

Instructions for setting up and creating labels

The measurements required to set up our labels are as follows:

Label Height: 85 mm

Labels Across: 1

Label Width: 203 mm

Labels Down: 2

Left Margin: 47 mm

Gap between Labels: 5 mm

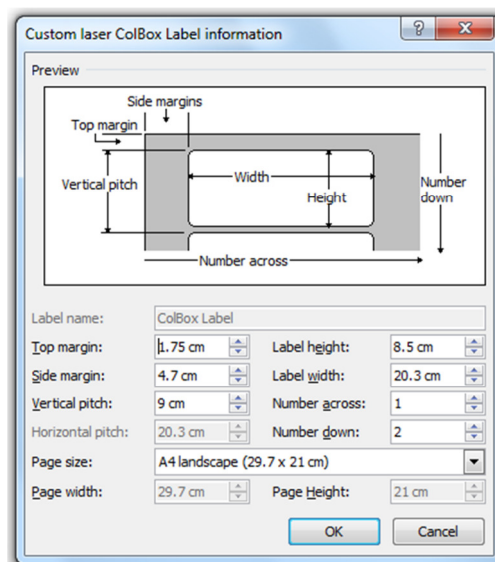
Right Margin: 47 mm

Gap around Labels: 0 mm

Top Margin: 17.5 mm

Bottom Margin 17.5 mm

Vertical Pitch: 90 mm



Here are the instructions for setting up and creating our collection box labels using all versions of Microsoft Word including the latest 2010 version. Please contact us if you need help with other software and we will try to help.

We recommend setting up these labels as if a normal address label is being created. In order to do this a template needs to be created and once this has been done it is a simple matter to add images, logos and text. The template will have two labels on it and so you will need to duplicate the contents of the top label on to the bottom label.

The template is the exact size of the label so space needs to be added around the top, bottom and sides when adding images and text.

In Word select Labels (version 2003 and earlier – tools/mailings/labels)

Select Options

Select New Label

Complete the form using the dimensions above so that the form looks like the example. Give the label a meaningful title and make sure A4 landscape paper is selected. Also make sure that the correct paper tray is selected unless you are happy to manually feed the label.

Once the template has been created, you can come back to it at any time by selecting other/custom on the screen to select labels (the screen before the one shown above).

Finally make sure to test your finished template using normal paper before trying actual labels. If you do make a mistake you can always order more labels from the labels/seals section on our website.