

Templates - Crystalfile® Suspension File Indicator Tab Inserts - Rounded 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 Indicator Tab Inserts.

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

Instructions

For Standard Printers:

1. Select the product required (blank or pre-printed inserts)
2. Unfold the template completely so it is lying flat ready to be fed into the printer- do not tear columns entire sheet is A4 and fits into the printers
3. Enter your information on the 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.

For multi-purpose 'All in one' printers:

1. Enter your information on the template as indicated
2. Select your desired font and format the insert as required
3. Print template out as a word document
4. Photocopy the word document and feed the unfolded template via the bypass feeder as required.
5. You've finished! Close the template and save if you would like to edit your work in the future.

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).

