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## Insert for dividers 5 tab template

We're sorry, but Office Depot is currently not available in your country. Please contact the site administrator for formatting and printing tips for 5 Index tab and 8 Index Tab Insert the following directions that allow you to format text for easy printing for C-Line Index Tabbed Products using Microsoft® Word and Corel® WordPerfect®. For easy-to-use downloadable templates, please visit the Templates Gallery section of our website. For additional help, please see the FAQ section. Please consult your software tutorial and use the label specifications below, for software instructions for versions or applications that are not listed below. Microsoft® For Windows® To create tabs, first create a one-time template or use an existing C-Line printer template as noted below. Then, every time you want to create and print tabs, follow the Create and Print the Insert Instructions tab below using the appropriate template. Microsoft® Office Word 2010 and Word 2007 Creating the Index Tab template Use the existing C-Line Templates included in the software as described in creating and printing the Tab Inserts below. Creating and printing the Tab inserts Opens a new document. From Mailings tab in the Create group, click Labels. Click Labels tab, and then select Options. From Label Vendors drop-down box, select C-Line Products Inc. Then select the add name or product number. Click OK until the envelopes and tags check box reappears. Select New Document. This will open a new file. Enter tab names and format as desired (centered text is recommended). To make editing easy, from the Layout tab in the Table group, mark View Gridlines. To the center, move the mouse pointer over the upper-left corner of the inserts and the cursor will turn into a table shift handle. Click the handle to select the table. On the Layout tab in the Alignments group, click the Align Center icon). In the upper-left hand cell, click to start importing data. The Tab key will move you to the next insertion and automatically add new inserts at the end of the file. Load empty tab inserts skin into printer according to printer instructions, then press. (It's a good idea to test on empty paper before loading tabs). When this is done, you can save your file if you need to reprint it later. Microsoft® Office Word 2003, Word 2002, Word 2000, and Word 97 Create the Insert Template Open a new document. In Word 2003 and Word 2002, from Tools menu, select Letters and Mails, then envelopes and tags. In Word 2000 and Word 97, from Tools menu, select Envelopes and tags. Click Labels tab, and then select Options. From Label Products drop-down box, select Others. Click on New Label and enter specifications for the appropriate product or number of tabs, as shown in the table below. For Label Name choose a descriptive name like C-Line 5 tab Click OK. Click OK. Then follow directions below (start at step 7) under Create and print the Tab inserts. 5-Tab Specifications INL05 8-Tab 8-Tab Top Sideline 1.1 1.1 Side sideline 2.31 2.69 Vertical pitch 0.44 0.44 Horizontal pitch 1.94 1.56 Label height 0.44 0.44 Label Width 1.94 1.56 Number over 2 2 Number mode 20 20 Page size 8.5 x 11 Letter 8.5 x 11 Letter Create and printing the Tab Inserts Open a new document. In Word 2003 and Word 2002, from Tools menu, select Letters and Mails, then envelopes and tags. In Word 2000 and Word 97, from Tools menu, select Envelopes and tags. Click Labels tab, and then select Options. From Label Products drop-down box, select Others. Then select the Descriptive Name you created under Create the Insert Template section above. Click OK until the envelopes and tags check box reappears. Select New Document. This will open a new file. Enter tab names and format as desired (centered text is recommended). In the middle, press Cntrl/A to highlight the entire document and Cntrl/E in the center). The Tab key will move you to the next tab and automatically add new tabs at the end of the file. Enter the same information on both the left and right tabs so that information can be read from both the front and back. Load empty tab inserts skin into printer according to printer instructions, then press. (It's a good idea to test on empty paper before loading tabs). When this is done, you can save your file if you need to reprint it later. Corel® WordPerfect® for Windows® To create tabs, first create a one-time template or use an existing C-Line printer template as noted below. Then each time you want to create and print tab inserts, follow the Create and Print the Add Instructions tab below using the appropriate template. Version X5, X4, X3, 12.0, 11.0 Create the Name Badge Insert Template Use the existing C-Line Templates included in the software as described in creating and printing the Tab Inserts below. Version 10.0, 9.0, 8.0, 7.0, 6.1, 6.0 Create the Add template opens a new document. From Format menu, select Labels, and click Create. Go to Label Description, enter a descriptive name such as C-Line 8 tab insert. Go to Label Type and click on Laser. Go to Label Sheet Size and click Change. Go to Size and select Letter from drop-down menu. Click OK. Enter specifications below. Click OK. (Hit Escape key to leave all menu screens.) 5-Tab Specifications INL05 8-Tab Specifications INL08 Label Size Sheet 8.5 x 11 8.5 x 11 1.94 0.44 1.56 0.44 Label Per Page Columns Rows 2 20 2 20 Top Left Label Top Edge Left Edge 1.1 2.31 1.1 2.69 Distance between columns Rows 00 00 00 Label Sideline Left Top right bottom 0.125 0.125 0 0.125 0 0.125 0 Create and print the Tab Inserts of an empty document, select Labels from the Format menu. Mark the C-Line tab template you created or select the predefined C-Line Products template included with the software. (Getting predefined templates on Trace, select Change... and mark filename c-line.tab. Click Select. Mark the product or insert number and click Select). Enter tab names and format As (centered text is recommended for both justification and within page). Remember to enter the same information on both the left and right tabs so that information can be read from both the front and back. Add hard page breaks (Cntrl/Enter) to bring up new tabs. For center justification print Cntrl/A to highlight the entire document and Cntrl/E in the center. To center within the page, select Page from the Format menu and select Center. Select current and subsequent pages, and click OK. Load blank tab insert sheet into printer by printer instructions, then press. (It's a good idea to test on empty paper before loading tabs). When this is done, you can save your file if you need to reprint it later. QUESTIONS and troubleshooting tips Q: Why isn't my text in line when I add a page to the file? A: When you type the tab manually, insert information using a blank template, the page spacing will shift slightly each time you add a new page. This means that the information on the tab inserts will not be in the correct area on the pages following the first page. However, Microsoft Word will automatically add the correct spacing between pages when using a Mail Merge. If you'll make more than one sheet of index tab inserts, we recommend that you run a Mail Merge. Q: How do I find out what version of Microsoft Word I'm using? A: If you don't know which version of the Word app you're currently using, please follow these steps to verify that information: Select Help from the main menu. In the Help area, you'll see which version of Word you're using. The most recent and commonly used versions include Word 2010, 2007 and 2003. © 2001 - 2020 C-Line Products, Inc. All Rights Reserved. C-LINE is a registered trademark of C-Line Products, Inc. With this Insertible Style Edge™ customizable divisors get you a fashionable look and easy to reference everything in one. The divisors are made of durable, translucent plastic for prolonged use, while the unique divisor tab design keeps your inserts falling out and with the popular notch design you can rearrange or change your tabs quickly and easily. Simply customize the insertion tabs using the FREE templates and designs on Avery Design and Print Online and print out on your laser or inkjet printer for a distinctive search presentation. Each pack includes a set of A4, 5 tab multi-punch divisors with colored tabs and printable inserts. Printer TypeLaser, Inkjet 13mm, 2 Ring/Hold 100 Sheets Get expert tips and email inspirations straight into your inbox! Be the first to be notified of our latest products, expert tips, inspirations, gifts and competitions. Competitions.