

Creating NovaJet custom label templates (in MS Word)

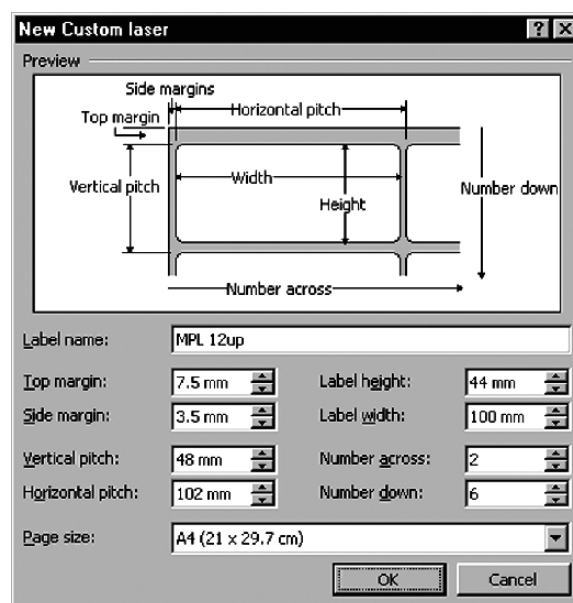
Step 1 : Run **MS Word** and open a new document.

Step 2 : **Conversion of scale**

- From the menu bar choose **Tools** and go to **Options**
- Choose **General** and go to **Measurement Units**
- From dropdown menu choose **Millimeters** and Click **OK**

Step 3 : **Creating label template**

- From the **Tools** menu.
- Choose **Envelopes and Labels**.
- Choose **Label** and select **Options**.
- Under **Printer Information** choose **Laser & Inkjet**.
- Under **Label products**, select Other/Customs.
- Choose **New Label** and give an appropriate **Label name** e.g. MPL 12 for 12 up label.
- Fill the desired label dimensions from the table given below.
- Select **Paper size** as **A4 (21 x 29.7 cm)** from the options.
- Click **OK** twice, and then click on **New Document**
- Your desired custom label template is now ready!
- You can now type or mail merge the data in the label template.



Step 4 : Printing the label

- In the printer option set the paper size to A4 (210 mm x 297 mm).
- Print your label text and graphics on plain paper. Place the printed paper on the label sheet and hold it against light to check the label alignment.
- If the alignment is not appropriate please adjust the top and left margins.
- If the text and graphic appears to go beyond the label size, reduce the font / graphic size.

Label Dimensions

Product Code	Label Name	Custom Label Dimensions							
		Top Margin (mm)	Side Margin (mm)	Vertical Pitch (mm)	Horizontal Pitch (mm)	Label Height (mm)	Label Width (mm)	Number Across	Number Down
7128006	MPL 1	4.0	-	288.0	210.0	288.0	210.0	1	1
7128007	MPL 2	2.0	4.8	146.0	205.0	146.0	200.0	1	2
7128010	MPL 4	3.5	3.0	145.0	103.0	145.0	100.0	2	2
7128012	MPL 8	4.5	3.5	72.0	103.0	72.0	100.0	2	4
7128005	MPL 12	7.5	3.5	48.0	102.0	44.0	100.0	2	6
7128003	MPL 16	12.5	4.5	34.0	101.5	34.0	99.0	2	8
7128013	MPL 21	15.5	7.0	38.0	66.0	38.0	63.5	3	7
7128001	MPL 24	12.5	6.25	34.0	66.25	34.0	64.0	3	8
7128022	MPL 30	2.0	4.0	49.0	40.5	47.5	39.0	5	6
7128023	MPL 40	3.0	4.5	36.5	40.5	35.0	39.0	5	8
7128014	MPL 65	12.0	5.0	21.0	40.1	21.0	37.5	5	13
7128015	MPL 84	18.0	5.0	12.5	51.0	11.0	46.0	4	21
7128009	MPL 2 CD*	16.0	46.5	147.5	-	116.5	116.5	1	2

* Download CD template from our website : <http://www.technovaworld.com/downloads/CDTemplate.doc>

Safety and Storage Instructions

- Hold the media by the edges. Fingerprints on the printing side can affect the quality of the image.
- Store the media in cool dry place and keep away from direct sunlight.
- Ensure that blank media is always kept safely in the original packing.
- Store the media flat, to avoid curling or warping.