

***Instructions for Setting Up
Simon Five Insertable Index Tabs (S5 643 5 & S5 643 5C)
Using Microsoft Word***

From the Toolbar select “Tools” then “Envelopes and Labels”

Choose the “Labels” Tab

Choose the “Options” Button

Choose the “New Label” Button

Fill in the following information”

Label Name – Simon 5’s (or something else you’ll remember)

Top Margin: 1.18”

Side Margin: 2.25”

Label Height: .33”

Label Width: 2”

Vertical Pitch: .33”

Horizontal Pitch: 2”

Number Across: 2

Number Down: 26

Page Size: Letter (8½ x 11)

Choose “OK” twice, then “New Document”

You should now see your document with gridlines on it for you to enter your tab names.

(If you do not see the gridlines, choose “Table” then “Show Gridlines”.)

The margins may be slightly different for your printer. Adjust by small increments until they meet your printer’s parameters.