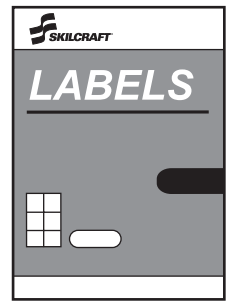


SKILCRAFT®

Created with pride by Americans who are Blind™

Manufactured by North Central Sight Services, Inc. - 2121 Reach Rd., Williamsport, PA 17701

LASER & INKJET PRINTER LABELS FORMATTING TIPS



Microsoft® Word

Open Word. Leave the blank default document open. (If you close it, the commands in the next step are unavailable.) Select **Tools > Letters and Mailings >** or **Tools > Envelopes and Labels**. On the labels tab, click **Options**.

For fast and easy formatting, type what you want on the label in the white box under **Address**. Choose **Full sheet of the same label** or **Single label**. Click on the white label in the right bottom corner to select the label Product Number. The Avery® template number is on the front of each SKILCRAFT® box. Click **OK > New Document**.

TIP: Turn on the gridlines to see the outline of your labels. Go to **Table > Select Gridlines**.

Click the print icon on the toolbar or **File > Print**.

Microsoft® Word 2007

Open Word. Leave the blank default document open. On the toolbar, go to the **Mailings** tab in the **Create** group. Click **Labels > Options** and select the label template you want to use. Click **OK**.

Microsoft® Publisher

On the **File** menu, click **New** to open a new publication. Go to **File > Page Setup**. For **Publication type**, select **Label**. Under **Page size**, scroll to locate the product number. The layout for the selected label is displayed in the **Preview** area. Click **OK**.

TIP: If you don't see the exact product number on the list, there may be an equivalent label available in Publisher. You can determine this using the label dimensions under **Page size**.

Storage: Return unused sheets to the package and store flat.

Instructions for formatting labels may vary pending the software version. Refer to the program help menu or contact us at 1-866-320-2580.

WordPerfect®

Open WordPerfect. Click on **Format > Labels**. Scroll to locate the product number. Click **Select**. Type what you would like on your label or merge fields. You have the option of printing one, ten or a full sheet of labels pending label size. Click the print icon on the toolbar or **File > Print**.

WordPerfect® for DOS (6.0, 6.1)

Press **Shift F8 > Select Page** from **Layout** menu (6.0) or **Format** menu (6.1). In the **Page Format** box go to **Paper Size > Labels**. Highlight the product number and choose **Select**.

In the **Labels Printer Info** box, select the Location from which you want the labels to feed. Choose **Continuous** for the paper tray or **Manual** to feed the sheets manually. Click **OK**.

Click **OK** in the **Page Format** box. Type your information or merge fields. Press **CTRL-Enter** to go to the next label.

Print as a Full Document.

WordPerfect® for DOS (5.0, 5.1+)

Press **ALT-F10** to bring up the **MACRO** product. Type **LABELS.WPM** and press **Enter**.

Select the product number of the label you'd like to print and press **Enter**. Choose **Continuous** for printing from the paper tray. To insert the label format into your current document, type "Y" at the prompt. Type your label data or merge fields.

Print as a Full Document.

Printing Tips

Place the label sheet in your printer according to the printer instructions; typically the labels will face up for laser printers and face down for inkjet printers.

Feed sheets one at a time or no more than 10 at a time through the feed tray.

Before placing in the feed tray, fan the ends of the stack to separate the label sheets.

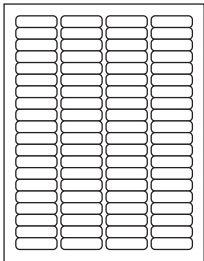
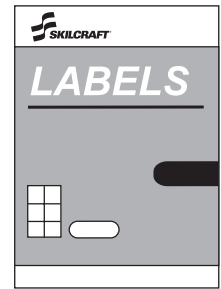
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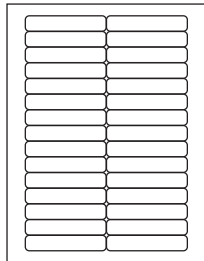
Manufactured by North Central Sight Services, Inc. - 2121 Reach Rd., Williamsport, PA 17701

AVAILABLE SIZES AND STYLES

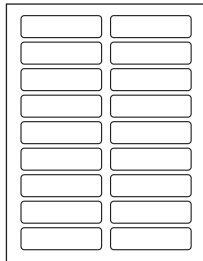
WHITE RECYCLED LABELS



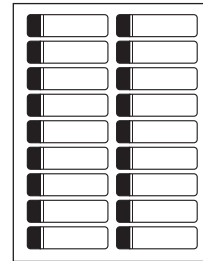
Return Address Label
1/2" x 1-3/4"
NSN# 7530-01-514-4911
80 Labels/Sheet
100 Sheets/Box
Same Size as Avery® 5167™



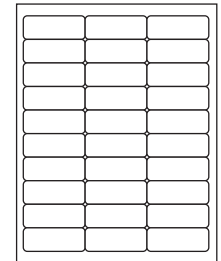
File Folder Label
2/3" x 3-7/16", 1/3 Cut
NSN# 7530-01-514-4905
30 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5366™



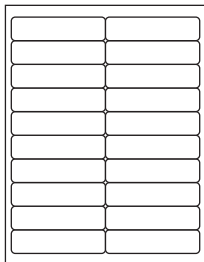
Extra Large File Folder Label
15/16" x 3-7/16", 1/3 Cut
NSN# 7530-01-578-9297
18 Labels/Sheet
25 Sheets/Box
Same Size as Avery® 5027™



Extra Large File Folder Label
Assorted Colors
15/16" x 3-7/16", 1/3 Cut
NSN# 7530-01-578-9300
18 Labels/Sheet
25 Sheets/Box
5 Sheets Each of Red, Blue,
Yellow, Green and Purple
Same Size as Avery® 5026™

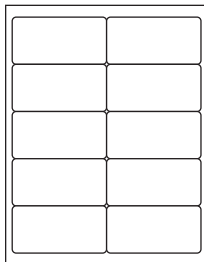


Address Label 1" x 2-5/8"
NSN# 7530-01-514-4904
30 Labels/Sheet
100 Sheets/Box
Same Size as Avery® 5160™
Also Available
NSN# 7530-01-578-9292
25 Sheets/Box
NSN# 7530-01-578-9290
250 Sheets/Box



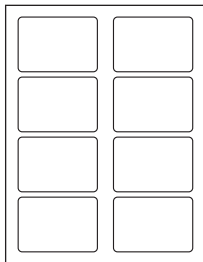
Address Label 1" x 4"
NSN# 7530-01-514-4913
20 Labels/Sheet
100 Sheets/Box
Same Size as Avery® 5161™

Also Available
NSN# 7530-01-578-9296
25 Sheets/Box

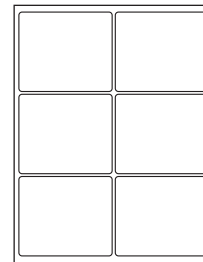


Shipping Label 2" x 4"
NSN# 7530-01-514-4903
10 Labels/Sheet
100 Sheets/Box
Same Size as Avery® 5163™

Also Available
NSN# 7530-01-578-9293
25 Sheets/Box

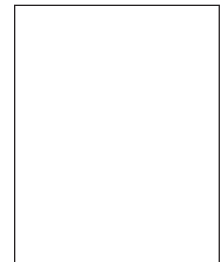


Name Badges
2-1/3" x 3-3/8"
NSN# 7530-01-578-9299
8 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5395™



Extra Large Shipping Label
3-1/3" x 4"
NSN# 7530-01-578-9294
6 Labels/Sheet
100 Sheets/Box
Same Size as Avery® 5164™

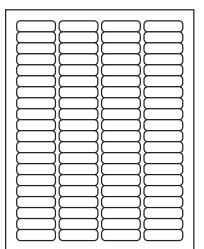
Also Available
NSN# 7530-01-578-9295
25 Sheets/Box



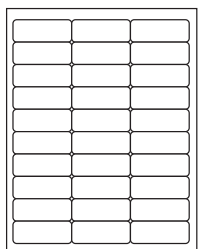
Full Sheet Label
8-1/2" x 11"
NSN# 7530-01-578-9298
One Label/Sheet
100 Sheets/Box
Same Size as Avery® 5165™

Also Available
NSN# 7530-01-578-9291
25 Sheets/Box

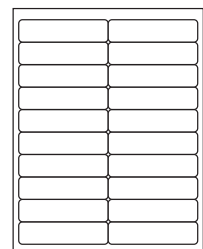
CLEAR LABELS



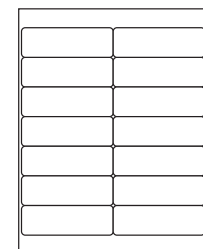
Return Address Label
1/2" x 1-3/4"
NSN# 7530-01-514-4910
80 Labels/Sheet
25 Sheets/Box
Same Size as Avery® 5667™



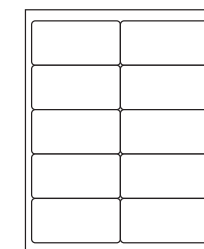
Address Label
1" x 2-3/4"
NSN# 7530-01-514-4907
30 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5660™



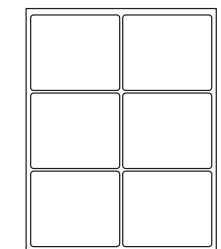
Address Label
1" x 4-1/8"
NSN# 7530-01-514-4908
20 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5661™



Address Label
1-1/3" x 4-1/8"
NSN# 7530-01-514-4906
14 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5662™



Shipping Label
2" x 4-1/8"
NSN# 7530-01-514-4909
10 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5663™



Extra Large Shipping Label
3-1/3" x 4-1/8"
NSN# 7530-01-514-4912
6 Labels/Sheet
50 Sheets/Box
Same Size as Avery® 5664™