

INSERT TEMPLATE INSTRUCTIONS

Appenx offers perforated paper in 70# and 80# for all sizes of inserts and sign types in packages of 10, 50 and 500 sheets. The perforations are centered on the sheet, and the Word document templates are centered to match.

OR

Use your own paper stock (Appenx also offers specialty, un-perforated paper). Simply use the cut lines on the templates.

1. Open desired Microsoft Word template from <http://appenx.com/resources/insert-templates/> If you don't see the template you need call sales/service at 800-443-6032 or email tagibson@appenx.com and we will be happy to email it to you and/or add it to our website.
2. In word, the template will have an area to type each name with an outlined box. Highlight the verbiage on the template and type in your desired verbiage. The font and letter height can also be changed.
3. If using perforated paper check to make sure the template is set up the same as the perforated paper. It is always a good idea to run one test page to make sure everything lines up. It may be necessary to adjust the margins on the top and left depending on the printer being used.
4. If a second line is needed, hit enter to start the next line. If second line needs smaller letter size simply highlight and reduce the letter size.
5. Once you have the verbiage set up on the sheet, hit "File" and "Print", select the desired printer, and hit print.
6. Depending on the template that is being used, you may get the message "The margins of section 1 are set outside the printable area of page. Do you want to continue". Hit yes and the document will print.
7. If using perforated paper, simply break the insert from the page and insert into sign.
8. If using non-perforated paper use the lines as a guide to cut out each insert from the page. Scissors can be used to cut along each line. To make the cutting process easier, we suggest a roller trimmer (Dahle Model 507 Personal Rolling Trimmer – 12.5" is an excellent choice).