drop down box.
- Step 6. Once the data location is selected click OK.
- Step 7. Select English as the Unit of Measure
- Step 8. Select Sheet Feed as the Label Type
- Step 9. Now Click Customize

- Step 10. Then Click New
- Step 11. Enter the label name MARCO A-6LI
- Step 12. Select Portrait as the Orientation
- Step 13. Enter the number across as 2
- Step 14. Fill in the measurements per the diagram below.

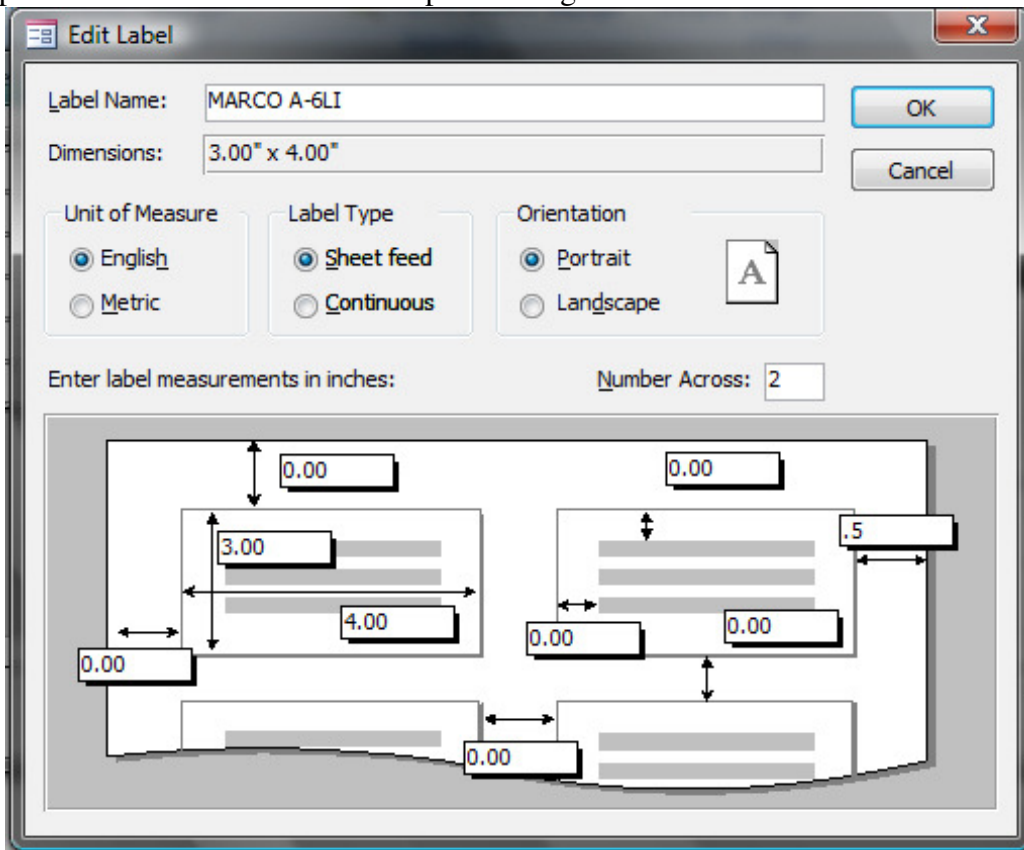


- Step 15. Click OK
- Step 16. If it says that one or more margins are set outside the printable area of the page. Select NO to not increase the margins.
- Step 17. Click Close
- Step 18. Make sure the Label MARCO A-6LI is selected and click Next
- Step 19. Make your font size, style, and color selections. **NOTE:** You may need to make changes to this depending on what you want. 24pt is a good size to see a person's name, but if all the fields are 24pt and you have several lines, it will probably not fit.
- Step 20. Click Next
- Step 21. Now add fields to the label as needed by clicking them and then clicking the right facing arrow. **NOTE:** When selecting the fields, you need to add commas and spaces in between the fields exactly like you want it to print on the insert and you need to enter at the end of each line.
- Step 22. Click Next
- Step 23. Now you can sort your labels if needed by clicking the field/fields you want to sort by and clicking the single right facing arrow.
- Step 24. Click Next
- Step 25. Name the report file as needed.
- Step 26. Click Finish
- Step 27. If changes need to be made to the font they can be completed using the design view. If no changes are needed you are set to print.

## Microsoft Access 2007 Directions

If you have created a database of names that you would like to use for your inserts it is easier to set the format in Access than exporting it into Word.

- Step 1. Open your database file in Access 2007.
- Step 2. Open the Navigation Pane on the left of the screen.
- Step 3. Select the table that contains the data you would like on the labels.
- Step 4. Click Create from the toolbar
- Step 5. Click Labels from the menu bar.
- Step 6. Make sure English is selected as the unit of measure and the Label Type is selected as Sheet Feed.
- Step 7. Now Click Customize
- Step 8. Then Click New
- Step 9. Enter the label name MARCO A-6LI
- Step 10. Select Portrait as the Orientation
- Step 11. Enter the number across as 2
- Step 12. Fill in the measurements per the diagram below.



- Step 13. Click OK
- Step 14. If it says that one or more margins are set outside the printable area of the page. Select NO to not increase the margins.
- Step 15. Click Close

- Step 16. Make sure the Label MARCO A-6LI is selected and click Next
- Step 17. Make your font size, style, and color selections. **NOTE:** You may need to make changes to this depending on what you want. 24pt is a good size to see a person's name, but if all the fields are 24pt and you have several lines, it will probably not fit.
- Step 18. Click Next
- Step 19. Now add fields to the label as needed by clicking them and then clicking the right facing arrow. **NOTE:** When selecting the fields, you need to add commas and spaces in between the fields exactly like you want it to print on the insert and you need to enter at the end of each line.
- Step 20. Click Next
- Step 21. Now you can sort your labels if needed by clicking the field/fields you want to sort by and clicking the single right facing arrow.
- Step 22. Click Next
- Step 23. Name the report file as needed.
- Step 24. Click Finish
- Step 25. If changes need to be made to the font they can be completed using the design view accessed by right clicking on the page. If no changes are needed you are set to print.
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## Microsoft Word 2010 Directions

- Step 1. Open Word
- Step 2. Click on the Mailings menu
- Step 3. Click on the Labels Tab on the top of the screen
- Step 4. Click on Options
- Step 5. Click New Label
- Step 6. Complete the fields as follows:
- Label Name: MARCO A-6LI
  - Top Margin: 0"
  - Side Margin: 0"
  - Label Height: 3"
  - Label Width: 4"
  - Horizontal Pitch: 4"
  - Number Across: 2
  - Number Down: 3
  - Vertical Pitch: 3"
  - Page Size: Letter (8.5 x 11 in.)
- Step 7. Click OK
- Step 8. Click OK
- Step 9. Click New Document and begin entering your information!
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