

Printing Perforated Paper Inserts

Name Tag, Inc. offers templates to help you print your inserts. Download these templates from the Resource Center at www.nametag.com/resources/, checking that you have the correct product and size. There is also information on creating your own templates.

1. Enter Information: Download the template and personalize each insert using the software of your choice. OpenOffice™ was used to set up our templates; adjustments may be needed when using another software program. DUE TO VARIABLES IN HOW DOCUMENT SOFTWARE IS CONFIGURED, WE DO NOT OFFER TECHNICAL SUPPORT FOR ANY TEMPLATES.

2. Test Print: First, print one page of your file to a plain sheet of paper. Mark the top and front of the page as it prints relative to the feed tray. Second, check that the position of the printing correctly lines up by placing the printed page underneath a blank sheet of inserts and holding it up to a light source.

3. Print: We recommend printing one sheet at a time to avoid print or feed errors. To begin printing, place a single insert sheet into the printer, noting the top and front of the page as determined in your test print.

4. Separate: Gently fold back and forth along the perforation to make the inserts easier to separate, then carefully tear them apart.

5. Assembly: Your inserts are now ready to place into your product. Slide them into the top of the reusable badges or holders. Some products come with a transparent cover that slides in over the insert. You may need to remove a thin protective layer of film on the cover for some products before assembling your badge.

