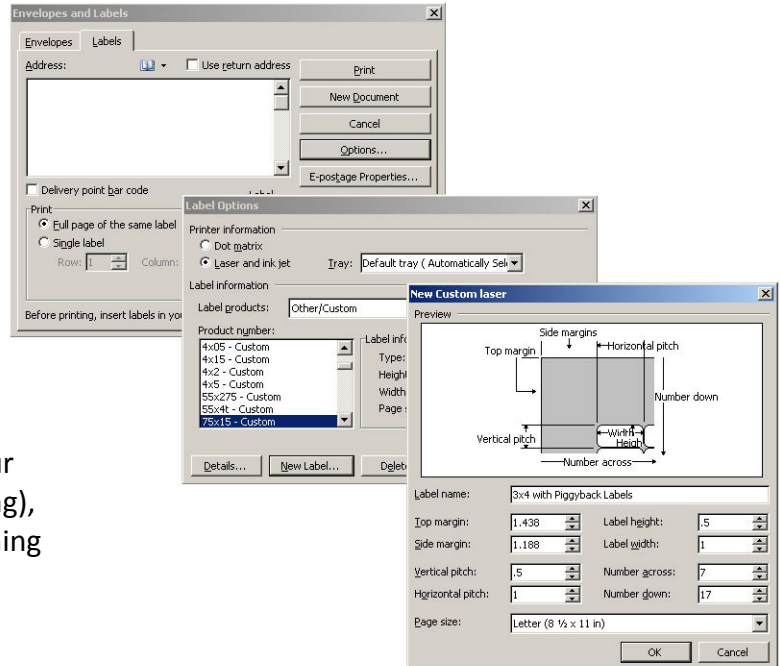


How To Make Piggyback Labels in MS Word Template Building

Making your own custom piggyback template in MS word can be done using this “how to” document and the set-up sheet provided with your order (see image below).

Here is how to make a 3.0" x 4.0" piggyback label template with sub labels and gaps between the master labels in MS Word: To begin: You will need the Rippedsheets.com Set-up sheet that was included in your label order.

- Open MS Word
- On top Menu Bar, go to **Tools>Letters and Mailings>Envelopes and Labels...**
- Then Select **Labels>Options...>New Label...**
- At this point we will ignore the Master Labels, and focus on the sub labels and gaps.
- Under New Custom Label enter your Label Name (where cursor is blinking), Tab down to fill in the boxes beginning with the **right** column:



Rippedsheets.com set-up XT	
1 Customer Name	Your Name Here
2 Material Number	Piggyback Material #
3 Material Name	Piggyback Material Name
4 Size Diecut AC - 8.5	3.000
5 Size Diecut AR - 11	4.000
6 Label Count (85ac x 85ar = 85up)	[2]ac x [2]ar = [4]up
7 Shape	Rect
8 Corners	Square
9 Gaps AC	0.120
10 Gaps AR	0.120
11 Top Margin	1 14/32 [1.44]
12 Side/Left Margin (X)	1 6/32 [1.19]
13 Nikk *	No
Comments	Sublabel Dimensions: 1.0"ac x 0.50"ar; Sublabel Counts: 3ac x 8ar = 24 up
14 Origination Date	1/0/1900
Shipping Date	1/0/1900
Sheet Count	0

* Nikk is a patent pending means of putting teeth into the labels so they won't come off the sheet!

Look for "X" marking Top Left Margin (Look for Neon Flag):

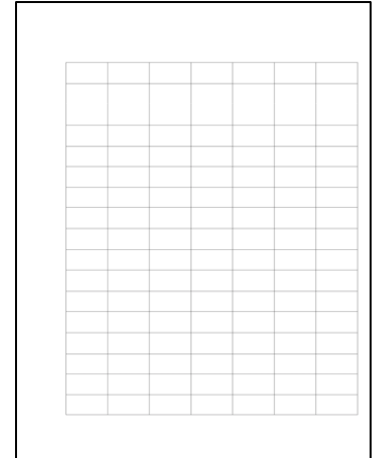
X Side

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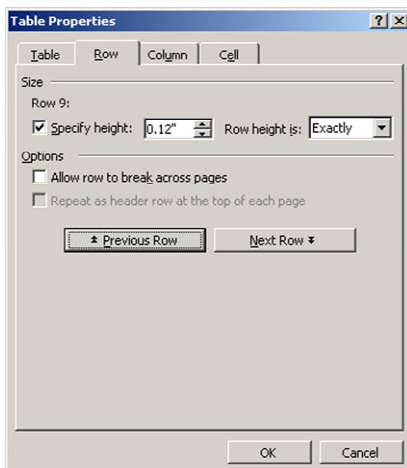
- **Label Height: 0.50"** - corresponds to the Sublabel Dimensions AR - on the set-up sheet Line 14
- **Label Width: 1.0"** - corresponds to the Sublabel Dimensions AC -on the set-up sheet Line 14
- **Number Across: 7.** This corresponds to the Sublabel Count (ac) on the set-up sheet Line 14. However, we are designing all the sublabels at once plus the gaps. The number 7 comes from a 3ac sublabel + 1 gap + another 3ac sublabel.
- **Number Down: 17.** This corresponds to the Sublabel Count (ar) on the set-up sheet Line 14 (Again, we are designing all the sublabels at once plus the gaps). The number 17 comes from a 8ar sublabel + 1 gap + another 8ar sublabel.

- At this point the **Preview Diagram** in MS Word will start looking like your label sheet. Now continue filling in dimensions in the **left** column.
 - **Top Margin 1.44"** - Line 11 on the set-up sheet. (Note: MS Word rounds to 2 decimal points, not 3 decimal points)

- **Side/Left Margin** 1.19" - Line 12 on the set-up sheet
 - **Vertical Pitch** 0.5" - corresponds to Line 14 Gaps AR on the set-up sheet. (Since there are no gaps ar on the sublabel this is equal to the 0.50"ar only)
 - **Horizontal Pitch** 1.0" - corresponds to Line 14 Gaps AC on the set-up sheet. (Since there are no gaps ac on the sublabel this is equal to the 0.50"ar only)
- Now the diagram on your screen should begin to look like your label sheets (Except gaps will need to be corrected).
 - Click **OK** to close New Custom Label Box, which brings you back to Label Options Box
 - Now Click **OK** to Close Label Options Box
 - You are now back to the Envelopes and Labels box. Click the circle: **Full Page of the same Label**, then **New Document**
 - Now you have a MS Word Document with a Label Layout in Light Gray, however the gaps need to be adjusted to finish the job.

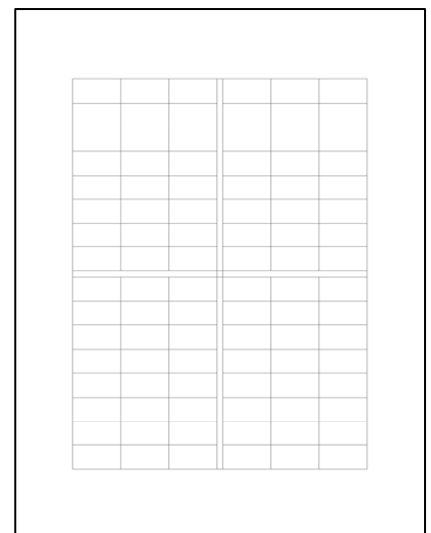
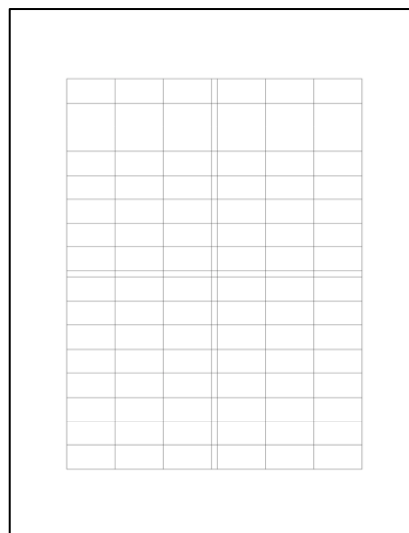


- At this point, all we need to do is change the size of the rows and columns representing the gaps between the Master labels.



- Right click on the table and select **Table Properties...>Row**
- Select **Next Row** until Row 9 is displayed (Which represents the AR Gap).
- Change the Height to 0.12" (Remember we can only do 2 decimals)
- Now Select **Column** and **Next Column** until Column 4 is displayed (Which Represents the AC gap).
- Change the preferred width to 0.12" and click **OK**.
- You document should now be completed and look like the image to the right.

- **Optional: Cleaner Templates**
 - With the cursor highlight the cells representing the AC gaps.
 - Right click > Merge Cells.
 - Now do the same with the AR Gaps and you are finished.



Before You Print

Before you print your Rippedsheets.com label sheets, print your label text and graphics on plain copier bond paper. Next, place the printed paper behind a label sheet and hold it up to a light to check your alignment. If your alignment is off, check the following.

Every label sheet has an "X:" marking the top left margin. Is the "X" at the top left on all your sheets?

If the text and graphics don't appear exactly where you want them on the labels you might need to adjust the top and left/side margins. For example, to move your graphics up the page, make your top margin a little smaller. Or to move your graphics down the page, make it a little bigger. Try adding or deleting space in .05" increments.

If your alignment is still off, go back and check the dimensions on your Rippedsheets.com Set-up sheet against the numbers you've entered into your MS Word custom label template. When you are satisfied with your alignment, and then begin printing on your label sheets.