# **Templates - Rexel Name Plates**

# Overview

Make Your Own Name Plates In-house for Professional Results quickly and easily using these pre-formatted templates to customise your Name Plates - great for displaying titles, names, etc in meetings, training sessions, conferences, dinners, product displays, etc. Name Plates are double-sided too!



Available in Small and Large, both sizes come with a sheet of insert cards that can be feed through your laser or ink jet printer for professional, instant name plates that can be created quickly and easily and for bulk printing.

Small Name Plates are 92mm x 56mm and the insert card is 90mm x 110mm. The insert cards are perforated 2 across on an A4 sheet for easier feeding in your printer.

Large Name Plates are 210mm x 59mm and the insert card is 210mm x 110mm, supplied on an A4 sheet.

# Instructions

Note: The templates require that you have Microsoft® Word installed on your computer. If you do not have access to this program, please see our FAOs for instructions on how to save the templates 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.

Rexel Name Plates are double-sided so that they can be seen from 2 directions. As such, there are 2 templates for each size of Name Plate as there are 2 stages to entering your information and printing these name plates. This ensures that the Name Plates can be printed and then read, the right way up!

Please follow these steps carefully. We suggest doing a practice sheet on standard A4 paper to avoid making errors and wasting one of your insert card sheets.

## Small 90035

## **STAGE 1**

#### 1. Select Stage 1 Template.

2. Enter Information Stage 1 - enter information into the fields as indicated as 1st Stage in the diagram below.

3. Print Stage 1 - Print the insert card with the folding card leading - i.e. the double-sided card with a crease for folding and inserting into your Name Plate - as indicated as 1st Stage in the diagram below.

#### **STAGE 2**

## 4. Select Stage 2 Template.

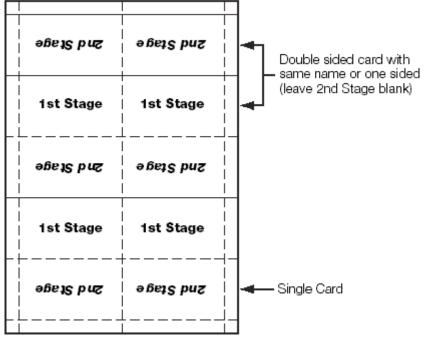
5. Enter Information Stage 2 - enter information into the fields as indicated as 2nd Stage in the diagram below.

6. Print Stage 2 - Print the same insert card with the single card leading - i.e. this is the end with the single-sided card with a perforation - as indicated as 2nd Stage in the diagram below.

7. You're finished! Simply separate at perforated edges and fold to insert into your Name Plate. When inserted, the names on both sides will be right way up and readable!







PRINT THIS SIDE UP 1st (Folding Card leading)



## LARGE - 90036

## **STAGE 1**

#### 1. Select Stage 1 Template.

2. **Enter Information Stage 1** - enter information into the fields as indicated as 1st Stage in the diagram below.

3. **Print Stage 1** - Print the insert card with the folding card leading - i.e. the double-sided card with a crease for folding and inserting into your Name Plate - as indicated as 1st Stage in the diagram below.

## **STAGE 2**

#### 4. Select Stage 2 Template.

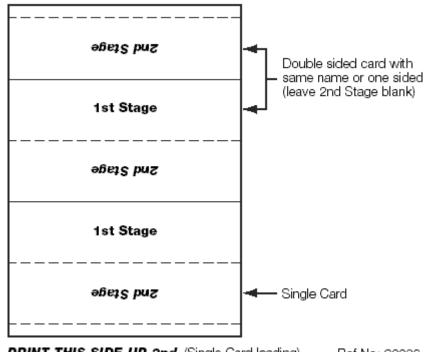
5. **Enter Information Stage 2** - Enter information into the field as indicated as 2nd Stage in the diagram below.

6. **Print Stage 2** - Print the same insert card with the single edge leading - i.e. this is the end with the single-sided card with a perforation - as indicated in the diagram below as 2nd Stage.

7. **You're finished!** Simply separate at perforated edges and fold to insert into your Name Plate. When inserted, the names on both sides will be right way up and readable!







PRINT THIS SIDE UP 1st (Folding Card leading)

