

INSTRUCTIONS FOR SHELFWIZ SHELFTALKER PDF TEMPLATES

Sample Perforated Sheet

Cell 1	Cell 2
Cell 3	Cell 4
Cell 5	Cell 6

$2 \frac{1}{2}$ “

$5 \frac{1}{8}$ ”

IMPORTANT: To insure problem-free working of Shelfwiz PDF templates, be sure your computer has the latest version of Adobe Acrobat Reader, a free download available at www.adobe.com.

The creation of Shelfwiz shelftalkers is a simple step-by-step process. First go to the Templates page at www.shelfwiz.com. In the **TEMPLATE SELECTOR**, select a font to begin. Then select the desired template. Select the color or color combination for your font. Then click on the **Download Template** link. The six-celled template will appear on your screen, ready for you to create your shelftalkers. To enter data, simply highlight a field and type the TITLE, AUTHOR, COPY, CONTRIBUTION NAME or CATEGORY. To create another page of shelftalkes, click on START OVER to begin the process again. To download a blank template to your computer: on a PC, right-click; on a MAC, ctrl-click.

When first using the templates and perforated sheets, print a sample page on a non-perforated, blank sheet to make sure your copy prints as you expected. You can print 1-6 shelftalkers on each perforated sheet. Should you print less than 6, the remainder of the sheet will not be printable at a future date. If you want to save the unprinted cells to use for hand-printed signs, be sure to delete the text fields (i.e. **TITLE AUTHOR**, etc.) in each cell that you are not printing.

Template 1 has fields for TITLE, AUTHOR, and COPY. In cell 1 highlight the words **BOOK TITLE HERE** and enter the title. If you enter a long title, the type size will automatically adjust to allow the title to fit on one line. Next, highlight the words **AUTHOR NAME HERE** (do not highlight the word “By”) and enter the author’s name. Finally, highlight the words **COPY HERE** and enter the copy As with the Title, the type size will adjust to fit the space. In cells 2-6 proceed as in cell 1. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 2 is the same as Template 1 with the addition of a NAME field for a contributor's name. After entering the title, author and copy information, highlight the words **NAME HERE** (do not highlight the words "submitted by") and enter the contributor's name. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 3 provides a way to print blank shelftalkers with space designated for TITLE and AUTHOR and lines for entering text by hand. They are designed to be printed up "as is" with all the information entered by hand. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 4 is for creating one or two line category signs. Highlight and type as in previous examples. Delete the second word **CATEGORY** if printing a one line sign. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 5 is for creating three line category signs. Highlight and type as in previous examples. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 6 provides completely blank cells for entering anything you want. This template has none of the font, size, or color versatility as the other templates. **For much better results, use MS Word Template 5 to produce shelftalkers from completely blank cells, utilizing all the fonts, sizes and colors that are available on your computer.**