

# XS PROMOTION LABELS INSTRUCTION SHEET:



## STEP 1.

Download the Microsoft™ Word Document template from XSGear.com.

## STEP 2.

Using Microsoft Word, make the necessary text changes so that your information reads as it should appear on the labels.

Once you have entered the appropriate information in one cell, you can copy the text and paste it into the remaining cells.

**NOTE:** Be careful when entering text that you do not accidentally move the tab position. They have been adjusted so that your information will fit exactly within each label.

## STEP 3.

Before printing onto the purchased label sheets, run a test page on a plain sheet of paper to insure proper text alignment.

## TROUBLE SHOOTING:

If your information does not print within the labels, adjust the tabs and margin settings accordingly.

## FINISHED LABELS EXAMPLE:

**NOTE:** The downloadable Microsoft Word file is to be used as a “Template” for your own information. The top 3 cells are provided as examples only, and should be changed to fit your needs. Do not print the file “as is”. If you don’t have access to Microsoft Word, then go to your local Kinko’s and have them edit the text accordingly and print your labels.

DOWNLOAD THE XS PROMOTIONAL LABELS TEMPLATE AT:

[http://www.xsgear.com/store/files/XS\\_label\\_template.doc](http://www.xsgear.com/store/files/XS_label_template.doc)

