



## Printing Instructions for Name Badge Labels

Dear Unisto Customers,

Thanks for choosing Unisto Name Badges. The following instructions are suggestions to help you get started with our name badge label printing.

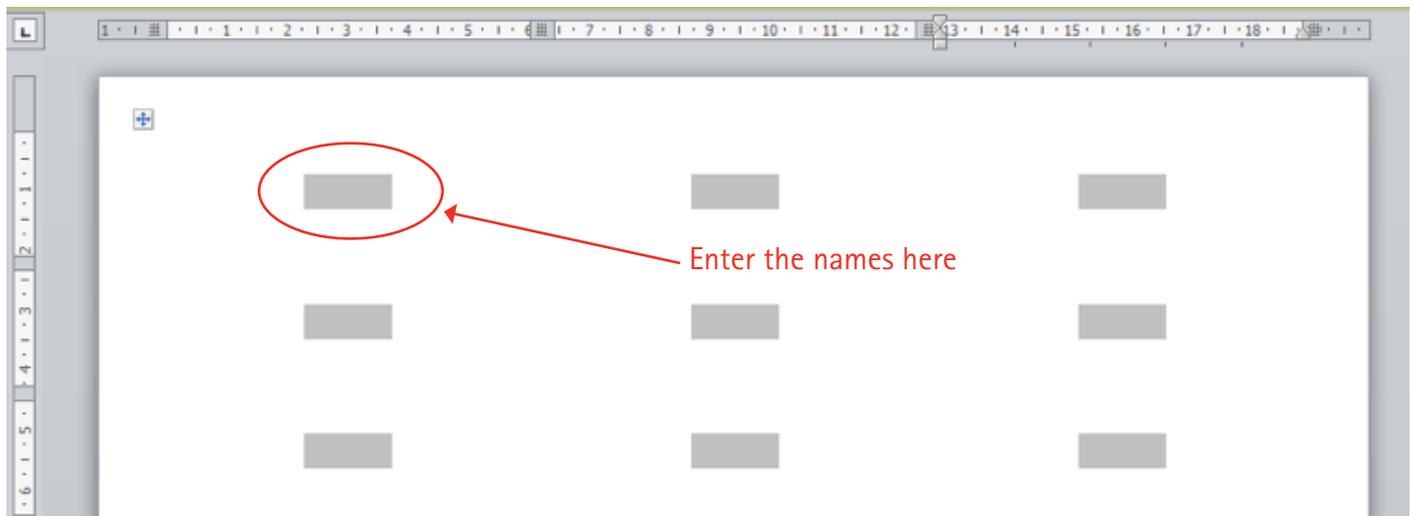
You can insert the names directly and use the Tab-key or mouse pointer to move to the next field.

When it is getting close to defined margin area, it will automatically break the line. If you want the line not to be vertically centered (higher or lower instead), please break the line manually using Enter key. You can move the mouse pointer to the desired position within the shaded field. Please note that do not cross the dashed line.

*Hint:*

*In case your template only displays as a page with gray writing fields, the display of gridlines are probably not a default setting (Fig. 1)*

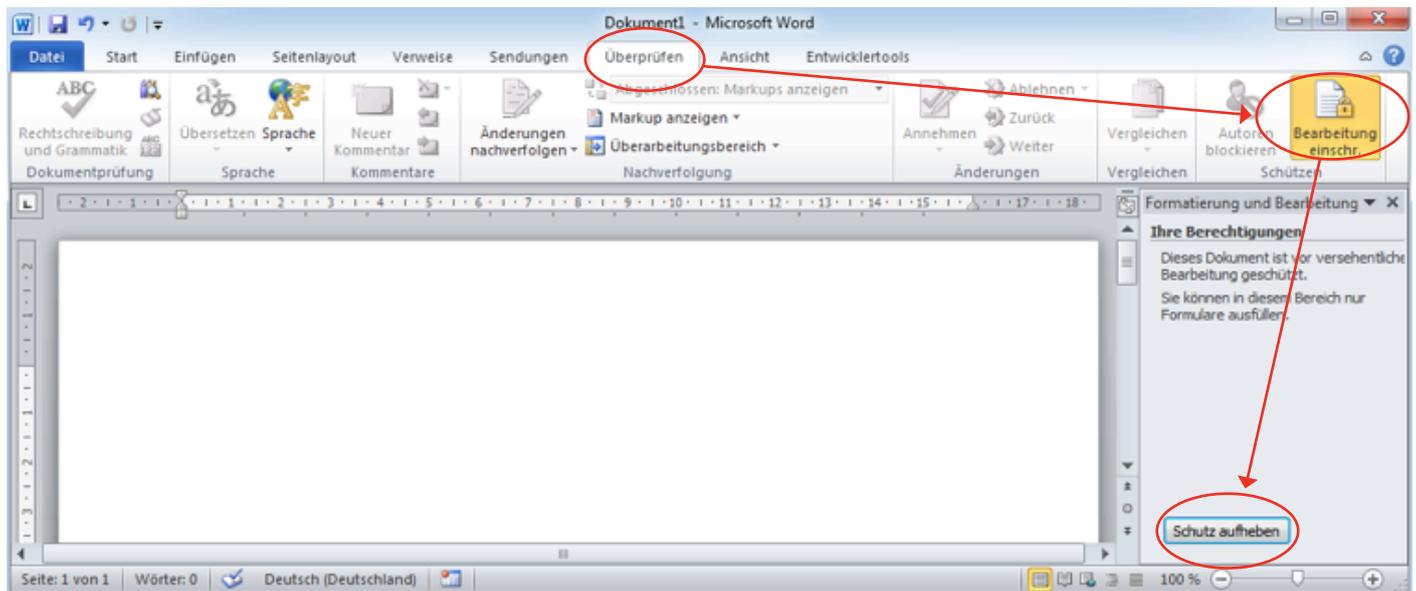
Fig. 1 Gridlines invisible



If you want to show the gridlines for better visualization, please turn off the document protection. You also need to turn off the document protection to be able to edit font style or size freely.

## Turn off document protection:

Fig.: 2 Instructions to turn off the document protection

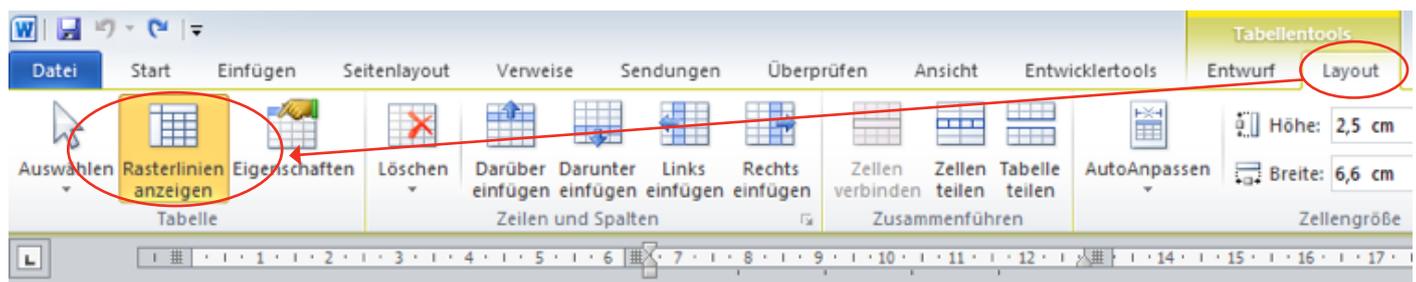


(Fig. 2) Choose the Tab "Review" and click "Restrict Editing". This opens a window on the right side with the button "Stop Protection". Click on it and the protection of this template is removed. Now you can format your template according to your own needs.

## Show gridlines:

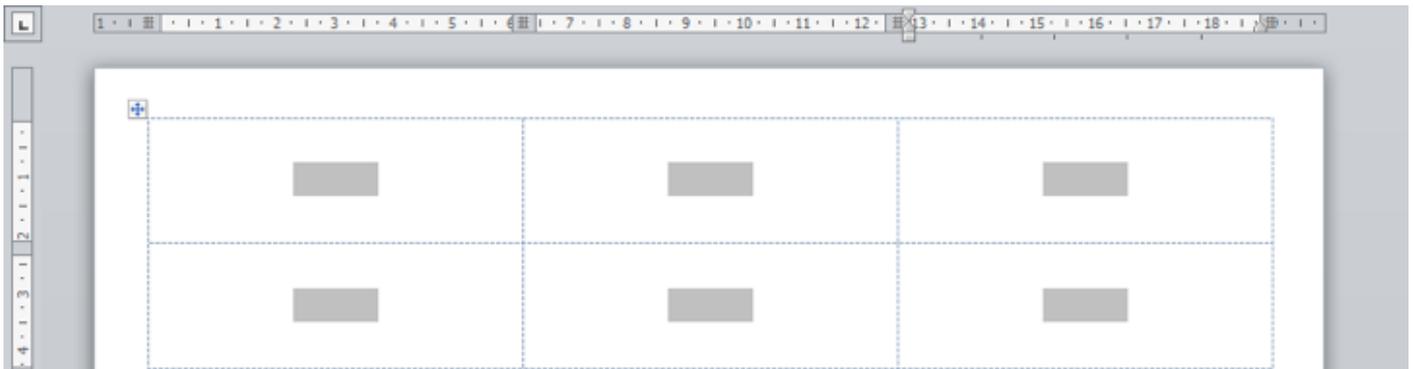
(Fig. 3) Select "Layout" tab and click "View Table Gridlines".

Fig.: 3 Instructions to show gridlines



After the gridlines appear (Fig. 4), you see an exact layout of the detachable label template delivered by Unisto. You can now make your personalization within the dashed lines.

Fig.: 4 Gridlines visible



If you want to use only part of the perforated sheet, just delete the preset sample names by highlighting it and press "Remove".

We recommend that font style Helvetica and size 15 be used for most of our products, as predefined in the label templates. Most probably you need to adjust the font style and size for longer names or designations.

Have fun with your name badges!

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