

Setting up a labels template for printing with Microsoft Word

For *Manual data entry* : download your template here: http://www.fattorini.co.uk/Namebadge_print_label_templates.aspx

For *Mail Merge data entry* : you will need to set up a label and save it before you can use it as follows:

1. In Word create a new A4 portrait document.
2. Select the 'Mailings' menu on the ribbon, click the 'Labels' tab and click the [Options] button.
3. In the "Labels options" window click on the [New Label] button and a third dialog box titled "Label Details" will appear. see *figure.1*
4. From *Table 1* enter the values that are relevant to the cards you want to print on.
5. Ensure the page size is set to A4 and click 'OK'.
6. Give the label a name for future reference eg. **Fattorini 100x65**; **Fattorini V3** etc
7. The label will be saved in "Other/Custom" option in the "Label Vendors" drop down list for you to re-use.

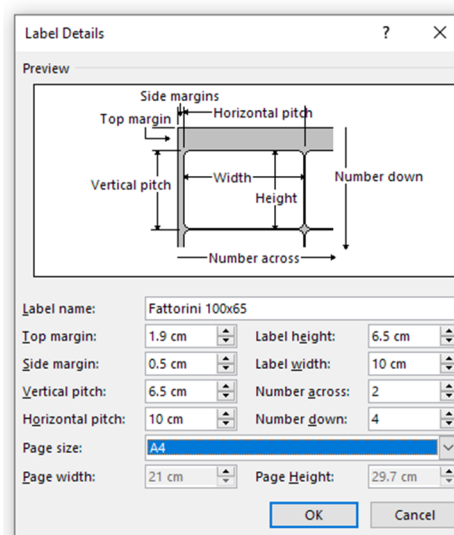


Figure 1: New Custom Laser Window

Using a Label Template that you have saved : Manual data entry

1. Select the 'Mailings' menu on the ribbon, click the 'Labels' tab and click the [Options] button.
2. In the "Labels options" window click, select "Other/Custom" option in the "Label Vendors" drop down list. S
3. Select your saved lable, press OK and you will be returned to the first window
4. Click on the 'New document' Button and your label document will be presented as a new document ready for data entry.

Fattorini	Nameholders				Moulded badges									
	100x65	80x60	75x50	75x25	U10/20	U40	U50/60	U70/80	V3	V4	Snap-Fit 70x40	Slim Line SL4	Slim Line SL6	Slim Line SL7
Top Margin	1.9	2.85	2.2	2.4	3.375	3.6	2.8	1.9	4.35	2.45	2.10	3.8	3.6	3.15
Side Margin	0.5	2.45	3	3	2.4	0.5	0.5	0.6	1.65	3.33	0.75	3.5	0.5	2.30
Vertical Pitch	6.5	6	5.0	2.5	2.55	2.5	3	3.7	1.75	1.239	3.64	1.3	2.5	1.95
Horizontal Pitch	10	8	7.5	7.5	5.4	6.65	6.65	6.65	5.9	7.1	6.50	7.1	6.65	8.20
Label Height	6.5	6	5	2.5	2.55	2.5	3	3.7	1.75	1.239	3.64	1.3	2.5	1.95
Label Width	10	8	7.5	7.5	5.4	6.65	6.65	6.65	5.9	7.1	6.50	7.1	6.65	8.20
Number across	2	2	2	2	3	3	3	3	3	2	3	2	3	2
Number down	4	4	5	10	9	9	8	7	12	20	7	17	9	12

Table 1: Nameholders & Moulded badges perforated paper insert dimensions (in centimetres)

Using a Label Template : Mail merge data entry

1. From the Mailings menu, click the 'Start Mail Merge' button.
2. Either select the label, or follow the Mail merge Wizard.

To order more badges and paper

go to our 1st-badge website : [Nameholder conference badges & perforated paper inserts](http://www.1st-badge.co.uk)

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