

# 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 "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"

