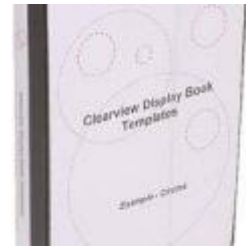# Templates - Marbig Clearview Display Books

Overview

Marbig Clearview Display Books are a great way to customize your reports and presentations. The spines and covers have a non-glare clear overlay to insert your own artwork that you can design using these preformatted templates. This means you can change your Display Book as many times as you like!
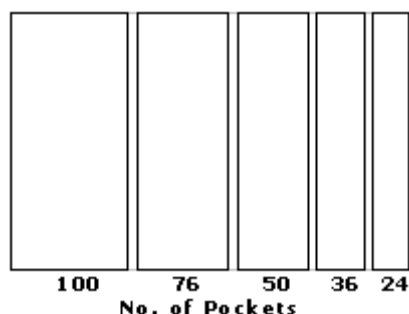
It's easy - simply select Clearview Display Book Templates from the menu on the left, enter your information and print! Two pages are printed - the first one is your cover and the second contains 5 different spine sizes for the 5 different size Display Books - 24 pocket, 36 pocket, 50 pocket, 76 pocket and 100 pocket - cut out the size that suits your Clearview Display Book and insert into the spine. For further instructions, click on Clearview Display Book instructions from the menu on the left.

The 76 and 100 Pocket Display Books have the added feature of a hard case for storing upright on shelves and for easy transportation, as well as 10 coloured self-adhesive index tabs to divide your presentation.

Instructions

Note: The templates require that you have Microsoft Word on your computer. If you do not have access to this, see the FAQ section for instructions on how to save to disk. For best results, use your Tab key to move from text field to text field. Our templates have been protected to preserve printing margins. If you wish to change fonts, date info, or add/delete graphics, go to Tools>Unprotect Document. Please note: if you unprotect the template, the printing margins may be affected.

1. **Select a design** from the samples shown.
2. **Enter your information** Enter document information into the various text fields on the cover (Page 1). Fields on the spine page (Page 2) will up-date automatically.
3. **Print** your documents (both pages) on the A4 paper of your choice (selecting the "ignore" option when asked about margins being set outside the printable area)
4. **Insert** your cover page into the cover overlay of your Clearview Display Book.
5. **Cut out** the appropriate spine label and insert into the binder spine of your Clearview Display Book (see chart below for spine sizes).
6. **You're finished!** Close the template and save if you would like to edit your work in the future.
7. If you run into any formatting problems, you can always return to the templates page and start fresh on a new template.

100   76   50   36   24
No. of Pockets