

**HOW TO CREATE A BLANK ID CARD/LABEL TEMPLATE USING
MICROSOFT® WORD 2007
FOR CARSTENS SHEETFED PRODUCTS.**

1. Open Microsoft Word
2. Choose the Mailing tab on the tool bar
3. Choose Labels
4. In print box choose "full page of same label"
5. Choose Options, New Label
6. Type "Carstens Cards" (or "Carstens Labels") in the Label Name field
7. Complete the parameters as follows:

For CARDS

- a. **Top margin:** 0.25"
- b. **Side margin:** 0.25"
- c. **Label height:** 1"
- d. **Label width:** 5.25"
- e. **Number across:** 2
- f. **Number down:** 8
- g. **Vertical pitch:** 1"
- h. **Horizontal pitch:** 5.25"
- i. In the drop down menu, change
Page Size to letter landscape 11" x 8.5"
- j. **Choose OK**

For LABELS

- a. **Top margin:** 0.85"
- b. **Side margin:** 0.4"
- c. **Label height:** 1.35"
- d. **Label width:** 5.25"
- e. **Number across:** 2
- f. **Number down:** 5
- g. **Vertical pitch:** 1.35"
- h. **Horizontal pitch:** 5.35"
- i. In the drop down menu, change
Page Size to letter landscape 11" x 8.5"
- j. **Choose OK**

8. Choose "Carstens Cards - Custom" (or "Carstens Labels - Custom") from the Label Options menu and click OK.
9. Type your information.
10. Click New Document
11. Choose the Layout tab on the tool bar to format your sheet
12. Save and print.

PRINTING TIPS

1. Print a test page on a blank sheet of paper.
2. Hold the printed test page behind the Carstens® Sheet to check the alignment.
3. If adjustments are necessary, make them.
4. When the alignment is correct, print onto the Carstens® Sheet.