**Kimball Perks Collaboration Tools, Name/Sign Holder Insert Template Instructions:**

* Save the template to your hard drive prior to working on it. It is formatted for standard 8 ½ x 11 paper to accommodate 4 signs per page that are 4 1/8” wide x 4” tall.
* Change the font and color of type as with any Word Document. Once a ‘look’ is chosen, use copy and paste to have all cells the same.
* To insert your logo, you must have it saved to your hard drive or network drives.
* Insert the new logo, click Insert>Picture>navigate to the location of your image and double-click on it. If needed, resize the image by left-clicking on it once, and using the corner, re-sizing handles.

**Suggestions:**

* Most paper will work, however, remember paper choice is a major factor in the quality of the sign, we recommend 24-28# with a matte finish.
* Print a sample and insert into holder prior to printing many copies.

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