

# FlipPOCKETS™ TEMPLATE INSTRUCTIONS FOR MICROSOFT® WORD ON Macs

Instructions for setting up a Microsoft Word template to use with FlipPOCKETSTM perforated paper: 8 x 2 1/8" and 10 1/4 x 2 1/8"

8"

1. Open a New Document in Microsoft Word
2. From File menu, select Page Setup. Set orientation to Landscape.
3. From the Format menu, select Document
  - a. Click on the Margins tab
  - b. Set top margin to 0.75"
  - c. Set bottom margin to 0.17"
  - d. Set the left and right margins to 1.35"
  - e. De-select "Mirror margins"
  - f. Select "Apply to: Whole document"
  - g. Click OK
4. From the Format menu, select Columns
  - a. Select "four" columns
  - b. Set column width to 1.89"
  - c. Set column spacing to 0.25"
  - d. Select "Equal column width"
  - e. Select "Apply to: Whole document"

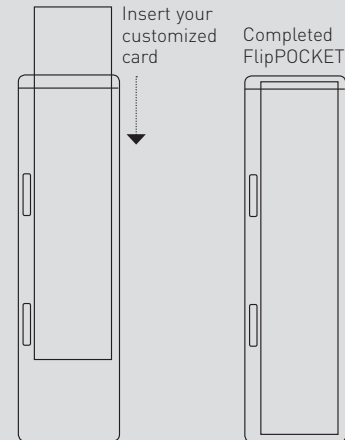


10 1/4"

1. Open a New Document in Microsoft Word
2. From the Format menu, select Document
  - a. Click on the Margins tab
  - b. Set top margin to 1"
  - c. Set bottom margin to 0.17"
  - d. Set the left and right margins to 1.25"
  - e. De-select "Mirror margins"
  - f. Select "Apply to: Whole document"
  - g. Click OK
3. From the Format menu, select Columns
  - a. Select "three" columns
  - b. Set column width to 1.8"
  - c. Set column spacing to 0.03"
  - d. Select "Equal column width"
  - e. Select "Apply to: Whole document"

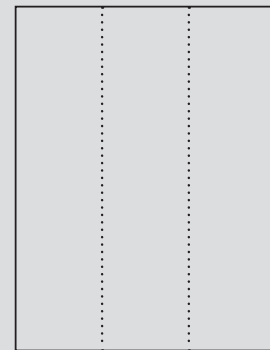
Your FlipPOCKETS template is now ready to use. Be sure to save your work for future inserts.

In order to print your own inserts for FlipPOCKETS, you'll need to create a template.



**Save valuable time with our special perforated paper.**

Our perforated laser paper will work in your printer or copier to easily create perfect inserts. Call for more information.



FlipPOCKETS perforated paper is 110 lb. Text.

Visit [www.flipcards.com](http://www.flipcards.com) for more information or contact 585.713.1733 or e-mail [info@flipcards.com](mailto:info@flipcards.com).

