



Name Badge 8UP 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.

The image shows two overlapping windows from Microsoft Word. The left window is titled 'Custom laser 8UP Name Badge information' and contains a preview diagram and a form for entering label details. The right window is the 'More settings' panel, which is partially visible and shows options for paper size, pages per sheet, quality, and scale.

Custom laser 8UP Name Badge information

Preview

Side margins
Top margin
Horizontal pitch
Vertical pitch
Width
Height
Number down
Number across

Label name: 8UP Name Badge

Top margin: 3 cm
Side margin: 0.5 cm
Vertical pitch: 6.05 cm
Horizontal pitch: 10.9 cm
Page size: A4
Page width: 21 cm

Label height: 5.55 cm
Label width: 8.65 cm
Number across: 2
Number down: 4
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)