



Feed this end into printer
Avery **BIG TAB** Inserts for Dividers - 8 Tab

Microsoft® Word
for Windows
Versions 6.0, 7.0 and Word97

Follow step-by-step:

1. Click on **Tools** menu, then click on **Envelopes and Labels**.
2. Click on **Labels** tab, then click on **Options** button
3. Under **Product number List**:
 - Click on **WorkSaver 8-Tabs**
 - Set tray to **Manual Feed** if available
 - For Word97 - Click **New Label**
 - For Word 6.0/7.0 - Click the **Details** button
4. Make the following changes:

Top margin	0.5"
Side margin	2.75"
Vertical pitch	0.5"
Horizontal pitch	1.5"
Label height	0.5"
Label width	1.5"
Number across	2
Number down	20
Page size (Word97)	Letter

 - For Word97 - Enter **Label name**: Type **"Big Tabs8"** and click **OK**.
 - For Word 6.0/7.0 - Click **OK** to the custom label message.
 - For all versions - Click **OK** (again) then click **New Document**.
5. To Center and Enter Text:
 - Hold down **Ctrl + A** keys to highlight
 - Hold down **Ctrl + E** keys to center
 - Click in top left insert to type text
 - Press the **Tab** key to move to the next insert

IMPORTANT: Type the same text side-by-side to create insert that can be read from both sides of the tab

- Press the **Tab** key to repeat and complete the insert titles

SEE PRINTING INSTRUCTIONS

All other word processors

Follow these general formatting instructions. Adjust as needed:

1. Set the **Page Margins** as follows

Left:	2.75"	Top:	0.5"
Right:	2.75"	Bottom:	0.5"
2. Set two center-aligned tabs.
 - If software offsets tabs from left margin (e.g. Microsoft Works®).
Tab 1: 0.75" Tab 2: 2.25"
 - If software offsets tabs from left edge of paper (e.g. Lotus Amipro®):
Tab 1: 3.5" Tab 2: 5.0"
3. Set **line spacing** or **line height** to 0.5".
Note: Select inches (in.) or include inch marks (") if necessary
4. To Enter Text:
 - Press **Tab** key to move to first insert and type text
 - Press **Tab** key to move to next insert.

IMPORTANT: type same text side-by-side to create inserts that can be read from both sides of the tab

 - Press the **Return** key to move to next line. Press **Tab** key to repeat and complete the insert titles

SEE PRINTING INSTRUCTIONS

WordPerfect®
for Windows
Version 6.0, 6.1, 7.0, or 8.0

Follow step-by-step:

1. For WordPerfect 6.1/7.0/8.0 - Click on **Format** menu. For WordPerfect 6.0 - Click on **Layout** menu.
2. Choose **Labels**.
 - Select label file: wp_wp_us.lab
 - For WordPerfect 6.0/6.1 - Click on **W1-213-8 WorkSaver (Front)**
 - For Word Perfect 7.0/8.0 - Click on **Avery WorkSaver 8-Tab**
 - Click **Create**.
3. In the **Label Description** box,
 - Type **"Avery Big Tabs 8"**
 - In the **Label Type** box, select **Laser**.
4. Make the following changes:

Label Size:	Height	0.5"
Labels Per Page:	Rows	20
Top Left Label:	Left Edge	2.75"
Distance		
Between Labels:	Columns	0.0

 - Click **OK**, then click **Select** button in the Labels dialog box
5. To Center and Enter Text:
 - Click on the **Format** menu. Select **Justification**, then **Center**
 - Click on the **Format** Menu. Select **Page**, then **Center**
 - Select **Current and subsequent pages**, then click **OK**
 - Begin typing text in the first insert
 - Press **Ctrl + Enter** keys to move to the next insert

IMPORTANT: Type the same text side-by-side to create insert that can be read from both sides of the tab

- Press **Ctrl + Enter** keys to repeat and complete insert titles

SEE PRINTING INSTRUCTIONS

Printing instructions



Follow step-by-step:

1. Insert a sheet of **plain paper** in Manual Feed Tray.
2. Set printer to "Manual Feed" if necessary. **Print a test sheet.**
3. Hold printed test sheet against insert sheet to **check alignment**.
4. Load the **insert sheet** and print using your printer's manual feed tray.

PRINT A HALF-SHEET. Save the rest for later:

NOTE: Only for printers capable of feeding 8 1/2" x 5 1/2" paper sizes.

1. Split insert sheet in half - horizontally



2. Feed into printer on non-perforated side (see arrows on top and bottom of insert sheet)

Need assistance? Check your printer manual or contact Avery Dennison Technical Support.
TURN OVER FOR CONTACT INFORMATION

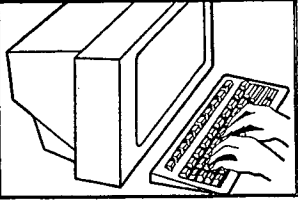
RM 1003

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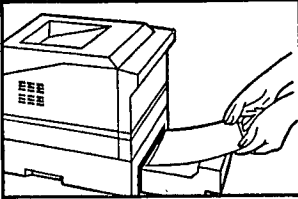
Printing your inserts is easy!

Step 1 - Format



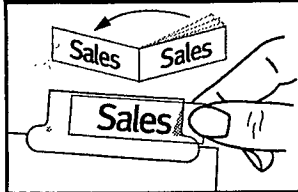
Key in your insert titles using the preset layouts in your existing word processing software.

Step 2 - Print



Use your laser or ink jet printer to print titles onto insert sheets.

Step 3 - Insert



Fold inserts in half and slide into **BIG TAB**. Side-by-side printing allows tab to be read from both sides.

Turn over for complete formatting instructions

Patent Pending

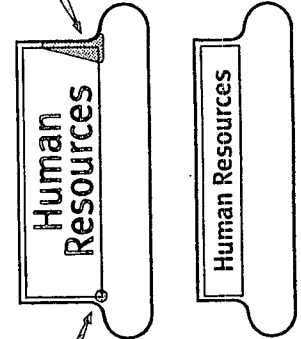


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BIG TABS are better!

- Use larger size fonts or print more lines of text on big inserts.
- Keep inserts from falling out of tab with secure indent point.
- Slide in or remove inserts easily with easy-access notch.

Easy access notch



Secure indent point

BIG TAB

Standard

Technical Support

Avery Dennison offers **FREE** technical support bulletins to assist you in formatting and printing Avery Tab Inserts. Call our Technical Support, and we will send a bulletin to you.

**Avery Dennison
Technical Support:**
972-389-3699

We're here to help
To find out more about our complete line of products and software solutions, contact our Consumer Service Center:

1-800-GO-AVERY
(1-800-462-8379)

www.avery.com

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**The Nebraska
Environmental Trust**

preserving NATURAL NEBRASKA™ for future generations

NEBRASKA ENVIRONMENTAL TRUST FUND

REAL ESTATE / SITE PLAN

H1. Project Sponsor: Nebraska Department of Natural Resources

H2. Project Name: Republican Basin Water Meter Proposal

This section will not apply to every project. Please see instructions for section F. Attachments should be sent with the hardcopy submission.

Legal Description	County	#Acres
Note: This grant will be used to provide cost share for meters to be put on irrigation wells on property throughout the Republican River Basin in Nebraska. However, the actual approximately 1276 meters that will be partially funded through this grant will be funded on an ongoing basis and are not chosen ahead of time.	\	\