IRD Name Tags Edit and Print Instructions

This template was designed to work with Avery Name Tag #74549 however, they can be used with any 3.5x2.25 inch name tag sleeve.

Edit

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

Print

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 in) 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%
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 "Prin

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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