

Format Custom Labels

These pages are our suggestions to help you get started setting up your computer software to print names on your genuine Jester Company laser printer name tags.

START WITH YOUR INSTRUCTION MANUAL

Go to your software instruction manual index and locate “Format Custom Labels.”

If you’ve never done this, it will speed the process if you can find a staff or school computer expert or ask a student expert to help you set up the first time.

If no one on campus can help you, then as a last resort, you should call your software support company where you bought your system.

There are many different software programs but most use the word processing program to “format custom labels.” These are a special size and need to be formatted under “custom label” or “new label.” Jester’s sheet of 8 is not one of the Avery standard formats but in word processing programs, it is possible to format an 8-1/2” x 11” sheet into any size special label format.

To get started in almost any program, you will need:

- A good ruler
- An actual sheet of Jester name tags to measure
- Several *perfect Xerox copies to practice on and test your set-up

***NOTE** -- Be very certain your Xerox practice copies are the exact size as the actual Jester sheet and have the correct distances from top and left edges.

Also, do your entire format measuring on the actual Jester sheet of name tags and not on the Xerox practice copies.

Stick-on Mini Mascots | Lapel Pins | Loyalty Cards | Mascot Table Decorations | Laser Printer Nametags | Decals | Reunion Medallions | Luggage Tags



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Some software “format custom label” instructions offer a series of questions:

1. Frequently, the first question is -- What is the size of the sheet? 8-1/2” x 11” or 8.5” x 11”
2. The next question is size of the label. This refers to the round cornered die cut label if you were to peel it off the liner and apply it as a pressure sensitive label. Use the die cut line, not the perforation lines that allow you to tear both label and liner off and put them in a plastic jacket. The size of each label is 3-1/2” wide and 2-1/4” tall or 3.5” x 2.25”
3. The next question is probably how many columns? There are 2 columns.
4. How many rows? There are 4 rows
5. Now the computer is probably going to ask you where the top left label is located on the sheet. How far down from the top edge of the paper is the top left label? Measure from the top edge of the paper to the top die cut line of the top left label and that is 1/4” or .25” - This is the (top margin).
6. How far in from the left edge of the 8-1/2” x 11” sheet to the die cut left edge of the top label? This is 3/4” or .75” - This is the (left margin).
7. Now, they will probably ask you for spacing between labels vertically, die cut to die cut. This is 1/2” or .5”
8. Spacing between labels horizontally is also 1/2” or .5” Now your computer has put 8 labels on the page and is ready for you to tell it exactly where the names will go inside each label.
9. To determine the spacing requirements within each label, you need to take your ruler and put the 0 mark on the left vertical die cut line (the left side of the label) and then decide how far from the die cut line you want to start the name. Assuming that your school imprint is at the bottom or top (but not on the left side), you probably want to start names about 3/8” from the left die cut line so enter .375”
10. Do the same thing over on the right side of the label to stop your name about 3/8” (.375”) from the right side die cut line.
11. Top margin: If you have nothing at the top, then we recommend you come down from the top die cut line about 3/8” or .375”
12. Bottom margin: If your logo is at the bottom, you should not print names on top of your logo so measure up from the bottom die line to leave appropriate space.
13. Remember that you are defining the area where the computer will insert the names. You don’t want names imprinted over your imprint or logo. Adjust your dimensions to create a layout that you like, and then test it using your “perfect” Xerox practice copies.

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In a reference book on Word for Windows 95 we found ...

Creating Custom Mailing Labels – This explains how you can design your own labels if you can't find the right size in the Label Options dialog box.

To change the label format to a nonstandard size when creating a mailing label document, follow these steps:

1. In the Label Options dialog box you can select a label format that is most similar to the Jester format then change it. Under "Avery Standard Sizes" we have heard that "Product number 5095-Name badges" works. You may find others that have very close specifications you can modify.*
2. Click the Details button. Word displays the Label Preview dialog box. The Preview window contains a representation of the current label format. In the bottom portion of the dialog box, enter your custom label specifications, (the annotations in the Preview window illustrate the effects of the specifications.) Enter a new value for any of the measurements (or change the amount by clicking the attached arrow buttons), and watch the Preview window reflect the change.

If you change the specifications in a way that makes it impossible to fit the specified number of labels on a page, Word displays a warning message.

3. When you are satisfied with all your selections, choose OK. Then click OK in the dialog box that appears to confirm that you want to override the existing custom label specifications.
4. In the Label Options dialog box, Word updates the information in the Label Information box. Choose OK to accept the changes.
5. Word now displays the Create Label dialog box, where you can proceed with label creation, merging, and printing.

**Using Microsoft Word 2000, the label is still found under Avery A4 and A5, J8165 but is now called Parcel. A quick reference that worked for us was:*

Top: .25"	Label Height: 2.25"
Side: .75"	Label Width: 3.5"
Vertical Pitch: 2.75"	Number across: 2
Horizontal Pitch: 4"	Number down: 4

Also, in Microsoft Office, there is a program called Microsoft Access. Under Microsoft Access you should find Label Wizard. You should be able to create your labels in this section also.

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We've sold our laser name tags to over 1000 schools. Very few ever have any problems, but there are hundreds of different software programs.

If you still have problems, the steps that other schools have successfully followed are:

1. Search your instruction manual contents and index more carefully.
2. Get help from your campus software expert or your school's computer system or data processing manager.
3. Frequently the best solution of all is to see who in your office or building knows a super bright student computer whiz.
4. If you still can't get started, as your last resort, you should call your software support company where you bought your system.

Another note we found in Microsoft Word 2000, is that when you create your new label and have given it your name, this label moves into the "Other/Custom" label section.

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