

LASER PRINT TEMPLATE INSTRUCTIONS

Getting Started

Note: The 2/90 Sign Systems Laser Print Template Internet Site contains PC files created in Microsoft Word.

1. Go to www.290signs.com > Resources > Templates.
2. Click on the desired internet template file.
3. Select and highlight the first line of pre-set copy.
4. Re-type the copy as you want it to appear on the laser print insert.

To change the justification of your typed copy to Left, Right or Center, see "Changing Copy Position" instructions, included here.

Saving the Template

To keep your Internet template intact, you must save your document onto your own computer system, using a new name.

To save your work as a separate document, follow these steps:

1. Choose "File" in the top left corner of the screen.
2. Click on "Save As".
3. Select a folder in which to save your document.
4. Re-name the document.
5. Click on "Save".

Printing

Paper travels through every printer differently. Test your print-out with regular paper before printing on the laser template paper. Before loading, mark where the perforations will appear on the test paper, using the template paper as your guide.

1. Place the paper in the printer, squarely and tightly from the top left-hand corner.
2. Choose "File" in the top left corner of the screen.
3. Click on "Print". The following message may appear: The margins of section ____ are set outside the printable area of the page. Do you want to continue?
4. Click "Yes".

Changing Copy Positions

Each Insert may be printed Left, Center, or Right justified, and examples of each position appear in the template. To change the copy position, follow these steps:

1. Select and highlight the line of your typed copy you wish to change.
2. Using the horizontal copy position Toolbar, click on the desired copy position.
3. To locate or learn to use the Toolbar, pull down the "Help" menu and click on "Microsoft Word Help".
Type in the words: "change horizontal alignment of text".

Changing Copy Margins

The pre-set margins on your template match original 2/90 Sign Systems laser paper inserts. For inserts 6" and under, left justified copy begins ¼" from the left edge of the insert. Right justified copy begins ¼" from the right edge of the insert. For inserts over 6", left justified copy begins ½" from the left edge of the insert. Right justified copy begins ½" from the right edge of the insert. To change margins, follow these steps:

1. Change Left Tab: Place the cursor directly in front of the copy you wish to move. Locate the ruler guide, above. Locate the Tab marker on the ruler guide. Using the pointer, slide the tab marker to the left.
2. Change Right Tab: Place the cursor directly in back of the copy you wish to move. Locate the ruler guide, above. Locate the Tab marker on the ruler guide. Using the pointer, slide the tab marker to the right.

Questions?

Contact Customer Service if you have any questions at 800-777-4310 or 616.656.4310 or by email at info@290signs.com.