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## **Big tab 5 insertable dividers templates**

help, please refer to the FAQ section. Please consult your program manual and use the label specifications below for program instructions for versions or applications not listed below. Microsoft® Word for Windows® Create tabs by first creating a one-time template or using an existing C-Line printer template as shown below. Then, each time you want to create and print tabs, follow the Create and Print tab inserts instructions below using the appropriate template. Microsoft® Office Word 2010 and Word 2007 Create the Index tab template Use the existing C-Line templates included in the software described in the Create and Print Inserts tab below. Create and print the Inserts Open a New Document tab. From the Mailings tab, in the Create group, click Labels. Click the Labels tab, and then select Options. From Label suppliers pull-down box, select C-Line Products Inc. Then select insert name or product number. Click OK until the Envelopes and Labels box appears again. Select New Document. This opens a new file. Enter tab name and format as desired (centered text is recommended. To make editing simple, from the Layout tab of the Table group, select Show Guides. To center, move the mouse pointer over the upper-left corner of the inserts to turn the pointer into a table move handle. Click on the handle to select the table. In the Alignment group, in the Alignment group, click the Adjust Center Point icon. Click in the upper left cell to start entering data. The Tab key will move you to the next insert and automatically add new inserts to the end of the file. Load blank tab insert sheets into the printer according to printer instructions, then print. (It's a good idea to test on blank paper before loading tabs). When it's done, you can save your file if you need to print it again at a later time. Microsoft® Office Word Word 2003, Word 2002, Word 2000, and Word 97 Create tab insertion template Open a new document. In Word 2003 and Word 2002, from the Tools menu, select Letters and Mailings, then Envelopes and Labels. In Word 2000 and Word 97, choose Envelopes and Labels. Click the Labels tab, and then select Options. From Label Products pull-down box, select Other. Click New Label and specify specifications for the appropriate product or number of tabs, as shown in the table below. For Label Name, select a descriptive name such as C-Line 5 tab insert. Click OK. Click OK. Then, under Create and print the Inserts tab, follow the steps below (starting with step 7). 5-Tab Specs INL05 8-Tab SpecificationsINL08 Top Margin 1.1 1.1 Side 2.31 2.69 Vertical pitch 0.44 0.44 Horizontal pitch 1.94 1.56 Label height height 0.44 Label width 1.94 1.56 Number over 2 2 2 Number down 20 20 Page size 8.5 x 11 Letter 8.5 x 11 Letter Create and print the Inserts Open a New Document tab. In Word 2003 and Word 2002, from the Tools menu, select Letters and Mailings, then Envelopes and Labels. In Word 2000 and Word 97, choose Envelopes and Labels. Click the Labels tab, and then select Options. From Label Products pull-down box, select Other. Then under Create the Tabbinjoining template section above, select the descriptive name you created. Click OK until the Envelopes and Labels box appears again. Select New Document. This opens a new file. Enter tab name and format as desired (centered text is recommended. To center, press cntrl/A to mark the entire document and Cntrl/E to the center). The Tab key will move you to the next tab and automatically add new tabs at the end of the file. Enter the same information on both left and right tabs so that information can be read from both the front and back. Load blank tab insert sheets into the printer according to printer instructions, then print. (It's a good idea to test on blank paper before loading tabs). When it's done, you can save your file if you need to print it again at a later time. Corel® WordPerfect® for Windows® Create tabs by first creating a one-time template or using an existing C-Line printer template as indicated below. Then follow the Create and Print Tab Posts instructions by using the appropriate template each time you want to create and print tab posts. Version X5, X4, X3, 12.0, 11.0 Create the Insert Name Mark Template Use the existing C-Line templates included in the software as described in create and print the Inserts tab below. Version 10.0, 9.0, 8.0, 7.0, 6.1, 6.0 Create the tab insertion template Open a new document. From the Format menu, select labels and click Create. Go to Label description, enter a descriptive name as c-line 8 tab insert. In Label Type, click Laser. In Label Sheet Size, click Change. Go to Size and select Letter from the pull-down menu. Click OK. Please provide specifications below. Click OK. (Hit escape key to exit all menu screens.) 5-Tab Specifications INL05 8-Tab SpecificationsINL08 LabelSize Sheet 8.5 x 11 8.5 x 11 1.94 0.44 1.56 0.44 Label Per page Columns rows 2 20 2 20 Upper left label Upper left edge Left edge 1.1 2.31 1.1 2.69 Spacing between columns rows 00 00 Label margin Left top right bottom 0.125 0 0.125 0.125 0 Create and print the Inserted tab from a blank document, select Labels from the Format menu. Highlight the C-Line tab template you created, or select the predefined C-Line Products template that is included with the software. (To locate predefined templates, select Change... and select file name c-line.tab. Click Select. Highlight the product or insert numbers and click Select). Enter tab name and format as desired text is recommended for both justification and within the page). Remember to enter the same same on both left and right tabs so that information can be read from both front to back. Insert hard page breaks (Cntrl/Enter) to bring up new tabs. For center justification press Cntrl / A to mark the entire document and Cntrl / E to the center. To center within the page, choose Page from the Format menu and choose Center. Select current and subsequent pages, and click OK. Load blank tab insert sheet into the printer according to printer instructions, then print. (It's a good idea to test on blank paper before loading tabs). When it's done, you can save your file if you need to print it again at a later time. FAQ and troubleshooting tips Q: Why doesn't my text adjust when I add a page to the file? A: When you manually enter the tab insertion information using a blank template, the page spacing will slightly shift each time you add a new page. This means that the information on the inserts tab will not be in the correct area of the pages after the first sheet. However, Microsoft Word will automatically add the correct spacing between pages when you use a Mail Merge. If you're going to make more than one sheet of index tab posts, we recommend that you perform a Mail Merge. Q: How do I find out which version of Microsoft Word I'm using? A: If you don't know which version of the Word program you're currently using, please follow these steps to verify that information: From the main menu, select Help. In the Help area, you can see which version of Word you're using. The latest and most commonly used versions include Word 2010, 2007, and 2003. © 2001 - 2020 C-Line Products, Inc. All rights reserved. C-LINE is a registered trademark of C-Line Products, Inc. We're sorry, but Office Depot isn't currently available in your country. Contact Website Administrator Labels Signs Signs & Decals By TypeIndoor /Outdoor Floor SignageHygiene & Wellness SignageDividers Binders and Accessories Mini Binders & Accessories Cards Name Badges & Accessories Printable Crafts Instruments Writing Instruments Instruments

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