

FREE!

Creating labels for OTS marketing materials

To create professional labels quickly and easily, feel free to use the label templates provided. These templates are printed most successfully on Avery labels. Avery labels can be purchased online at www.avery.com or at your local office supply store.

Use Avery Label #5162 (4.5" x 1.3")

for labels intended to fit the OTS oxygen leave-behinds, mini catalogs, two-sided fliers and direct mail postcards.

Three different template setups available.

Use Avery Label #3110

(2.38" x 1.25") for labels intended to fit the OTS trifold.

Two template setups available.

Use Avery Label #8164 (4" x 3.3")

for labels intended to fit the "Know Your Options" guide. There is extra space available on this label for the addition of a map if so desired. Avery label # 5162 will also work on the guide.

Two different template setups available.

Label Making Tips

To insert your logo:

- Highlight the text that says "Insert Logo Here"
- Go to Insert menu at the top, choose "insert picture"
- Choose "from file", then select the logo from the location where it is saved on your computer. (logo should be saved as .jpg or .tif)
- You can adjust the size of your logo by clicking once on the image, then clicking and dragging the picture box (hold "shift" while dragging to keep the proportions)

To insert company info:

- Click on and highlight any spot in the text
- Type in the correct information
- Use the tools at the top of the screen to make adjustments

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