

Rolodex® Card Template Formatting Instructions for:
Microsoft® Word® 6.0, 7.0, '97, 2000, 2003
Microsoft® Word® 2001 (Mac)
Microsoft® Word® 2000
Corel® WordPerfect® 6.0, 7.0, 8.0, 2000

Microsoft® Word 2003

1. Under the 'File' menu select 'page setup'
 - a. Under the 'margins' tab and set the paper orientation to 'portrait'
 - b. Under the margins tab, set the following margins:
Top: 1.1 in.
Bottom: 1.0 in.
Left: 0.5 in.
Right: 0.5 in.

Click 'OK'
2. Under the 'table' menu, select 'insert table' and set the number of columns to 2 and the number of rows to 4. Set the column width to 3.75 in. (270 pts.).
Click 'OK'
3. Under the 'table' menu, choose 'select table'.
4. Under the 'table' menu, select 'table properties'.
 - a. Select the 'row' tab and set the row height to exactly 2.2 in. (158.4 pts.).
 - b. Select the 'column' tab and check that the column width is set to 3.75 in. (270 pts.).Click 'OK'
5. Enter your information in the cells of the table. Press 'enter' for each new line of information. To move to the next card, press 'tab'.
6. To use this form again, select 'save-as' under the 'file' menu and save your document as a 'document template'.

Microsoft® Word® 6.0, 7.0 and '97

7. Under the 'File' menu select 'page setup'
 - a. Under the 'paper size' tab and set the paper orientation to 'portrait'
 - b. Under the margins tab, set the following margins:
Top: 1.13 in.
Bottom: 1.0 in.
Left: 0.5 in.
Right: 0.5 in.

Click 'OK'
8. Under the 'table' menu, select 'insert table' and set the number of columns to 2 and the number of rows to 4. Set the column width to 3.75 in. (270 pts.).
Click 'OK'
9. Under the 'table' menu, choose 'select table'.
10. Under the 'table' menu, select 'cell height and width'.
 - a. Select the 'row' tab and set the row height to exactly 2.2 in. (158.4 pts.).

- b. Select the 'column' tab and check that the column width is set to 3.75 in. (270 pts.).
Click 'OK'
11. Enter your information in the cells of the table. Press 'enter' for each new line of information. To move to the next card, press 'tab'.
12. To use this form again, select 'save-as' under the 'file' menu and save your document as a 'document template'.

Microsoft® Word® 2000

1. Under the 'file' menu, select 'page setup'.
 - a. Under the 'paper size' tab, set the paper orientation to 'Portrait'
 - b. Under the 'Margins' tab, set the following margins:

Top:	1.13 in.
Bottom:	1.0 in.
Left:	0.5 in.
Right:	0.5 in.

Click 'OK'
2. Under the "table" menu, select 'Insert table' and set the number of columns to 2 and the number of rows to 4. Set the column width to 3.75 in.
Click 'OK'
3. Under the 'Table' menu, choose 'Select table'.
4. Under the 'Table' menu, select 'table properties'
 - a. Select the 'Row' tab and set the row height to exactly 2.2" (158.4 pts.).
 - b. Select the 'Column' tab and check that the column width is set to 3.75 in. (270 pts.).
Click 'OK'
5. Enter your information in the cells of the table. Press 'enter' for each new line of information. To move to the next card, press 'tab'.
6. To use this form again, select 'save as' under the 'file' menu and save your document as a 'document template'.

Microsoft® Word® 2001 (Macintosh)

1. Under the 'file' menu, select 'page setup'.
 - a. Under the 'paper' menu, select 'US Letter'.
 - b. Set 'Orientation' to portrait.
 - c. Click the 'Margin' button and set the following margins:

Top:	1.13 in.
Bottom:	1.0 in.
Left:	0.67 in.
Right:	0.4 in.

Click 'OK'
2. Under the 'table' menu, go 'insert>Table'. Set the number of columns to 2 and the number of rows to 4. Set the initial column width to 3.75 in. (270 pts.).
Click 'OK'
3. Go 'Table>Select>Table'.
4. Go 'Table>Table Properties'.

- a. Select the 'Row' tab and set the row height to exactly 2.2". (158.4 pts.).
 - b. Select the 'Column' tab and check that the column width is set to 3.75 in. (270 pts.).
Click 'OK'
5. Enter your information in the cells of the table. Press 'enter' for each new line of information. To move to the next card, press 'tab'.
 6. To use this form again, select 'Save As' under the 'File' menu and save your document as a 'document template'.

Microsoft® Works® 2000

1. Under the 'file' menu, select 'Page Setup'.
 - a. Under the 'Paper Size' tab, set the paper orientation to 'portrait'.
 - b. Under the 'Margins' tab, set the following margins:

Top:	1.19 in.
Bottom:	1.06 in.
Left:	0.37 in.
Right:	0.37 in.

 Click 'OK'
2. Under the 'table' menu, select 'insert table' and set the number of rows to 4 and the number of columns to 2. Set the row height to 2.19 in. and the column width to 4 in.
Click 'OK'
3. Enter your information in the cells of the table. Press 'enter' for each new line of information. To move to the next card, press 'tab'.
4. To use this form again, select 'Save As' under the 'file' menu and save your document as a 'document template'.

Corel® WordPerfect® 6.0, 7.0, and 8.0

1. Under the 'format' menu, select 'labels'.
2. Click on 'create'
3. Under 'label description' type 'Rolodex® 2 1/4" x 4" cards'.
4. Under the 'label sheet size', click on the 'change' button. Set the page size to 'letter' (8.5 in. x 11 in.). Under the 'paper feed' menu, choose 'short edge'.
Click 'OK'
5. Under 'label description' set the label type to 'laser' and set the following parameters:

Label Size:	Width – 3.75 in.
	Height – 2.2 in.
Labels Per Page:	Columns – 2
	Rows – 4
Label Margins:	Left – 0.3 in.
	Right – 0.3 in.
Top Left Label:	Top Edge – 1.13 in.
	Left Edge – 0.5 in.
	Bottom Edge – 0.5 in.

Click 'OK'

6. Next, click on the 'select' button which will bring you the first label. Enter your information and use the 'enter' key to move to the next line. After completing the card press 'CTRL + Enter' to go to the next card.
7. This format will now be available to you the next time you need to print laser cards.

Corel® WordPerfect® 2000

1. Under the 'format' menu, select 'labels'.
2. Click on 'create'
3. Under 'label description' type 'Rolodex® 2 1/4" x 4" cards'.
4. Under the 'label sheet size', click on the 'change' button. Set the page size to 'letter' (8.5 in. x 11 in.). Under the 'paper feed' menu, choose 'short edge'. Under the 'source' menu choose 'manual feed'.
Click 'OK'
5. Under 'label description' set the label type to 'laser' and set the following parameters:

Label Size:	Width – 3.75 in.
	Height – 2.2 in.
Labels Per Page:	Columns – 2
	Rows – 4
Label Margins:	Left – 0.3 in.
	Right – 0.3 in.
Top Left Label:	Top Edge – 1.13 in.
	Left Edge – 0.5 in.
6. Next, click on the 'select' button which will bring you the first label. Enter your information and use the 'enter' key to move to the next line. After completing the card press 'CTRL + Enter' to go to the next card.
7. This format will now be available to you the next time you need to print laser cards.