

INSTRUCTIONS FOR SHELFWIZ **ORIGINAL** SHELF TALKERS
MS WORD TEMPLATES

Sample Perforated Sheet

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

Make sure you have downloaded templates 1 through 8 and placed them in a separate file on your computer. All the templates except number 6, the blank template, are “read only” documents and must always be opened as ‘read only’ documents. If you want to save the entries on those templates, you must select “save as” and assign the document a new name.

Once you have entered any information on a template you can modify the text as you would any word processing document — add colored type, change fonts, font sizes, spacing, leading, etc. On templates 1, 2, 4, 5 and 6 the text you enter builds upward and downward from the middle of each cell. On templates 7 and 8 the text builds downward. When first using the templates and perforated sheets, we suggest that you 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 word **TITLE** and enter the title. Should you enter a long title that you would like to fit on one line, change the font or font size to make the title fit. Next, highlight the word **AUTHOR** (do not highlight the word “by”) and enter the author’s name. Finally, highlight the word **COPY** and enter the copy. Should your copy exceed the space allotted, it might be

necessary to change the font or font size until the copy fits. When finished, you can move to cell 2 and proceed to enter title, author and copy information as in cell 1. You can save the document to make further entries at another time, or you can print it. 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 word **NAME** (do not highlight the words "recommended 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 and 5 is for printing subject and category signage. In cell 1, highlight the word **CATEGORY** and enter the subject or category name. In cell 2 through 6, proceed as in cell 1. If you want sub-categories to appear below a main category, simply press "Enter" after each entry and enter the sub-category. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 6 provides completely blank cells for entering anything you want. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 7 is the same as Template 1 but contains the "INDIEBOUND" logo at the top of the cells. All copy will fill in around the logo. If you print from a black and white printer, the logo will print perfectly well in black and white. When printing, be sure to instruct the printer to print in **landscape mode**.

Template 8 is the same as Template 2 but contains a "STAFF PICK" heading at the top of the cell. All copy will fill in below the heading. If you print from a black and white printer, the heading will print perfectly well in black and white. When printing, be sure to instruct the printer to print in **landscape mode**.