**Info:**

Create a copy of this document and name it to the label you want to print  
(example: David Bowie J-card.docx). This way you can keep this document as a template from which you create new copy’s to edit.  
  
When you want to edit one of the fields, click inside the field, then move the cursor very close to the side of the field until the cursor symbol changes into four arrows (as in wanting to move the field).  
  
Then click the right mouse button to bring up a menu.  
click the (last) option in the menu called ‘format shape’. A side menu should now appear to the right. In this menu you can add/edit images, text and colours. This is the main menu from which you should edit the field to your liking.  
  
Keep in mind that the upper field is rotated 180 degrees, the upper field is the inner side of the card facing the cassette when in the case, the lower field is facing away from the cassette.  
  
Best is to use the upper field for song info and the lower field for something like an album cover.

If you somehow mess up editing (accidentally move the field etc.), hit Ctrl+Z to undo your last action(s).

**Important!  
Before printing, delete this info box to preserve ink!  
Also beware to only print the one page you have prepared for printing and not both pages!**

**Date of recording: 00-00-2000  
Total play time: 0:00:00 N.R. [ ]**

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