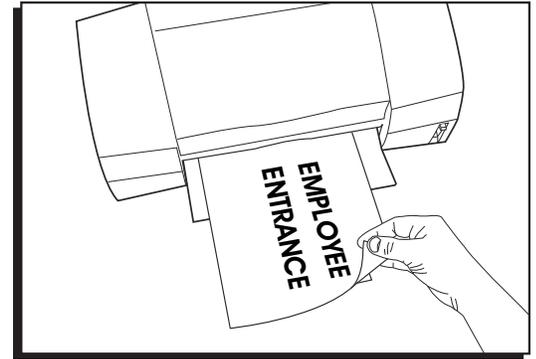


ULINE S-19176
MAGNETIC SHEETS
LASER PRINTABLE

1-800-295-5510
 uline.com



INSTRUCTIONS

GENERAL INFORMATION

- Store flat.
- Keep magnets away from credit cards.
- Avoid prolonged exposure to direct sunlight.

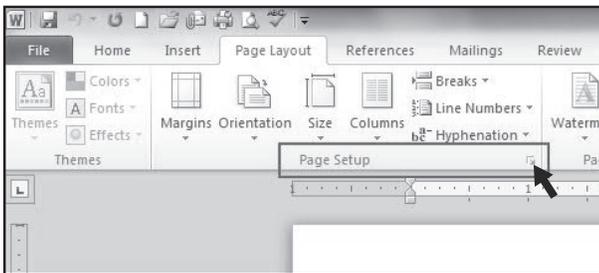
 **NOTE:** This product will work in most laser printers.

PC USERS MICROSOFT WORD 2010 SET UP

SETTING MARGINS

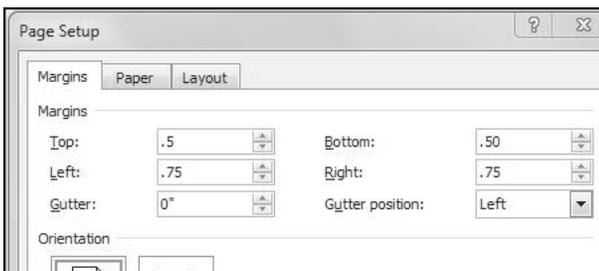
1. On the toolbar ribbon, click the **PAGE LAYOUT** tab.
2. Click the **PAGE SETUP** square icon. (See Figure 1)

Figure 1



3. Edit **MARGINS:** top and bottom .50", left and right .75". Click the **OK** Button. (See Figure 2)

Figure 2

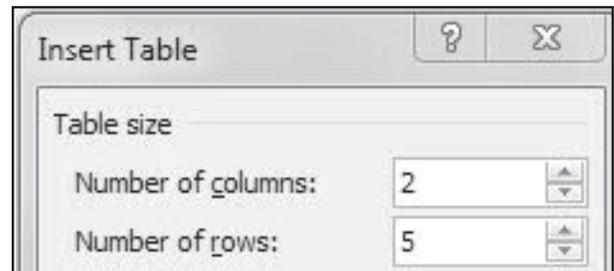


 **NOTE:** Due to printer variance, margins and table measurements may need to be slightly adjusted.

CREATING TABLE

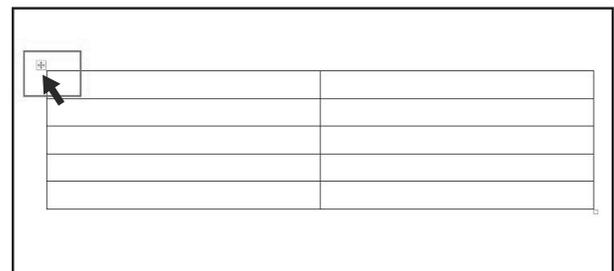
1. On the toolbar ribbon, click the **INSERT** tab.
2. Click the **TABLE** button, then **INSERT TABLE**.
3. Edit **TABLE SIZE:** 2 columns and 5 rows. Click **OK**. (See Figure 3)

Figure 3



4. Right mouse click over the table and select **TABLE PROPERTIES**. (See Figure 4)

Figure 4



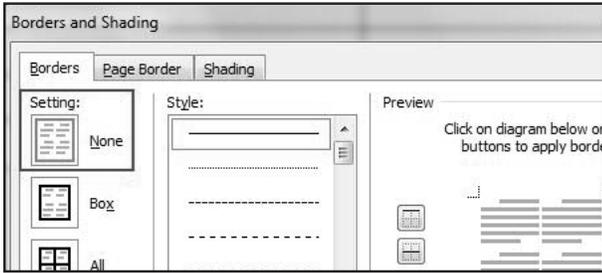
INSTRUCTIONS CONTINUED

PC USERS MICROSOFT WORD 2010 SET UP CONTINUED

CREATING TABLE CONTINUED

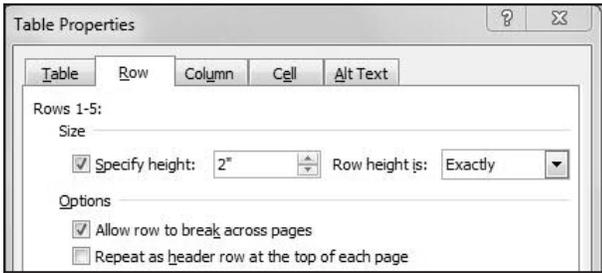
5. On the **TABLE** tab, click **BORDERS AND SHADING** button. On the **BORDER** tab, make sure **SETTING** is set at **NONE**. Click **OK** (once). (See Figure 5)

Figure 5



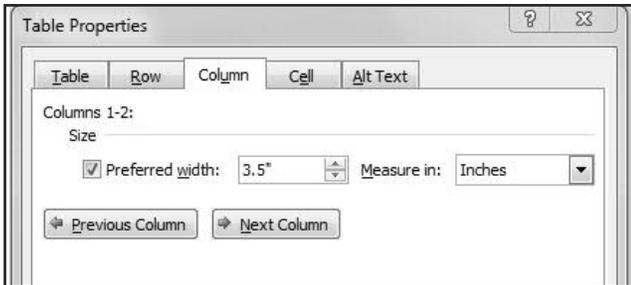
6. On the **ROW** tab, check the **SPECIFY HEIGHT** button and set it to 2". Row Height = Exactly. (See Figure 6)

Figure 6



7. Click on **COLUMN** tab, check the **PREFERRED WIDTH** button and set it to 3.5". Click **OK**. (See Figure 7)

Figure 7



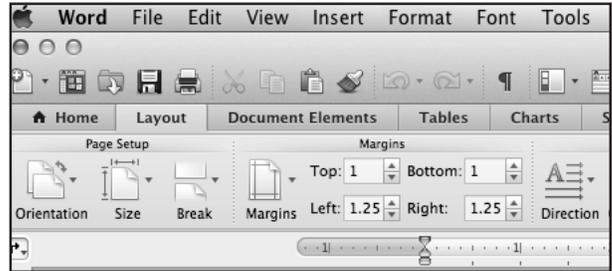
See page 3 For Printing Tips.

MAC USERS MICROSOFT WORD 2010 SET UP

SETTING MARGINS

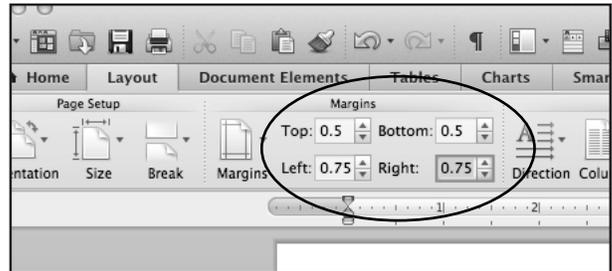
1. On the toolbar ribbon, click on **LAYOUT** tab. (See Figure 8)

Figure 8



2. Edit **MARGINS**: top and bottom .50", left and right .75". (See Figure 9)

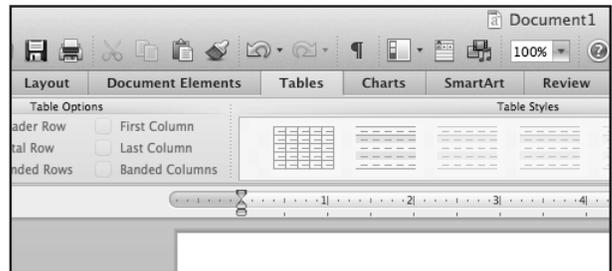
Figure 9



CREATING TABLE

1. On the toolbar ribbon, click on **TABLES** tab. (See Figure 10)

Figure 10



 **NOTE:** Due to printer variance, margins and table measurements may need to be slightly adjusted.

INSTRUCTIONS CONTINUED

MAC USERS MICROSOFT WORD 2010 SET UP CONTINUED

CREATING TABLES CONTINUED

- Click on **NEW** button at far left. Select 2 x 5 table size, and click to create table. (See Figures 11 and 12)

Figure 11

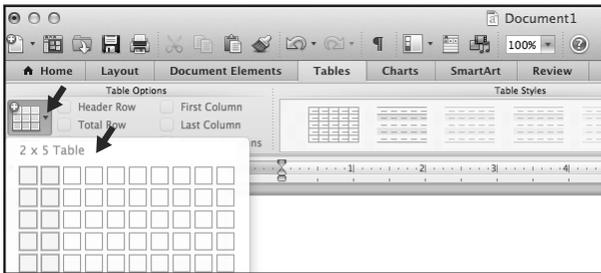
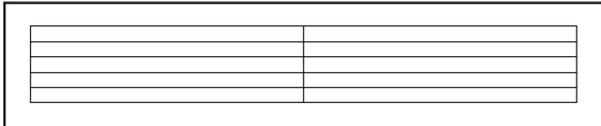
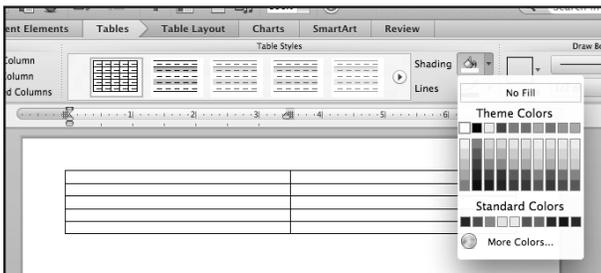


Figure 12



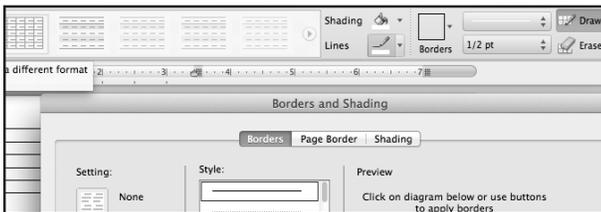
- Click on the **TABLE LAYOUT** tab, **PROPERTIES, BORDERS AND SHADING**, and set **SHADING** to **NO FILL**. (See Figure 13)

Figure 13



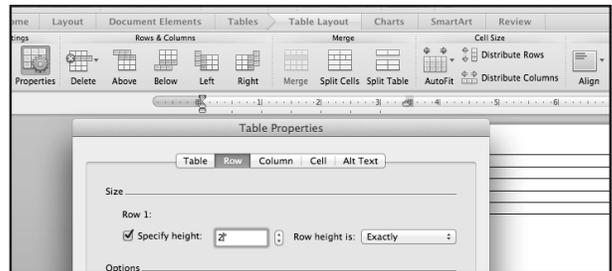
- Click **SETTINGS, PROPERTIES, TABLE, BORDERS AND SHADING**. Click none. On the **BORDERS AND SHADING** menu, select **BORDERS** and set to **NONE**. (See Figure 14)

Figure 14



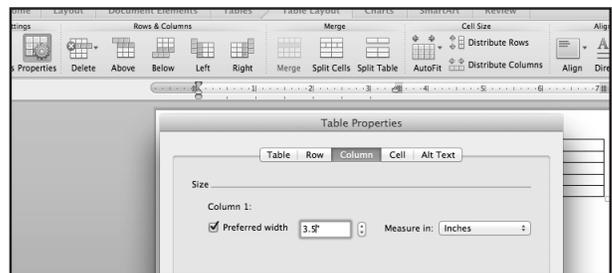
- On the toolbar ribbon, select the **TABLE LAYOUT** button. Click on **PROPERTIES** and then select the **ROW** tab. Check the **SPECIFY HEIGHT** button and set it to 2". Row Height = Exactly. (See Figure 15)

Figure 15



- Select the **COLUMN** tab. Check the **PREFERRED WIDTH** to 3.5". Measure In= Inches. Click **OK**. (See Figure 16)

Figure 16



PRINTING TIPS

 **NOTE: Load one sheet at a time.**

- Set printer to highest quality print setting and use the settings for heavyweight paper, if applicable.
- Do a print test on plain paper first to verify alignment with the magnetic sheet. Make adjustments if needed and print a new test page on paper until satisfied.
- Handle the magnetic paper by the edges to avoid damage to the printable surface.
- Follow loading instructions of your laser printer. Check to see if your printer prints face up or face down.

 **NOTE: Compatible with Avery® templates #5371 (portrait) and #8371 (landscape)*.**

*Avery® is a registered trademark of Avery Dennison. Reference to Avery® and its model numbers are for comparison purposes only. Uline and the Uline brand magnets are not affiliated with Avery®.

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