

FlipPOCKETS™ TEMPLATE INSTRUCTIONS FOR MICROSOFT® WORD ON PCs

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 the File menu, select Page Set-up
 - a. Set orientation to Landscape
 - b. Set top margin to 0.75"
 - c. Set bottom margin to 0.17"
 - d. Set left and right margins to 1.35"
 - e. Set gutter to 0
 - f. Select "Apply to: Whole document"
 - g. Click OK
3. 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. Click OK

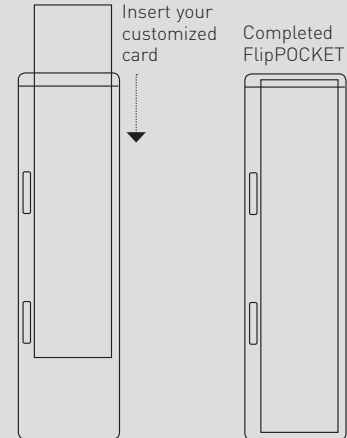


10 1/4"

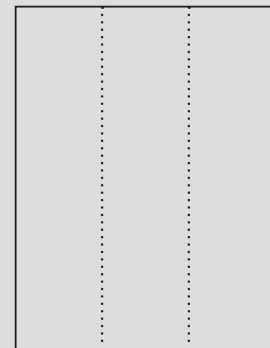
1. Open a New Document in Microsoft Word
2. From the File menu, select Page Set-up
 - a. Set top margin to 1"
 - b. Set bottom margin to 0.17"
 - c. Set left and right margins to 1.25"
 - d. Select "Apply to: Whole document"
 - e. Click OK
3. From the Format menu, select Columns
 - a. Select "three"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

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 for more information or contact 585.713.1733 or e-mail info@flipcards.com.