Post-it® Brand **Super Sticky**

LABELS

Template Selection and Printing Instructions

Template Selection

Option A:
Visit 3M.com/labels and select the label template that matches your Post-it® product number. Refer to the front of the package or label sheet to help determine which template to use (for example, 2700-W). Post-it® Label templates require Microsoft® Word.

Option B:
Microsoft® Word 2010 includes templates for many Post-it® label products. If you have an earlier version of Microsoft® Word, or if your product number does not appear in the list when following the steps below, download templates for Microsoft® Word from our website (Option A) or select a compatible template based on your label size from the templates built into Microsoft® Word.

To get started, choose your version of Microsoft® Word.

Open Microsoft® Word 2010. Click the **Mailings** tab, then click the **Labels** icon, which opens a new dialog box. On the Labels tab, click **Options**. Select **3M/ Post-it®** under **Label Vendors** to view a list of available products. Select your product, then click **OK**. Click **New Document**. Enter and format your text.

Open Microsoft® Word 2007. Click the **Mailings** tab, then click the **Labels** icon, which opens a new dialog box. On the Labels tab, click **Options**. Select a compatible label template using the size information on your label package. Click **OK**. Click **New Document**. Enter and format your text.

Open Microsoft® Word 2003. From the **Tools** menu, select **Letters and Mailings > Envelopes and Labels**. On the Labels tab, click **Options**. Select a compatible label template based on the size information on your label package. Click **OK**. Click **New Document**. Enter and format your text.

Printing Instructions

For Use with Inkjet and Laser Printers:
For best results and proper alignment, the product should be fed using the envelope feed feature of your printer's paper tray. Some printers may not support this paper size. If you encounter problems printing, review the printer properties to determine if there is a paper size option available that is equivalent to the 3M product. For example, choose **File > Print**. Click on **Properties** and find the equivalent paper size option. Refer to your printer manual for additional information on printing custom paper sizes.

- To print multiple sheets at a time, check your printer's user manual to determine how many sheets can be stacked and fed through your printer.
- Post-it® Label sheets are designed to be fed through your printer a single time. Do not feed a label sheet through your printer more than once.
- Set your printer settings to best print quality or as recommended in your printer's user manual for label printing.
- Do not bend or fold the label sheet before printing.
- Do not feed damaged sheets or sheets with bent corners through the printer.
- Store unused labels flat in a cool, dry place, in the original packaging with the flap or cover closed.
- Keep your printer properly cleaned and maintained.
- Always print a test copy on a plain sheet of paper, then align with your sheet of Post-it® Labels to confirm proper alignment. Slight adjustments may be necessary.

Contact Us

For information or support in using Post-it® Labels, contact 1 800 395-1223.

To learn more about Post-it® and 3M™ Labels, plus new products and special offers, visit us at Post-it.com/labels.