INSTRUCTIONS FOR SHELFWIZ **COMPACT SHORT** SHELF TALKERS
MS WORD TEMPLATES

Sample Perforated Sheet

Cell 1	Cell 2	Cell 3
Cell 4	Cell 5	Cell 6
Cell 7	Cell 8	Cell 9
Cell 10	Cell 11	Cell 12

There are 2 templates available on the Template Picker for the Compact Short model. Both templates are "read only" documents and must always be opened as 'read only" documents. If you want to save the entries on either template, 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. The text you enter builds upward and downward from the middle of each cell. 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 to 12 shelf talkers on each perforated sheet. Should you print less than 12, 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 existing text in each cell that you are not printing.

TEMPLATE PICKER

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

SINGLE LINE CATEGORY template 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 12, 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**.