**Template Guide**

 **Wm. Whiteley limited**

**155 Prospect St, PO Box 1378
Port Dover, ON. N0A 1N0 Paper Insert Instructions for 1 9/16"" x 8.5"**

Please make a copy of the original template before proceeding.
This template will make 4 signs per 8.5" x 11". We recommend a light card stock or heavy paper that won't wrinkle.

1. Double click in row 1, blinking cursor should appear
2. Type person’s name, adjust font size as required.
3. Continue on the other lines.
4. Print Page.
5. Trim along printed line. from side to side
6. Repeat Steps 2 to 5 for additional names
7. When completed, exit the program but do not save changes.

 519 583 8982 if you have any questions.

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