EPSON®

EXCEED YOUR VISION

What you need:

- Good quality A4 card or paper
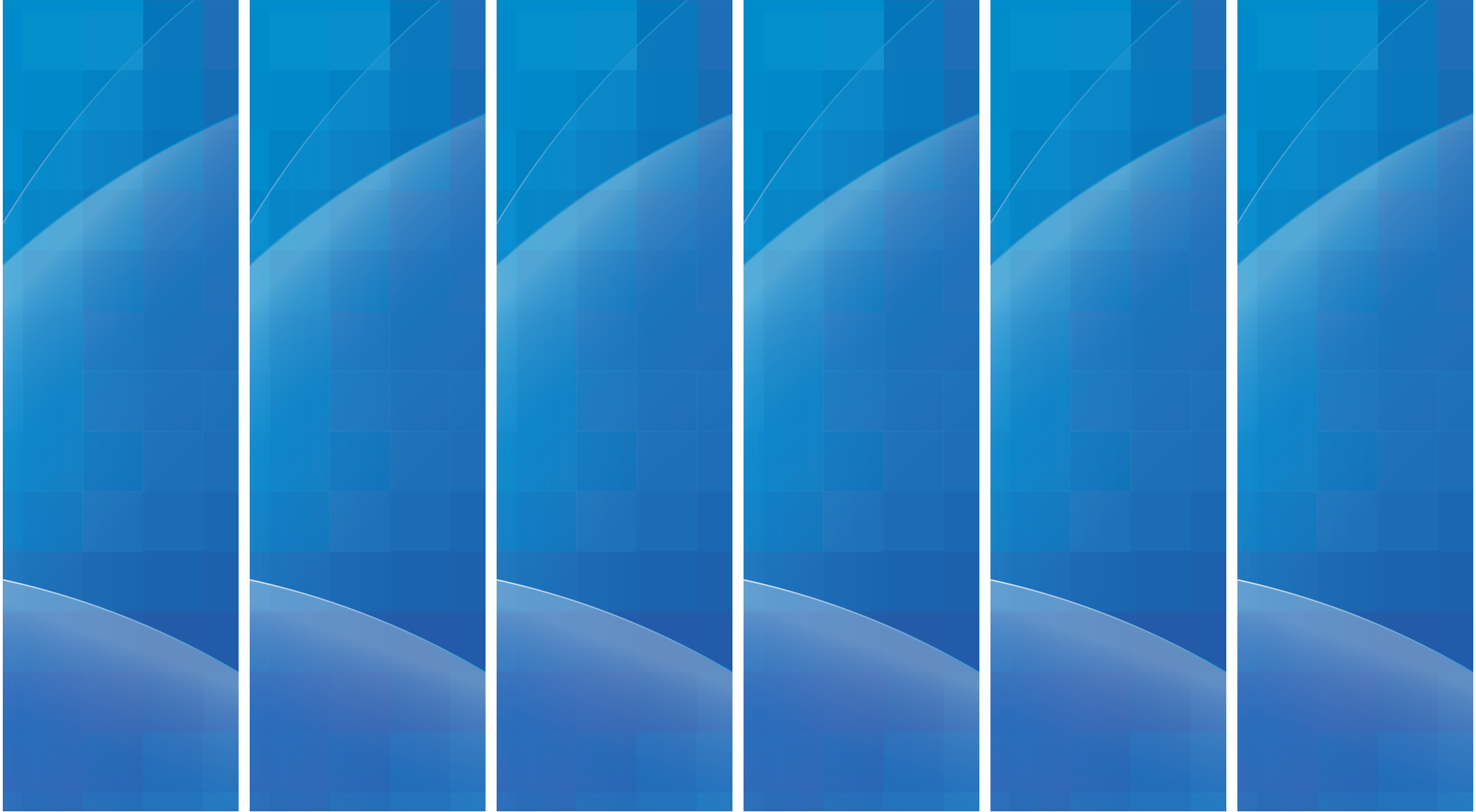- Paper trimmer

Instructions:

1. Type in the required text for each file label in the spaces provided

If using card, place the A4 card in the rear paper tray of your Epson WorkForce printer. In your printer settings, change Paper Source to "Rear MP Tray" and Paper Type to "Thick-Paper". Go to instruction 2 below.

If using normal paper...

2. In your printer settings, make sure colour is set to "Colour" and quality is set to "Quality"

3. Print, cut out and insert as many labels as you need to give your files an orderly, uniform look

FILE NAME

File content

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