

Templates - Crystalfile® Suspension File Inserts - Rectangular shape

Overview

Printing your own suspension file inserts for professional results is quick and easy with our pre-formatted Microsoft Word templates designed specifically for Crystalfile Inserts.

Templates are available for both Crystalfile blank or pre-printed inserts.



Instructions

Crystalfile Inserts are available in two formats:

1. Blank
2. Pre-printed with alphabetical letters.

Please select the appropriate blank and pre-printed insert templates below (they are different).

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 (if you unprotect the template, the printing margins may be affected).

1. Tear the 4 column insert sheet in half so that there are 2 columns on each sheet. Each page of inserts contains 4 columns which is wider than A4 so may be too wide to fit into your printer. Insert these 2 column sheets into your printer. *Do not feed a single insert or a single column of inserts into your printer.*

A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
Q	R	S	T
U	V	W	XYZ

For Pre-printed inserts you should now have 2 sheets of 2 columns (left and right side). The left side contains inserts with pre-printed letters: A, D, E, H, I, L, M, O, P, S, T, W, XYZ. The right side contains inserts with pre-printed letters: B, C, F, G, J, K, Mc, N, Q, R, U, V.

2. **Select the product** required from the template list below.
3. **Enter your information** into the insert template as indicated.
4. **Select** your desired font and format the insert as required.
5. **Print** onto the insert (selecting the "ignore" option when asked about margins being set outside the printable area).
6. **You've finished!** Close the template and save if you would like to edit your work in the future.