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 ¼” 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.

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