IRD Name Tags Editing and Printing Instructions

This template was designed to work with Avery Name Tag #74549 however, they can be used with any 3.5 x 2.25 inch name tag sleeve.

Editing

1. Select the text you would like to edit
2. Make desired text changes

Printing

MAC

Adobe

1. Select "File" > "Print"
2. Under "Page Sizing and Handling" select the box that says "Actual Size"
3. Under "Orientation", make sure "Auto Portrait/Landscape" is selected
4. Select the "Printer" button in the bottom left corner, make sure "Two-Sided"
   a. Under the "Layout" submenu, make sure "Two-Sided" is set to flip by "Short-Edge Binding"
5. Make sure the proper printer is selected and click "Print"

Preview

1. Select "File" > "Print"
2. Make sure "Two-Sided" is selected
3. Click "Show Details" to open dialog box further
4. Under "Paper Size" make sure US Letter (8.5 x 11 inch) is chosen
5. In the "Orientation" section, make sure the landscape option is selected
6. Under the "Preview" submenu, select "Scale" and make sure the document is scaled to 100 percent
7. Under the "Layout" submenu, under "Two-Sided" make sure "Short-Edge Binding" is selected
8. Make sure the proper printer is selected and click "Print"

PC

1. Select "File" > "Print"
2. Under "Size Options" select "Actual Size"
3. Select "Print on Both Sides of Paper"
4. Make sure the proper printer is selected and click "Print"

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