



Wallet card sticker sheets – print instructions

Purpose of using this label template

This template was designed to create Blurred Borders wallet card stickers that can be printed on label sheets.

The prepared sticker sheets for the resource packs have the following specifications:

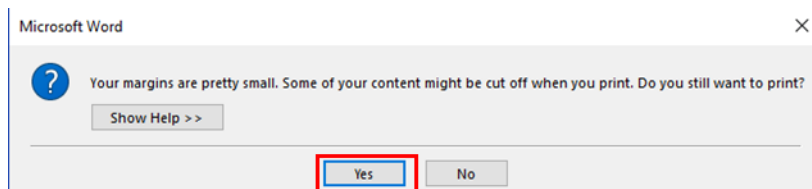
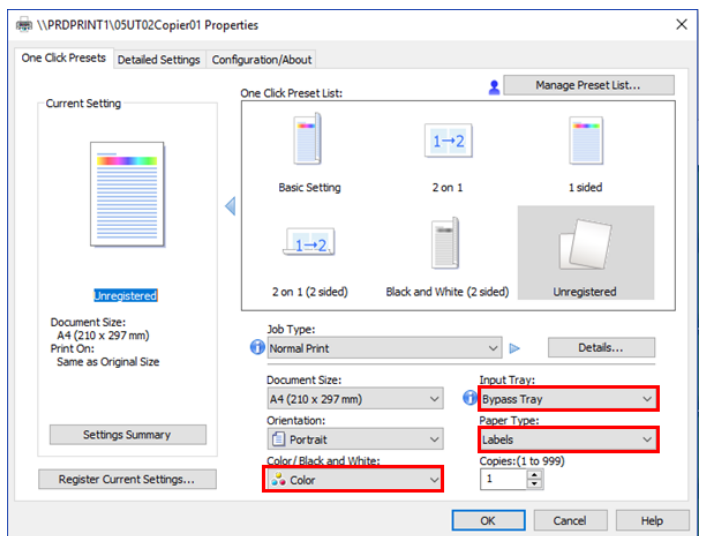
- Label size: **38.1 mm x 21.2 mm**
- Page orientation: **Portrait**
- Rows per sheet: **13 rows**
- Columns per sheet: **5 columns**

Compatible label sheets:

1. PPS Address Labels – PPS78651 (100 sheets per box)
2. PPS Address Labels – PPS78651B (250 sheets per box)
3. Avery Inkjet Code – J8651
4. Avery Laser Code – L7651

Printing sticker sheets

1. Open the sticker sheet document using Microsoft Word.
2. Place the label sheets in the Bypass tray.
3. Select File > Print.
4. Select Printer Properties.
5. Set the following settings:
 - Input Tray = Bypass Tray
 - Paper Type = Labels
 - Colour/Black and White = Colour.
6. Select OK.
7. Select the required pages to be printed.
8. Select Print.
9. If you receive the following message about the 'margins' being small, select "Yes" to continue printing.



10. The label sheet(s) should now print.



Individual copiers may print out with margins slightly different and they may need to be adjusted on the template to obtain the most accurate printing.

The side margins may need to be set to be around 0.47 cm - 0.52 cm

The column width (horizontal pitch) may need to be changed to make the columns around 4.06 - 4.07 cm wide.

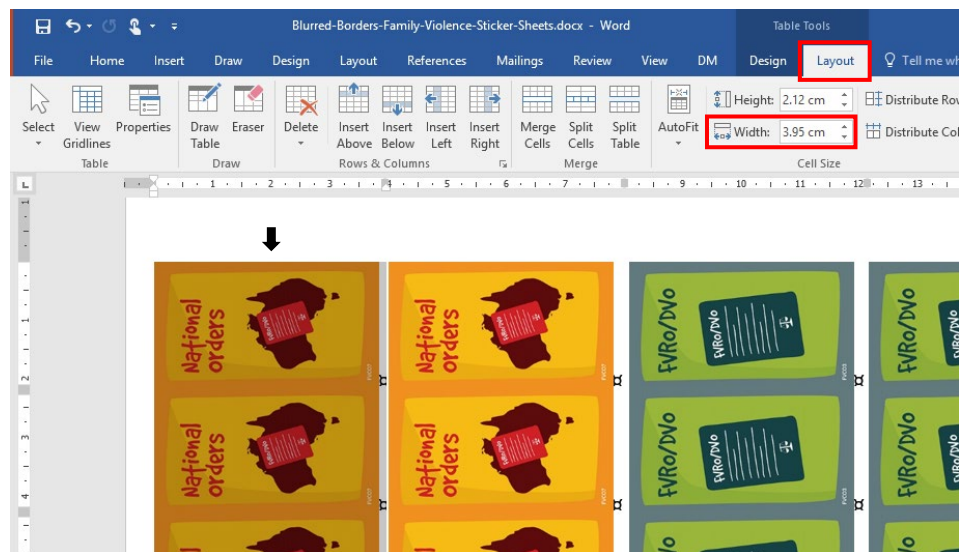
The side margins may need to be set to be around 0.47 cm - 0.52 cm

All the column width/Horizontal pitch settings may need to be adjusted.



Side margins can be changed from within Page Layout. The width for each column can be changed in 'Table Properties', or you can follow these steps:

1. Hover your mouse above the top of a column until it changes to a small, black arrow.
2. Left-click once and the whole column should be selected (shaded).
3. From the top menu ribbon, click on 'Layout' in the Table Tools section, and enter the desired column width.



Helpful hints:

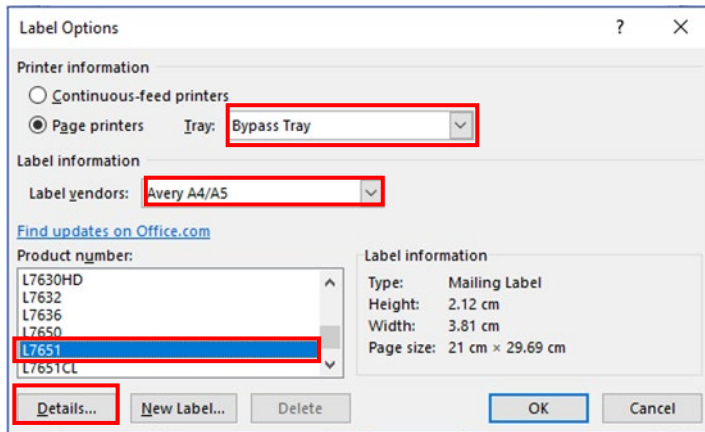
1. Avoid using label sheets in your printer or photocopier if any stickers have been removed.
2. Store label sheets in a cool moisture-free environment and keep sheets in pack/box when not in use.
3. Fan sheet edges before loading to ensure trouble free feeding.
4. Recommended tray to load sheets is the Bypass Tray.

HOW TO SETUP A NEW (BLANK) STICKER TEMPLATE IN WORD

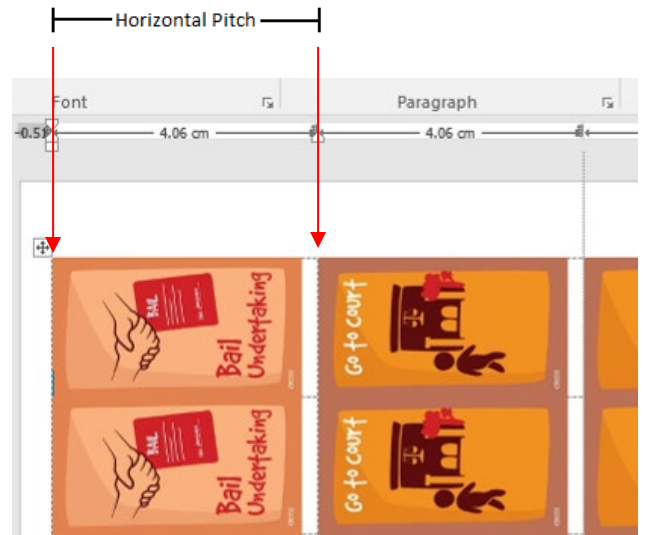
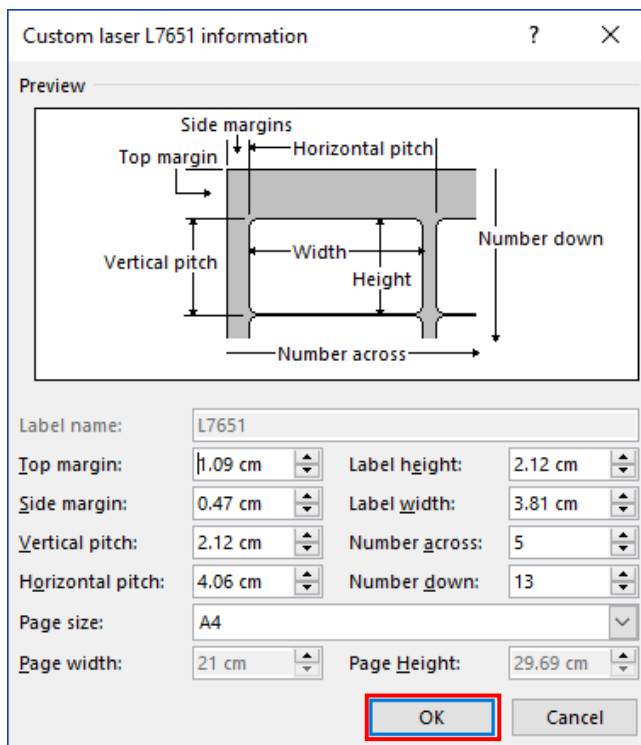
Microsoft Word has standard label dimensions available.

- From the top toolbar, select Mailings > Labels > Options.
- Change settings as shown below:
 - Tray = Bypass Tray
 - Label vendors = Avery A4/A5
 - Product Number = L7651

These settings match the sticker size and number of rows/columns on each page. Select these settings, even if you are not using Avery labels.

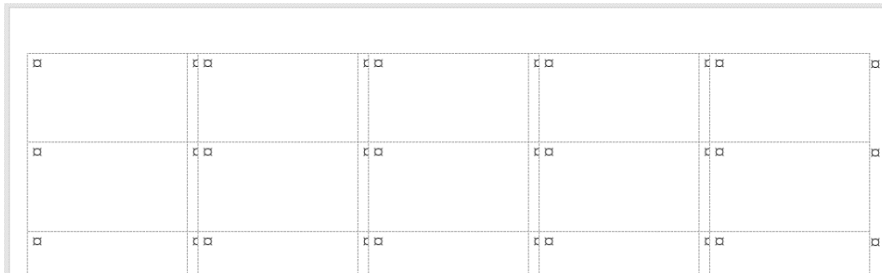
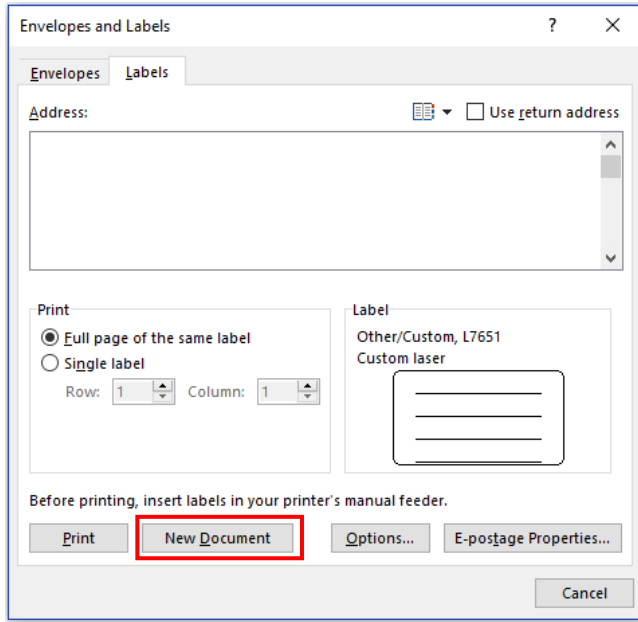


- Select Details.
- Change settings as shown below to match the exact dimensions of your label sheets and printer margins:



- Select OK.
- Select New Document.

- The following template will then show.



- Copy the required images and paste them into each cell on the template. Remove, add, or change wallet card stickers as needed. You can customise the cards used on each label sheet to suit your needs.
- The images will need to be rotated to fit the template.

