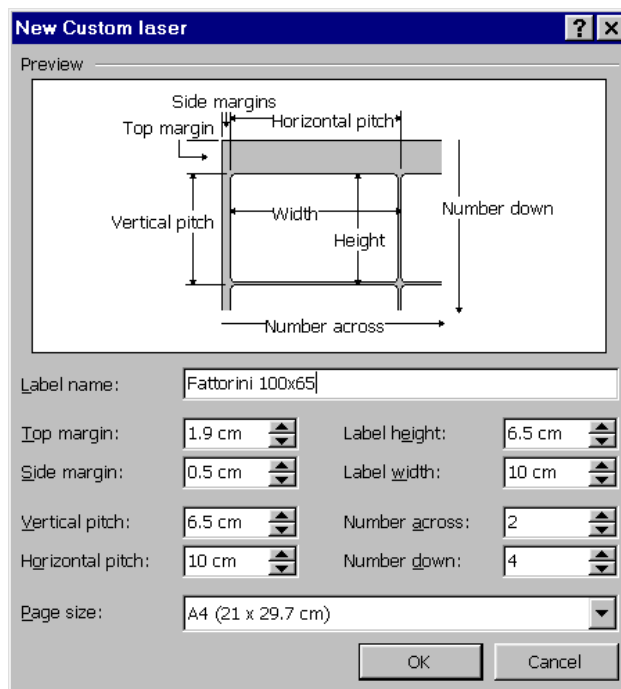


Setting up a labels template for printing with Microsoft Word 2007-13

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' tab on the ribbon and click the 'Labels' icon in the 'Create' menu.
3. Select the Labels icon in the Mailings Go to 'Tools' on the menu bar and select 'Envelopes and Labels'- a dialog box will appear.
(in Word 2002/XP, you can find this under the sub-menu 'Letters & Mailings')
4. Select the 'Labels' tab and Click on the 'Options' button - another dialog box will appear.
5. Now click on the 'New Label' button - a third dialog box will appear. *see figure.1 (Word 2013 : a slight variation)*
6. Give the label a name for future reference
eg. **Fattorini 100x65**; **Fattorini V3** etc
7. From *Table 1* enter the values that are relevant to the cards you want to print on.
8. Ensure the page size is set to A4 and click 'OK'.
9. Check that the new label / card name appears in the list of label types then click 'OK'.
10. Close the 'Envelopes and Labels' dialog box.



Using a Label Template : Manual data entry

1. Go to 'Tools' or 'Mailings' on the menu bar and select 'Envelopes and Labels' - a dialog box will appear.
2. Select the 'Labels' tab and check that your label template is selected.
If not: Click on the 'Options' button' - a dialog box will appear. Highlight your label template, then click 'OK'
3. 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									
	100x 65	80x 60	75x 50	75x 25	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.

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