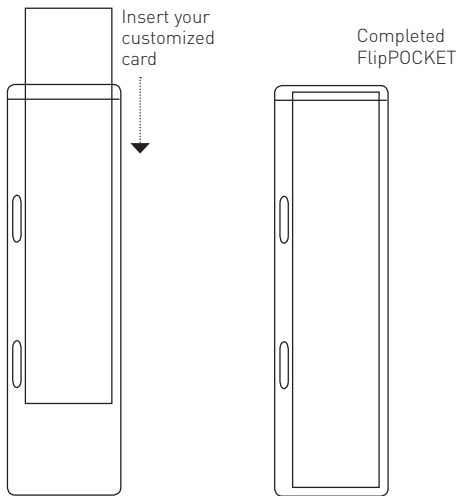


FLiPPOCKETS™ MS WORD TEMPLATE INSTRUCTIONS FOR **PCs/WINDOWS-BASED** PLATFORMS

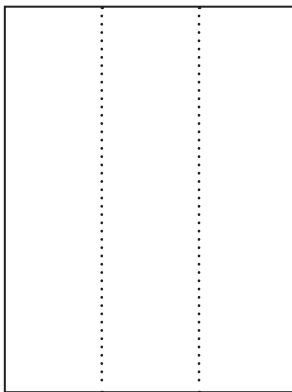
In order to print your own inserts for FlipPOCKETS, you'll need to create a template.



FlipPOCKET perforated paper is 110 lb. Text.

Save valuable time with our special perforated paper.

Our perforated laser paper will work in your printer or copier to easily create perfect inserts. Call for more information.



Instructions for setting up a Microsoft Word template to use with FlipPOCKETS perforated paper: 8 x 2 1/8" and 10 1/4 x 2 1/8":

8"

1. Open a New Document in Microsoft Word
2. From the File menu, select Page Set-up
 - a. Set orientation to Landscape
 - b. Set top margin to 0.75"
 - c. Set bottom margin to 0.17"
 - d. Set left and right margins to 1.35"
 - e. Set gutter to 0
 - f. Select "Apply to: Whole document"
 - g. Click OK
3. From the Format menu, select Columns
 - a. Select "four" columns
 - b. Set column width to 1.89"
 - c. Set column spacing to 0.25"
 - d. Click OK

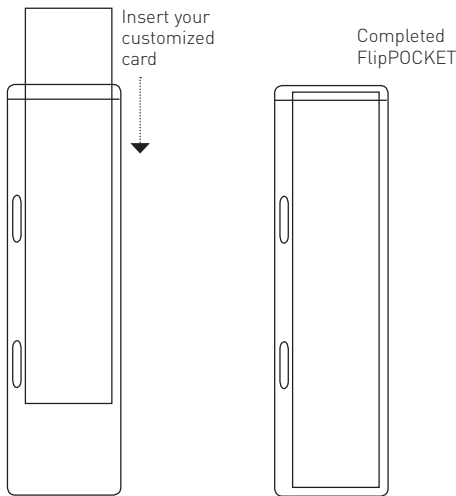
10 1/4"

1. Open a New Document in Microsoft Word
2. From the File menu, select Page Set-up
 - a. Set top margin to 1"
 - b. Set bottom margin to 0.17"
 - c. Set left and right margins to 1.25"
 - d. Select "Apply to: Whole document"
 - e. Click OK
3. From the Format menu, select Columns
 - a. Select "three" columns
 - b. Set column width to 1.8"
 - c. Set column spacing to 0.03"
 - d. Click OK

**Your FlipPOCKETS template is now ready to use.
Be sure to save your work for future inserts.**

FLiPPOCKETS™ MS WORD TEMPLATE INSTRUCTIONS FOR **MAC-BASED** PLATFORMS

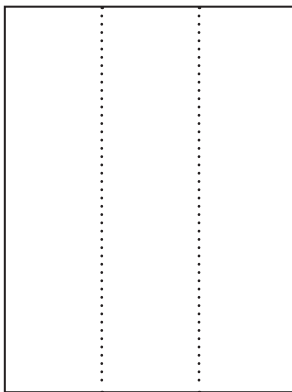
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FLiPCARDsystem
U.S. PATENT NO. 6,209,246

www.flipcards.com 800-903-6712

Instructions for setting up a Microsoft Word template to use with FlipPOCKETS perforated paper: 8 x 2 1/8" and 10 1/4 x 2 1/8":

8"

1. Open a New Document in Microsoft Word
2. From File menu, select Page Setup.
Set orientation to Landscape.
3. From the Format menu, select Document
 - a. Click on the Margins tab
 - b. Set top margin to 0.75"
 - c. Set bottom margin to 0.17"
 - d. Set the left and right margins to 1.35"
 - e. De-select "Mirror margins"
 - f. Select "Apply to: Whole document"
 - g. Click OK
4. From the Format menu, select Columns
 - a. Select "four" columns
 - b. Set column width to 1.89"
 - c. Set column spacing to 0.25"
 - d. Select "Equal column width"
 - e. Select "Apply to: Whole document"

10 1/4"

1. Open a New Document in Microsoft Word
2. From the Format menu, select Document
 - a. Click on the Margins tab
 - b. Set top margin to 1"
 - c. Set bottom margin to 0.17"
 - d. Set the left and right margins to 1.25"
 - e. De-select "Mirror margins"
 - f. Select "Apply to: Whole document"
 - g. Click OK
3. From the Format menu, select Columns
 - a. Select "three" columns
 - b. Set column width to 1.8"
 - c. Set column spacing to 0.03"
 - d. Select "Equal column width"
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