



How to:

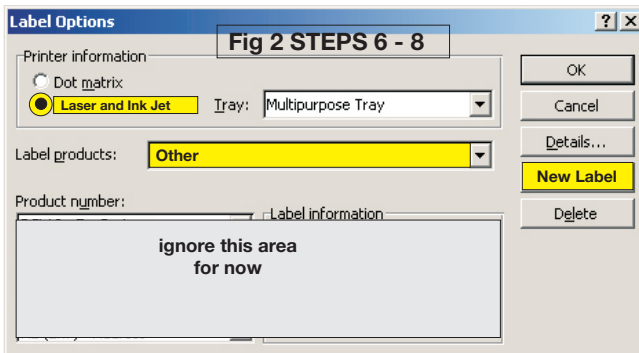
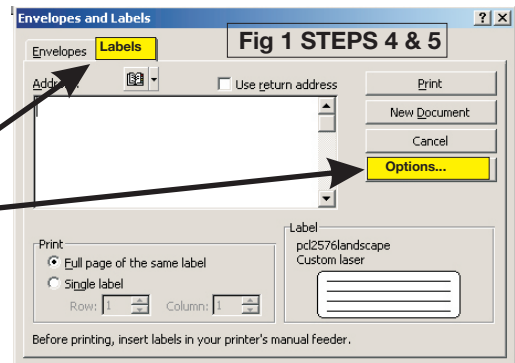


Set up a label in WORD™ (Beginners Guide)

The PCL™ label range offers many sizes of labels not normally found in the standard ranges available for 'office' use. Many office users do not have specialist software capable of reading pdf files therefore the following guidelines are to assist you in setting up label formats in Word™ or other similar applications. If you have Adobe Reader™ installed you can download and print the pdf file for the particular label you are interested in. This will then give you all the measurements you need to set up the format in Word™ or similar. Alternatively, every box of PCL labels includes a label layout sheet showing the measurements.

- STEP 1** Open Word™
- STEP 2** Click on: **TOOLS** (then where applicable) **LETTERS & MAILINGS**
- STEP 3** Click on: **ENVELOPES and LABELS**

- STEP 4** Choose: **Labels**
- STEP 5** Click on: **Options**

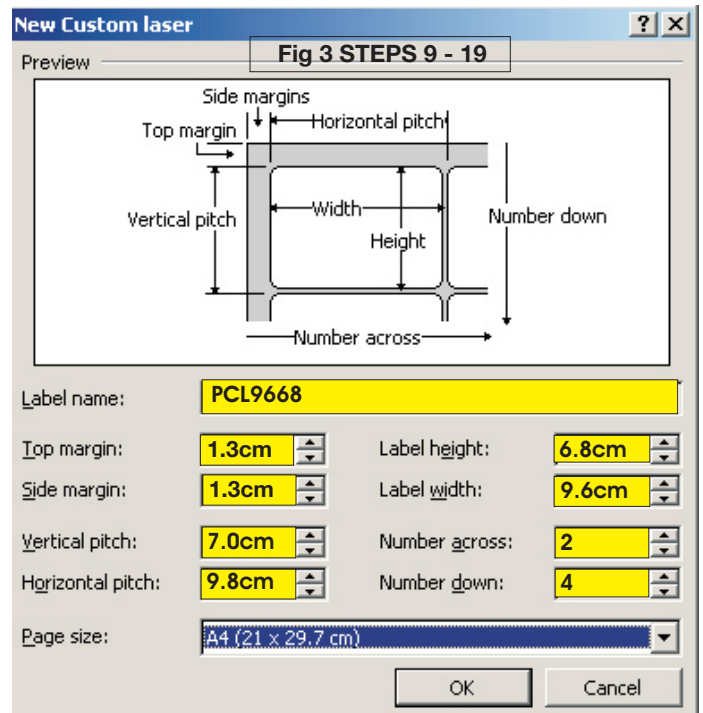


- STEP 6**
- STEP 7**
- STEP 8**

- Click in the circle next to **Laser and Ink Jet**.
- Choose **Other** for label products
- Click on: **New Label**

You can now enter the label information.

- STEP 9** Type in the **Label name**
(In the EXAMPLE shown we have used PCL9668 labels)
- STEP 10** Type in the **Top Margin** measurement.
- STEP 11** Type in the **Side Margin** measurement.
(NB: ALL PCL formats have 1.3cm Top and Side margins).
- STEP 12** Type in the **number** of labels **across** the sheet.
- STEP 13** Type in the **number** of labels **down** the sheet.
- STEP 14** Type in the label **width**
- STEP 15** Type in the label **height**
- STEP 16** Type in the **vertical pitch** (label height plus the gutter between the labels)
- STEP 17** Type in the **horizontal pitch** (label width plus the gutter between the labels)
(NB The majority of PCL labels have 2mm (0.2cm) gutters between the labels)
- STEP 18** Select the Page size as **A4 (21 x 29.7cm)**
- STEP 19** Click **OK**
- STEP 20** Click **OK**
- STEP 21** Click **New Document** or use as normal



Just follow the same steps for our other A4 labels e.g. Office range, using the measurements from the pdf files or physically measure the labels and gutters. Most Office labels are similar to standard 'Avery' sizes listed in Label Products (Label Options screen - see Fig 2.)

When you want to use the same label size again repeat steps 1 - 7 and you will see the label reference in the drop down box at the bottom of the table (the area shown in Figure 2 as 'ignore this area for now').