

SETTING UP A LABEL TEMPLATE

Custom laser P96.68 information

Preview

Side margins
Top margin
Horizontal pitch
Vertical pitch
Width
Height
Number across
Number down

Label name: P96.68

Top margin: 1.1 cm Label height: 6.8 cm
Side margin: 1.3 cm Label width: 9.6 cm
Vertical pitch: 7 cm Number across: 2
Horizontal pitch: 9.8 cm Number down: 4

Page size: A4 (21 x 29.7 cm)
Page width: 21 cm Page Height: 29.69 cm

OK Cancel

The table shown above is printed from Microsoft word. Follow these simple steps to set up the template for the above label size:

- Click on **Tools**
- From **Letters and Mailings**, click on **Envelopes and Labels**
- Select **Labels** tab, click on **Options...**
- Click on **New label**
- Enter figures as shown above, click **OK**

Top/Side margin	-	Distance from left edge of page to label(s)
Label height/width	-	Label size
Vertical/Horizontal pitch	-	Label size + Gutter (2mm standard)
Number across/down	-	Labels per sheet

Once figures have been entered, select **New document** to use the template

Please Note: Circular labels are set up as squares, so care should be taken when setting up artwork, not to go too far into the corners.
These measurements are provided in good faith. PFW do not accept responsibility for incorrect set-up for artwork, and strongly recommend that customers check their actual label dimensions themselves.