



Labeling Instructions Instrument Storage Cabinets Uniform/Robe Storage Cabinets

STORAGE CABINET LABELING

Listed below are instructions to use our standard number sets, or visit [Avery.com](http://www.avery.com) to create more unique labels.

This document contains standard number sets for numbers 401 - 500.

For additional standard number sets, go to www.wengercorp.com.

STANDARD NUMBER SETS

1. Print off the selected numbers onto a 60 weight perforated card stock paper.
2. Cut and insert the label into the plastic card holder on the respective cabinet.

BASIC INSTRUCTIONS FOR USING AVERY DESIGNPRO 5

To get the Avery Software, go to this site <http://www.avery.com> and click the "Software Center" link. After the software is installed:

1. Open the program – Start – Programs – Avery Dennison – DesignPro 5 Limited Edition.
2. On the opening page, choose "Design from Scratch" to start the design.
3. In the "Select Template" window, choose an item with the "Size" of 2 x 3 ½ - click Ok.
4. Click "Insert" (on the menu) – then "Serial Number" on the drop-down menu.
5. In the "Serial Number" window, enter numbers in the Start Value and End Value fields.
6. Click the "Insert" button.
7. Select the number that is displayed in the text box.
8. Make any format changes you want – Font size, Alignment (Center), Weight (Bold, e.g.).
9. Click File – Print (or click the Print icon) – Then, in the Print dialog window,
 - a. Select "Sheets" in the "Number of Copies" area.
Enter a number in the "Copies" field to "cover" the number of sheets needed to provide the number of cards required.
 - b. Click "Print Preview" to view the design.
 - c. "Print" the page if Ok.

If you are printing this on "regular" paper (not perforated for business cards), you may want to print with "Crop marks" marking the "cards" when being cut apart.

To set these, in the Print dialog window, click "Options" – then select the Crop mark option.

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