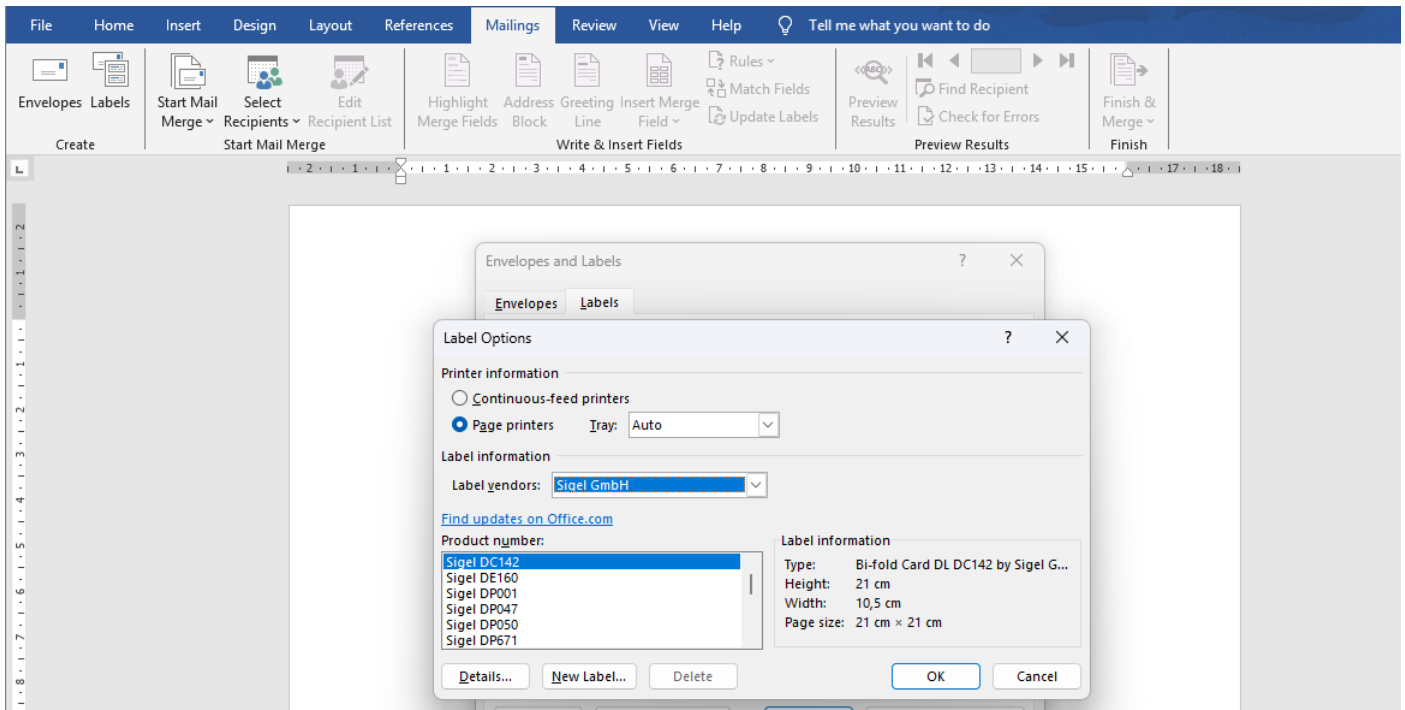


INSTRUCTIONS FOR USE OF OUR WORD TEMPLATES

We supply Word templates for printing business cards, labels and other print media such as designer papers and motif papers. The templates allow you to create your own custom products.

Print Labels

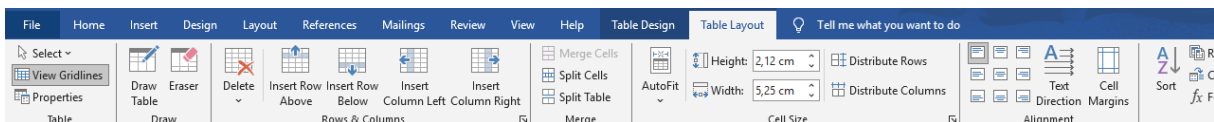
Word templates for many types of label are already included in Microsoft Word at: Mailings -> Labels -> Options -> Label vendors: Sigel GmbH.



Gridlines as a design aid

This is a setting in Microsoft Word (Layout -> “View gridlines”). Gridlines help to create an accurate layout, e.g. when texts or images need to be precisely aligned one below the other. They are also practical for viewing the position of several business cards or labels on one A4 sheet.

Alternatively, you can search for gridlines or table gridlines in Word in the upper-right hand corner in the “Tell me what you want to do” search box.



Problems in the “Firefox” browser

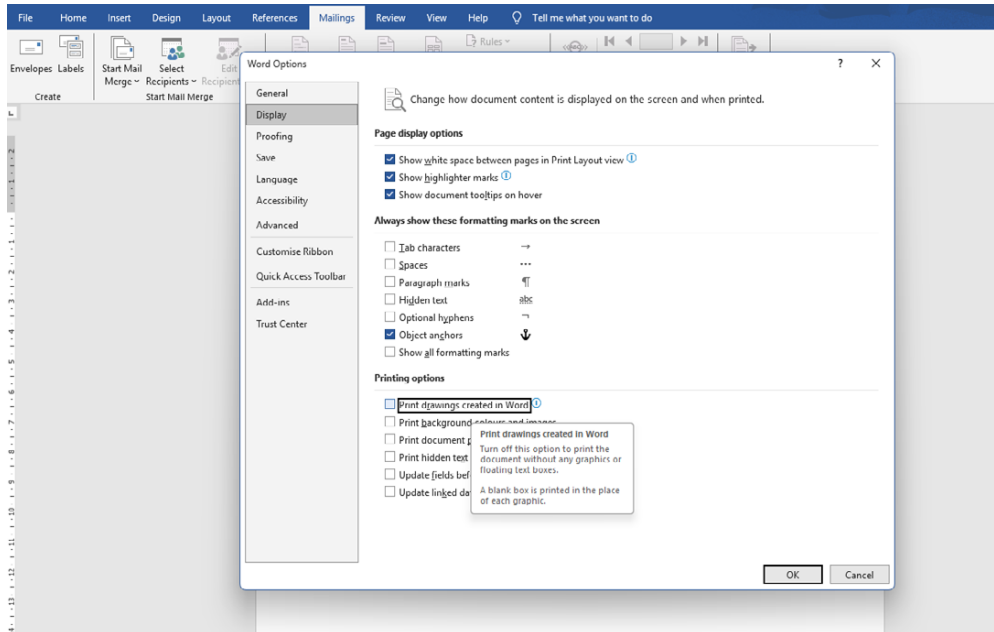
In the “Firefox” browser, Word templates are incorrectly displayed as pdfs. Please message us at international@sigel-office.com – we will be happy to send you the correct Word templates.

INSTRUCTIONS FOR USE OF OUR WORD TEMPLATES

Printing without a background image

For the design and motif papers, the design is shown on the Word templates to make it easier to customise them. This design should not, of course, be printed onto the actual paper. To enable printing without a background image, go to

Settings -> Options -> Display (print options) and untick the box "Print drawings created in Word".



Any other questions?

Feel free to contact us via international@sigel-office.com or call us on +49 9078 81-177

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