

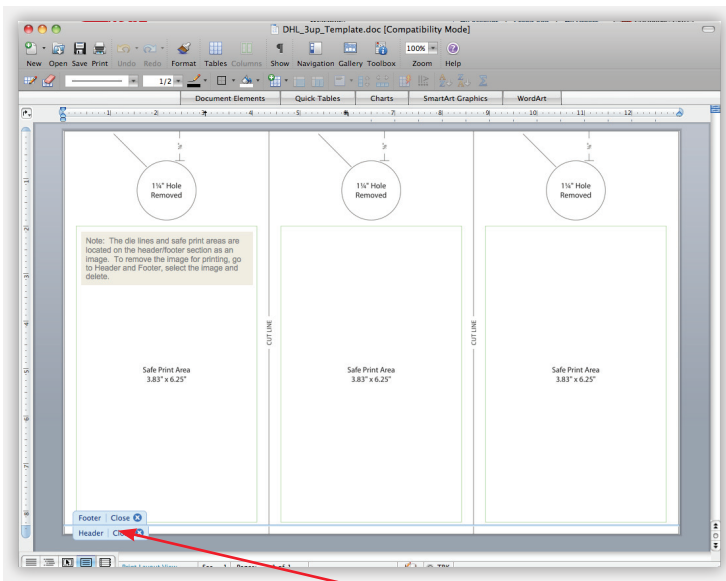


# Microsoft Word Template Instructions

Please consult your equipment user's manual for instructions on how to run specialty paper, and equipment limitations.

Templates provided by Blanks/USA are intended to assist with proper document layout, format and setup when setting up artwork to print on Blanks/USA die cut products.

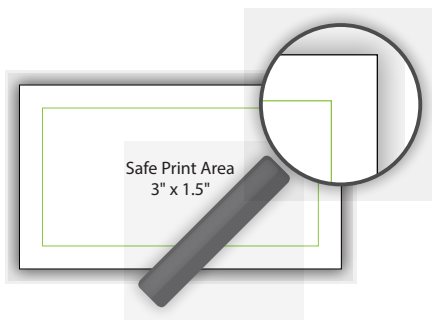
Microsoft Word templates are available as a .doc file and can be used on Windows 97 and newer. Microsoft Word templates are intended for Small Office/Home Office users to print on desktop printers, laser printers and other digital equipment. These templates show the print- and design-safe areas.



## Setting up your artwork.

- To add text select insert > text box, adjust the properties, font, spacing, etc.
- To add images select insert > picture. Select either clip art or from file. Adjust the properties.
- Once you have designed one of the products, copy all and paste within the margins of the next product. Repeat until finished.
- Verify your page set-up and printer settings.
- Save your file.
- Print your file.

The die lines, safe print area and measurements are located on the Header/ Footer section as a single image. To remove this image for printing, go to Header and Footer, click anywhere on the template and press 'delete'.



### Safe Print Area

The area marked by the green line is called the safe print area. Please remember to keep all important information within this area.

### Die Lines

The areas marked by a black or gray line are the die lines. We suggest aligning art and type at least 1/4" away from perforations and die cuts. Many copiers and laser printers don't pull paper completely straight.

For Microsoft Word support please visit <http://office.microsoft.com/en-us/word-help>  
For equipment support, please contact your equipment manufacturer or technician.