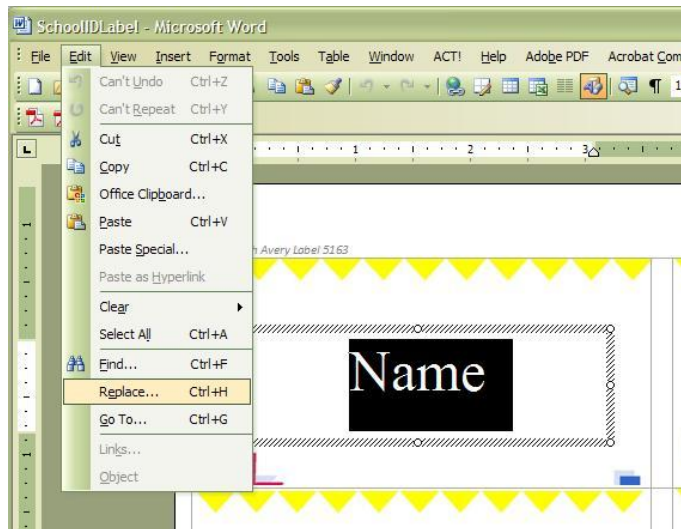


## Computer Tip

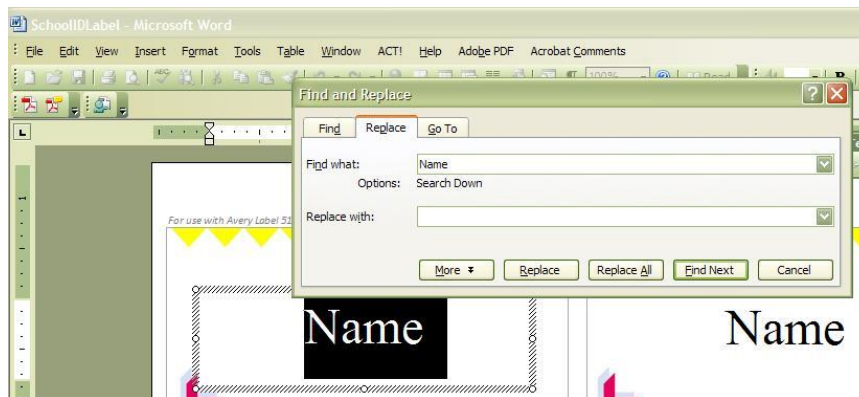
### Customize the School ID Label Template

To replace the generic “Name” placeholder in the School ID Label template, we’ll use Word’s Replace editing feature.

1. Download and save the School ID Label file from the InkSell.com newsletter to your hard disk.
2. Open the file
3. Double-click on the word “Name” in the first label to select the text
4. With the text selected (highlighted), click on **EDIT > REPLACE**



5. In the dialogue box that opens, click in the first box and type “Name.”



6. Click in the second box and type the name you wish to change to.