

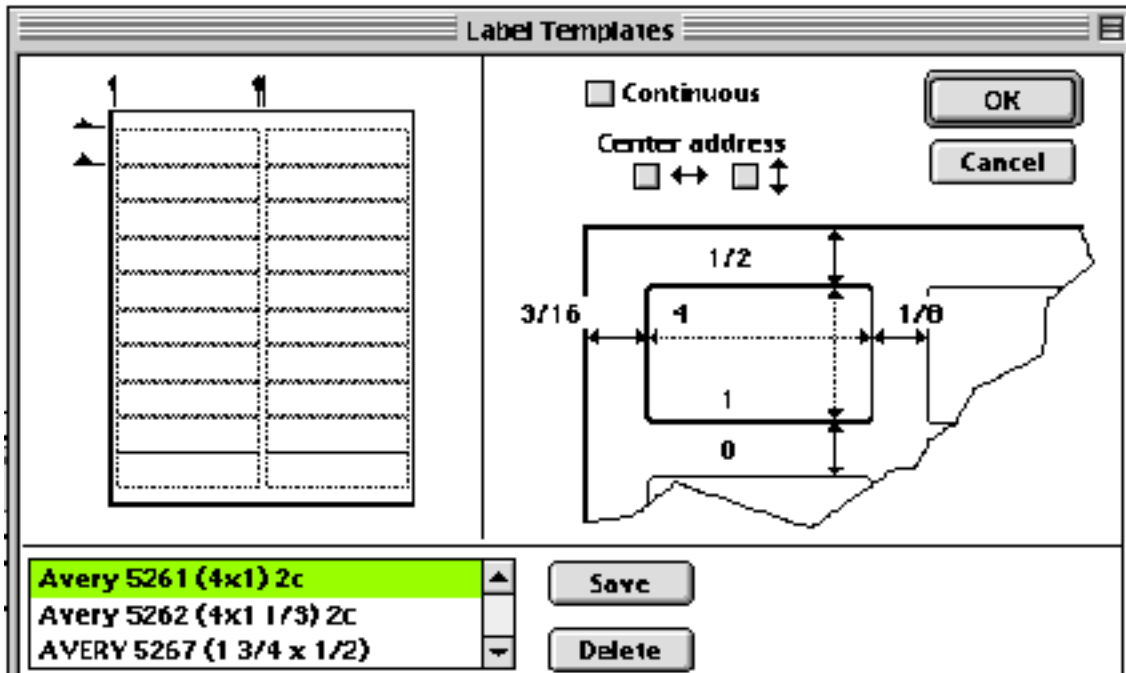
SNX

How to create a custom sized label template using MacEnvelope Revised: 3-1-98

If you are using a new type of label stock with MacEnvelope and you do not see it among the list of available templates, you can create a custom made template.

1. Launch MacEnvelope.
2. Select any label template from the template popup menu (located in the lower left corner of main window) that is the closest match to the label you wish to create. **If none of the available templates match your new label dimensions, you can use any label template.** For this example we'll use **Avery 5261 (4x1) 2c**.
3. From the menu bar, select **Templates: Templates** to open the **Label Templates** window.

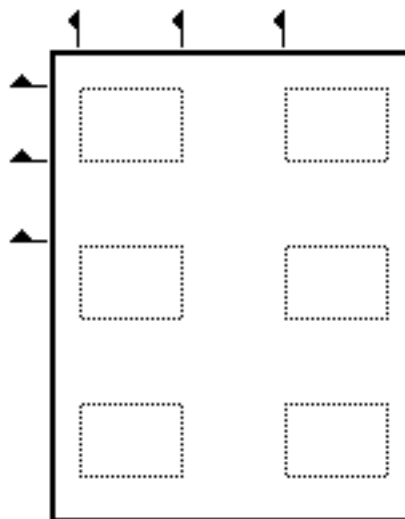
On the **left** side of the window is the preview of a sheet of labels (the size of this sheet is the paper size chosen in **Page Setup**). To the **right** of the window is a diagram (not to scale) of the label size and page margins of the current label (Avery 5261).



If you are using Continuous labels, select **Continuous**. You will see tractor feed appear. Use **Center Address** to force mailing addresses to be centered on the label.

On the **left** side of the window you will also see a set of six triangular flags (3 on the top of the sheet and 3 on the left). **If you do not see all 3 flags on top or on the left, they are overlapping. Simply drag the flags apart and space them evenly until you have 3 on top and 3 on the left** (a total of 6 flags).

As you move the flags, the shape and number of the labels change.



The **first flag on the top** controls the **Left Margin**.
The **second flag on the top** controls the **Label Width**.
The **third flag on the top** controls the **Space between Labels**.

The **top flag on the left** controls the **Top Margin**.
The **second flag on the left** controls the **Label Height**.
The **third flag on the left** controls the **Space between Labels**.

Note: All of these flags have an effect on the number of columns and rows your sheet will have.

See the diagram on the following page.

Left Margin

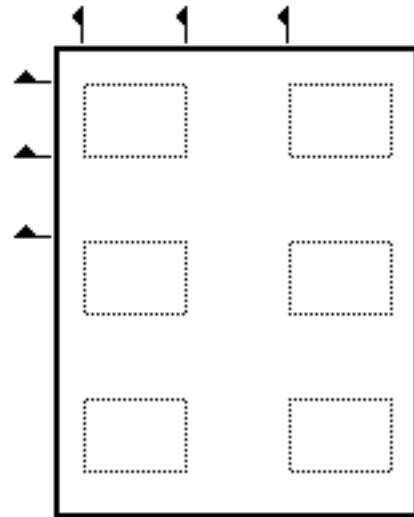
Label Width

Space between Labels

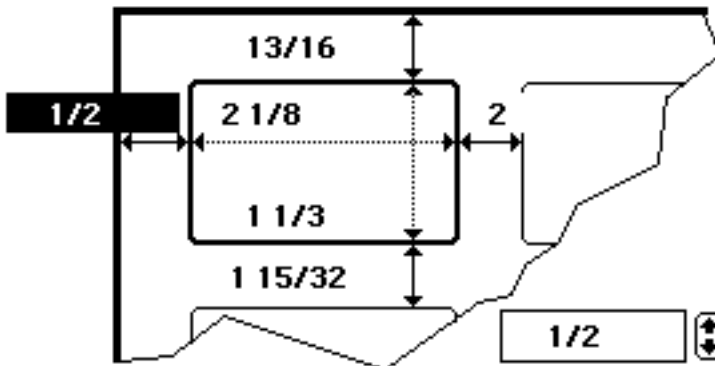
Top Margin

Label Height

Space between Labels



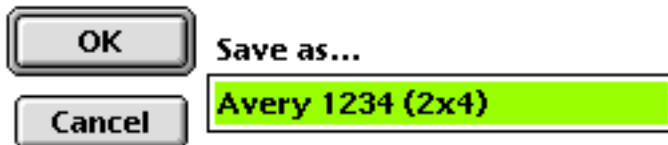
4. Click on the **first flag** on the **top of the sheet** and drag it just a notch to the right or left. On the right side of the window, a **black rectangle** appears highlighting the **Left Margin**. A box with **Up/Down** arrows also appears on the right.



Once you have selected a particular flag and the **black rectangle** appears, use the **Up/Down** arrows to set a precise measurement.

5. Use the technique in **Step.4** to set both margins, label height and width and the space between labels.

6. Once you have finished making your changes, click **Save**, then type in the name of the new template: for example: Avery 1234 (2x4).



7. Click **OK**, then click **OK** again on the main window .

Now you can choose your newly created custom template from the template list.

If this document does not resolve your problem, please contact SNX technical support at:

PLEASE NOTE: Technical support is not available from our toll free number. All registered users requiring technical support must call (718) 369-2944.

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