

For PC users

1. Select **MAILINGS** from the tools menu (for Microsoft Word 2003 or less: select **ENVELOPS AND LABELS**).
2. Click on the **LABELS** and choose **OPTIONS**.
3. Click on **NEW LABEL** and type the name of the labels you want to format (e.g. CL-6 or another one) in the space for **LABEL NAME**.
Input the following parameters in appropriate boxes and press **OK** (change the sequence of entering the parameter in case the program does not accept it)

For MAC users

1. Select **TOOLS** from the menu
2. Click on the **LABELS** and choose **OPTIONS**.
3. Click on **NEW LABEL** and type the name of the labels you want to format (e.g. CL-6 or another one) in the space for **LABEL NAME**.
4. Input the following parameters in appropriate boxes and press **OK**

US Letter Format (8.5" x 11" or 215.9mm x 279.4mm)

	#3		#4		#5		#6		#7		#8		#9	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
<i>Top Margin</i>	0.56	14.2	0.52	13.2	0.61	15.5	0.29	7.3	0.5	12.7	0.41	10.5	0.34	8.7
<i>Side Margin</i>	0.37	9.3	0.52	13.2	0.53	13.5	0.55	14	0.16	4.06	0.54	13.7	0.32	8
<i>Vert. Pitch</i>	1	25.4	0.77	19.5	0.55	14	0.55	14	2	50.8	0.79	20	0.87	22
<i>Horiz. Pitch</i>	2.76	70.1	1.3	33.2	0.63	16.2	1.52	38.5	4.19	106.4	1.9	48.5	1.34	34
<i>Label Height</i>	1	25.4	0.77	19.5	0.43	11	0.55	14	2	50.8	0.79	20	0.87	22
<i>Label Width</i>	2.63	66.8	0.94	24	0.43	11	1.42	36	4	101.6	1.77	45	1.26	32
<i>Numb. Across</i>	10	10	6	6	12	12	5	5	2	2	4	4	6	6
<i>Numb. Down</i>	3	3	13	13	18	18	19	19	5	5	13	13	12	12

	#10		#11		#12		#13		#14		#15		#16	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
<i>Top Margin</i>	0.36	9.2	0.24	6.02	0.26	6.5	0.5	12.7	0.5	12.7	0.5	12.7	0.66	16.67
<i>Side Margin</i>	0.38	9.7	0.22	5.54	0.29	7.3	0.28	7.11	0.33	8.5	0.16	4.06	0.22	5.7
<i>Vert. Pitch</i>	0.47	12	0.35	8.84	0.5	12.7	0.5	12.7	0.5	12.5	3.33	84.58	0.81	20.64
<i>Horiz. Pitch</i>	0.49	12.5	2.64	67.05	1	25.4	2.06	52.37	4	101.6	4.19	106.4	0.81	20.64
<i>Label Height</i>	0.53	9	0.28	7.04	0.5	12.7	0.5	12.7	0.5	12.7	3.33	84.58	0.75	19.05
<i>Label Width</i>	0.53	9	2.64	67.05	0.94	23.9	1.75	44.45	3.86	98.43	4	101.6	0.75	19.05
<i>Numb. Across</i>	16	16	3	3	8	8	4	4	2	2	2	2	10	10
<i>Numb. Down</i>	22	22	38	38	21	21	20	20	20	20	3	3	12	12

	#17		#18		#19		#20		#21		#22		#23	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
<i>Top Margin</i>	0.25	6.35	0.25	6.35	0.875	22.23	0.31	7.92	0.28	7.11	0.06	1.52	0.25	6.35
<i>Side Margin</i>	0.31	7.92	1.25	31.75	0.12	3	0.25	6.35	0.25	6.35	0.29	7.37	0.25	6.35
<i>Vert. Pitch</i>	0.25	6.35	0.75	19.05	2.88	73.02	2.09	53.16	0.87	22.1	5.44	138.1	0.5	12.7
<i>Horiz. Pitch</i>	1.84	46.81	6	152.4	2.75	69.85	2	50.8	8	203.2	1.6	40.64	1.34	34.04
<i>Label Height</i>	0.25	6.35	0.75	19.05	2.75	69.85	2	50.8	0.87	22.1	5.44	138.1	0.5	12.7
<i>Label Width</i>	1.75	44.45	6	152.4	2.75	69.85	2	50.8	8	203.2	1.5	38.1	1.28	32.51
<i>Numb. Across</i>	5	5	1	1	3	3	4	4	1	1	5	5	6	6
<i>Numb. Down</i>	42	42	14	14	3	3	5	5	12	12	2	2	21	21

	#24		#25		#26		#27		#29		#30		#31	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
<i>Top Margin</i>	0.69	17.53	0.5	12.7	0.5	12.7	0.29	7.44	0	0	0.75	19.05	1.38	34.93
<i>Side Margin</i>	0.39	9.91	0.33	8.26	0.69	17.44	0.53	13.51	0	0	1.19	30.16	0.16	3.97
<i>Vert. Pitch</i>	4.96	125.9	0.5	12.7	5	127	2.6	66.04	1.57	39.9	2.38	60.33	4.13	104.8
<i>Horiz. Pitch</i>	0.3	7.62	7.85	199.3	3.63	92.07	2.53	64.14	2.83	72.0	3.13	79.37	4.06	103.2
<i>Label Height</i>	4.8	121.9	0.5	12.7	5	127	2.6	66.04	1.57	39.9	2.38	60.33	4	101.6
<i>Label Width</i>	0.3	7.62	7.85	199.3	3.5	88.9	2.4	60.96	2.83	72.0	3	76.2	4	101.6
<i>Numb. Across</i>	26	26	1	1	2	2	3	3	3	3	2	2	2	2
<i>Numb. Down</i>	2	2	20	20	2	2	4	4	7	7	4	4	2	2

	#32		#33		#34		#35		#37		#38		#39	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
<i>Top Margin</i>	0.42	10.7	0.3	7.62	0.6	15.24	0.31	7.87	0.55	13.97	0.69	17.46	0.5	12.69
<i>Side Margin</i>	0.29	7.37	0.31	7.87	0.31	7.87	0.27	6.81	0.31	7.95	0.31	7.89	0.67	16.91
<i>Vert. Pitch</i>	0.78	19.8	1.05	26.67	9.8	248.9	1.73	43.94	1.1	27.94	0.75	19.05	1	25.4
<i>Horiz. Pitch</i>	1	25.4	1.97	50.04	0.39	10	2.02	51.23	1.32	33.57	0	0	3.63	92.08
<i>Label Height</i>	0.78	19.8	0.97	24.64	9.8	248.9	1.73	43.94	1.1	27.94	0.75	19.05	1	25.4
<i>Label Width</i>	0.9.3	23.8	1.97	50.04	0.39	10	1.92	48.76	1.26	32.00	8	203.2	3.5	88.9
<i>Numb. Across</i>	8	8	4	4	20	20	4	4	6	4	1	1	2	2
<i>Numb. Down</i>	13	13	10	10	1	1	6	6	9	9	13	13	10	10

	#40		#41		#42		#43		#44		#46		#47	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0.5	12.69	1.17	29.74	0.39	9.8	0.54	13.65	0	0	0.29	7.37	0.3	7.62
Side Margin	0.19	4.72	0.31	7.87	1.3	33	0.06	1.59	0.06	0	0.35	8.89	0.7	17.78
Vert. Pitch	1	25.4	0	0	0.39	9.8	2	50.8	1	25.4	1.31	33.34	1.3	33.02
Horiz. Pitch	4.13	104.8	0.39	10.01	0	0	2.78	70.64	1.42	35.98	1.31	33.34	1.45	36.83
Label Height	1	25.4	8	203.2	0.39	9.8	2	50.8	1	25.4	1.25	31.75	1.3	33.02
Label Width	4	101.6	0.39	10.01	5.9	150	2.69	68.26	1.42	35.98	1.25	31.75	1.3	33.02
Numb. Across	2	2	20	20	1	1	3	3	6	6	6	6	5	5
Numb. Down	10	10	1	1	26	26	5	5	11	11	8	8	8	8

	#48		#50		#51		#52		#53		#55		#56	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0.36	9.02	0.687	17.44	0.25	6.35	0.56	14.29	0.56	14.29	0.48	12.26	0.25	6.35
Side Margin	0.33	8.38	0.5	12.7	0.5	12.59	0.97	24.62	1	25.4	0.53	13.53	0.19	4.76
Vert. Pitch	0.49	12.51	1.38	34.92	1.38	34.92	1.26	31.88	3.38	85.73	0.67	17.02	1.5	38.1
Horiz. Pitch	0.49	12.51	1.53	38.96	1.84	46.81	2.13	53.97	3.38	85.73	4	101.6	4.13	104.8
Label Height	0.43	10.92	1.38	34.92	0.75	19.05	1.13	28.70	3.13	79.37	0.67	17.02	1.5	38.1
Label Width	0.43	10.92	1.38	34.92	0.75	19.05	2	50.8	3.13	79.37	3.44	87.38	4	101.6
Numb. Across	16	16	5	5	9	9	3	3	2	2	2	2	2	2
Numb. Down	21	21	7	7	13	13	8	8	3	3	15	15	7	7

	#57		#58		#59		#61		#62		#63		#64	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0	0	0	0	0.46	11.68	0.5	12.7	0.88	22.23	0.44	11.11	0.68	17.27
Side Margin	0	0	0	0	0.4	10.16	0.69	17.46	0.85	21.59	1.13	28.58	1.94	49.28
Vert. Pitch	5.5	139.7	5.5	139.7	0.63	16	2	50.8	0.6	15.24	2	50.8	5	127
Horiz. Pitch	4.38	111.1	0	0	1.3	33.02	3.63	92.08	1.72	43.66	1.25	31.75	4.63	11.5
Label Height	5.5	139.7	5.5	139.7	0.63	16	2	50.8	0.6	15.24	2	50.8	4.63	117.5
Label Width	4.38	111.1	8.5	215.9	1.2	30.48	3.5	88.9	1.63	41.28	1.13	28.58	4.63	117.5
Numb. Across	2	2	1	1	6	6	2	5	4	4	3	3	1	1
Numb. Down	2	2	2	2	16	16	2	5	16	16	9	9	2	2

	#65		#66		#67		#68		#69		#70		#71	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0.88	22.15	0.5	12.7	0.34	8.73	0.13	3.175	0.25	6.35	0.5	12.7	0.5	12.7
Side Margin	0.29	7.29	0.5	12.7	1.25	31.75	0.28	7.137	0.31	7.94	0.3	7.62	0.25	6.35
Vert. Pitch	0.6	15.24	7.75	196.9	0.94	23.81	5.44	138	1.75	44.45	1	25.4	1	25.4
Horiz. Pitch	2.66	67.63	0	0	0	0	4.06	103.2	1.13	28.58	1.6	40.64	1	25.4
Label Height	0.6	15.24	7.5	190.5	0.94	23.81	5.44	138	1.75	44.45	1	25.4	1	25.4
Label Width	2.6	66.04	1.25	31.75	6	152.4	4	101.6	1.13	28.58	1.5	38.1	1	25.4
Numb. Across	3	3	1	1	1	1	2	2	7	7	5	5	8	8
Numb. Down	16	16	6	6	11	11	2	2	6	6	10	10	10	10

	#75		#76		#77		#79		#80		#86		#87	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0.69	17.53	0.5	12.7	0.7	17.78	0.5	12.7	0.32	8	0.34	9.53	0.32	0.81
Side Margin	1.13	28.58	0.56	14.29	0.3	7.62	0.56	14.29	0.82	20.64	1.12	28.44	0.74	1.87
Vert. Pitch	0.63	16	2	50.8	0.63	15.88	1	25.4	0.61	15.49	2.06	52.37	0.75	1.9
Horiz. Pitch	3.25	82.55	1.88	47.63	4.06	103.1	1.88	47.63	1.75	44.45	2.13	53.97	1.8	4.57
Label Height	0.63	16	2	50.8	0.63	15.88	1	25.4	0.61	15.49	2	2	0.61	1.55
Label Width	3	76.2	1.75	44.45	4	101.6	1.75	44.45	1.63	41.28	2	2	1.63	4.14
Numb. Across	2	2	4	4	2	2	4	4	4	4	3	3	4	4
Numb. Down	16	16	5	5	16	16	10	10	17	17	5	5	14	14

Wrap-Around US Sheet Format (8.5" x 11" or 215.9mm x 279.4mm)

	#13		#62		#65		#75		#77					
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm				
Top Margin	0.5	12.7	0.88	22.23	0.88	22.15	0.69	17.53	0.7	17.78				
Side Margin	0.28	7.11	0.85	21.59	0.29	7.29	1.125	28.58	0.3	7.62				
Vert. Pitch	0.5	12.7	0.6	15.24	0.6	15.24	0.63	16	0.63	15.88				
Horiz. Pitch	2.06	52.37	1.72	43.66	2.66	67.63	3.25	82.55	4.06	103.1				
Label Height	0.5	12.7	0.6	15.24	0.6	15.24	0.63	16	0.63	15.88				
Label Width	1	25.4	1	25.4	1	25.4	0.875	22.23	2	50.8				
Numb. Across	4	4	4	4	3	3	2	2	2	2				
Numb. Down	20	20	16	16	16	16	16	16	16	16				

Hagaki Sheet Format (4" x 6" or 101.6mm x 152.4mm)

	#1		#2											
	inch	mm	inch	mm										
Top Margin	0.26	6.5	0.3	7.62										
Side Margin	0.35	9	0.27	6.86										
Vert. Pitch	0.39	10	0.2	5.08										
Horiz. Pitch	1.1	28	0.87	22.07										
Label Height	0.39	10	0.2	50.8										
Label Width	1.02	26	0.79	20.1										
Numb. Across	3	3	4	4										
Numb. Down	14	14	27	27										

A4 Sheet Format (8.27" x 11.7" or 210mm x 297mm)

	#3		#6		#8		#9		#11		#12		#23	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0.35	8.79	0.33	8.49	0.33	8.49	0.641	16.28	0.32	8.09	0.36	9.09	0.5	12.7
Side Margin	0.28	7.24	0.35	8.99	0.47	11.99	0.318	8.077	0.26	6.59	0.35	8.99	0.26	6.58
Vert. Pitch	1	25.4	0.55	14	0.79	20	0.866	21.99	0.28	7	0.55	14	0.51	13
Horiz. Pitch	2.6	66	1.5	39	1.85	47	1.282	32.56	2.6	66	0.94	24	1.3	33.08
Label Height	1	25.4	0.55	14	0.79	20	0.866	21.99	0.28	7	0.51	13	0.51	13
Label Width	2.5	63.5	1.42	36	1.77	45	1.22	30.98	2.52	64	0.94	24	1.24	31.5
Numb. Across	3	3	5	5	4	4	6	6	3	3	8	8	6	6
Numb. Down	11	11	20	20	14	14	12	12	40	40	20	20	21	21

	#32		#36		#48		#65		#72		#74		#81	
	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm	inch	mm
Top Margin	0.67	17	0.35	8.79	0.45	11.34	0.75	19	0.5	12.7	0.69	17.46	0.22	5.56
Side Margin	0.59	15	0.27	6.79	0.46	11.59	0.3	7.5	0.22	5.59	0.44	11.11	1.12	28.46
Vert. Pitch	0.75	19	1	25.4	0.49	12.5	0.59	15	0.51	12.95	0.86	21.83	3.15	80
Horiz. Pitch	1.02	26	1.56	39.6	0.49	12.5	2.6	66	1.74	44.2	1.07	27.14	3.96	100.5
Label Height	0.75	19	1	25.4	0.43	11	0.59	15	0.51	12.95	0.86	21.83	3.15	80
Label Width	0.94	24	1.5	38	0.43	11	2.48	63	0.91	23	0.98	25	3.88	98.42
Numb. Across	7	7	5	5	15	15	3	3	8	8	7	7	2	2
Numb. Down	14	14	11	11	22	22	18	18	21	21	12	12	3	3

