

### Click-It Instructions

- 1) Save the Click-It Badge template in a known location.
- 2) Open the Click-It Badge template.
- 3) Highlight the "Sample Name 1" and replace it with the first name you need. Repeat this process using "Sample Name 2, 3, 4 and so on. If you need to adjust the font or font size you can do that while each name is highlighted.
- 4) Remove all "Sample Names" that have not been replaced. Please note you will only be able to create and print one page at a time.
- 5) Click on "File" and then select "Print". Locate and select "Properties" next to the printer you want to use. Select "Paper Source". You'll need to choose the manual input tray on your printer (often called "Manual Feed Tray 1"). Click on "OK".
- 6) While still in your properties screen, click on paper type and select "Transparency"
- 7) Insert media into the Manual Feed Tray. It is best to first print on a plain sheet of paper (cut to 4 ¼" x 11") and place the clear plastic on top after printing to check alignment. Adjust as needed as all printers vary. Repeat until you have good alignment.
- 8) Resend the job to the printer and now use the clear plastic insert sheet.
- 9) Remove the printed insert from the carrier sheet, lay printed insert centered into the clear lens and install the metal backing, pressing in at the corners until it "Clicks" into place.

#### Notes:

- The first time you use the template format all of the "Sample Names" and save this revised custom template for repeat use. This will save reformatting each time.
- The plastic carrier sheet may be printed on either side and from either direction.
- The plastic carrier sheet is designed to only be run through your printer one time.