



Name Badge 10UP Template

Instructions for Word

1. Open **Word**
2. Go to **MAILINGS** in the top menu bar
3. Select **LABELS**
4. Select **OPTIONS**
5. Select **NEW LABEL**
6. Enter details as per the image below. If the system is set to millimetres, convert figures
7. Once details have been entered, click **OK** and settings will be saved
8. Click **OK** again
9. Click on **NEW DOCUMENT** and the template grid lines will appear. Complete each field.
10. Export the file as **PDF**
11. When printing **PDF** file change the scale to 100% in more settings

We suggest printing on plain paper then hold the printed sheet behind the label sheet to see if the alignment is correct.

Custom laser 10UP Name Badge information

Preview

Label name: 10UP Name Badge

Top margin:	0.85 cm	Label height:	5.2 cm
Side margin:	1.13 cm	Label width:	8.8 cm
Vertical pitch:	5.7 cm	Number across:	2
Horizontal pitch:	9.94 cm	Number down:	5
Page size:	A4		
Page width:	21 cm	Page height:	29.7 cm

OK Cancel

More settings

Paper size: A4

Pages per sheet: 1

Quality: 1,200 dpi

Scale: Custom

100

Print using system dialog... (Ctrl+Shift+P)