

# Xerox business templates

## Detailed directions for using templates

Customize and print marketing materials, office documents and greeting cards in-house on your own printer with these colorful templates.



### Download

These templates are available as Microsoft® Word® files or Adobe® Acrobat® PDFs that can be customized. If you don't own the Microsoft (MS®) Word software, choose the PDF. The PDF files may have areas which allow text changes. Choose the Word files if you need to make text changes, formatting edits and for adding/deleting images, such as logos.

To begin downloading a template, right click on the link and select "Save Target As" or "Save Link As" from the pop up menu. (Note: for Macintosh, use control click.) Choose the destination for your file, such as the "My Documents" folder, and save.

### Customize

From your computer, double-click on the template file to open.

**For Acrobat PDF files:** If Acrobat Reader doesn't start automatically, you will need to download the free software first. With the Hand tool selected, click on the placeholder text. If a cursor does not appear, the text is not customizable (such as the "Happy Birthday" text on a card). If a cursor appears, you can delete the text and replace it with your own. When you're finished typing your text, use the tab key to auto-populate similar fields in the file (if applicable) and move to the text field.

**For Microsoft Word files:** All text is customizable in the Word templates unless it is part of an image. Sometimes you can click on text and begin typing. Some text is in text boxes, and some is "Word Art." If you click on the text and see a dotted frame around it with open circles or boxes on each corner, it's a text box. If you right-click on the text and see the option "Edit text," it is Word Art. Choose "Edit text" to change the text, font and font size. Other properties of the Word Art can be altered in the Formatting Palette (found in the "View" menu).

To add text, you will need to add a text box. From the "Insert" menu, select "Text Box." Type, format and place your text as desired.

# Detailed directions for using templates

To replace an image in the templates, click on the image once and delete. Make sure the image you want to insert is one of the following formats:

- Enhanced Windows Metafile (EMF)
- Graphics Interchange Format (GIF)
- JPEG File Interchange Format (JPG)
- PICT
- Portable Network Graphic (PNG)
- TIFF
- Windows Bitmap (BMP)
- Windows Metafile (WMF)
- EPS (Mac users only)

From the “Insert” menu, select “Picture” and then “From File.” You will then be able to browse to select the photo you’d like to insert.

If the image does not appear, make sure it is not saved in CMYK format (unless you’re using a Mac computer).

To move the image around the page, select “Format Picture” from the “Format” menu. In the “Layout” tab, set the Text Wrapping to “In front of text,” or if the image is a background, pick “Behind text.”

## Print

Please be sure you have the appropriate and most up-to-date driver loaded for your printer to avoid printing problems. Refer to your printer’s manual for instructions about loading the media correctly. Special paper (such as card stock or a label sheet) often works best through the manual feed tray. Experiment with plain paper first to ensure correct media orientation.

When printing these templates, if a dialog box should appear indicating that part of the image or text is off the page, print it anyway. Most of the time, the template extends millimeters beyond the media’s print area and isn’t noticeable. This ensures full color coverage regardless of how media feeds into the printer.

For best printing results, select the appropriate printing media. Xerox offers a wide variety of papers for your convenience. Be sure to consult your printer’s manual for appropriate paper weights or thickness.

