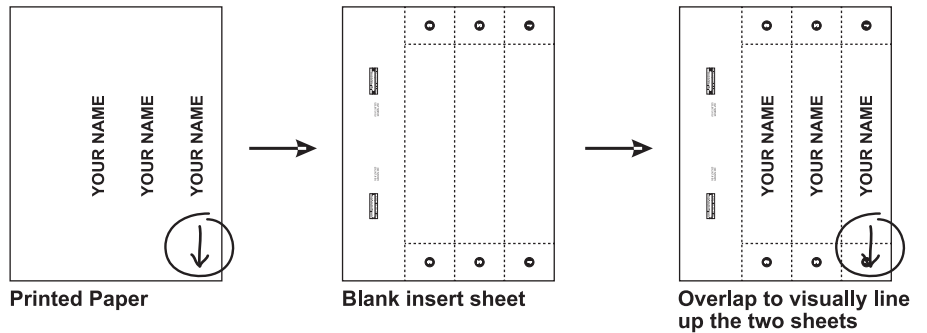


Each insert sheet has a specific side that should be printed on. Perform the following steps to ensure that your sheet and printer are properly configured to avoid wasting insert sheets.

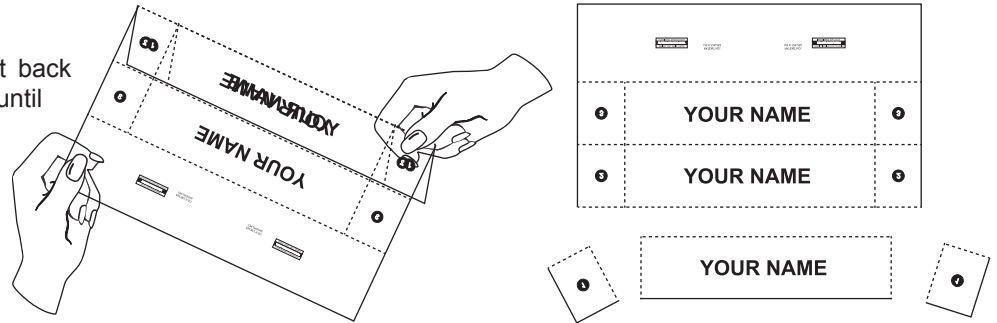
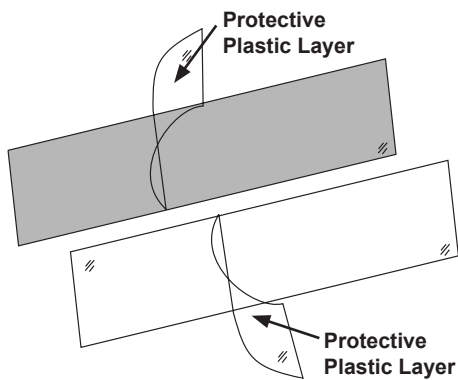
1 TEST PRINT Draw an arrow on a blank piece of standard printer paper; this will give you a reference point when you print a test page. For best results, use the manual paper feed option on your printer. As you feed the paper into your printer, take note of the facing (arrow face up or face down) and orientation (arrow pointed inward or outward) of the paper, as you will need to repeat this process to get the proper alignment. Print your text onto this sheet and note where the printing came out in relationship to where your arrow was drawn. This will tell you how to load the insert into your printer. You may choose to repeat this process as necessary, until you are confident that you can predict where the text will print on any sheet of paper used.

2 CHECK Once you are confident that you understand how your sheet will print, take an insert sheet and lay it on top of a test print with all edges aligned. Look at where the text will fall within each perforated area. Make adjustments to your document as needed, print a new test, and repeat the checking process until you are satisfied with where your text is printing. Please note - due to the difference in material, your printer may feed the insert sheet slightly differently than the paper. **Please allow yourself a little extra room in case of shifting.**



3 PRINT Now that your text is aligned properly, place an insert into the printer and print your text onto it. We recommend you print only one sheet at a time, to avoid print or feed errors. When possible, print on all 3 inserts at once; un-used inserts will be wasted once the sheet is torn apart.

4 SEPARATE Fold the insert sheet back and forth along the perforations until sections break apart.



5 REMOVE THE PROTECTIVE PLASTIC

Remove the protective plastic layer from the front of the metal backplate. If your name plates will be displayed in a wall mount, than you should also have clear Lexan Sliders. Remove the protective plastic from **BOTH SIDES** of the Lexan Slider.

6 ASSEMBLE Place a printed insert on top of a metal backplate, aligning edges. If using Lexan Sliders, place the Slider over the top of the insert. Pick all layers up as a group and slide all at once into your desk holder or wall mount.

