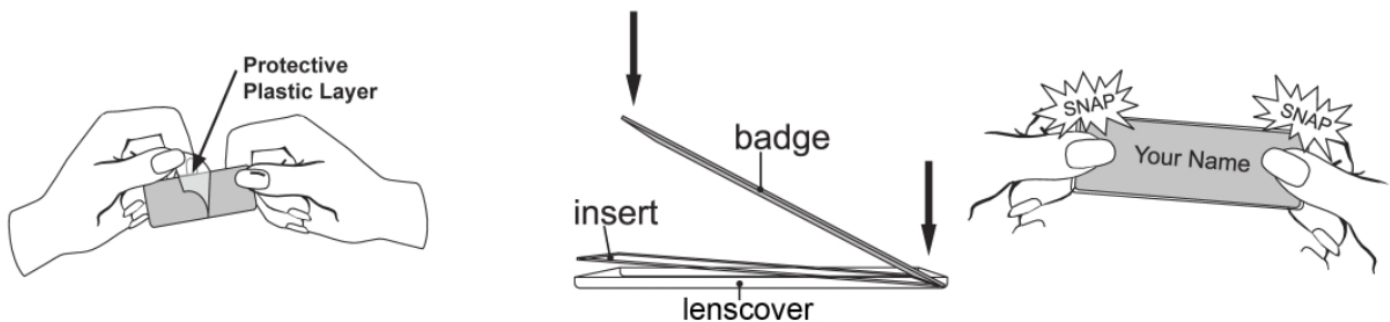# Mighty Badge™ Inserts

(Clear and Paper Peel Off Inserts)

You can print inserts with an office or home desktop printer. The inserts peel off like a sticker, one at a time, so that you may print as many as you need and then send the same sheet through the printer when you require additional inserts. Two styles are available, one for laser printers and another for inkjet printers. USING THE WRONG STYLE MAY RESULT IN DAMAGE TO YOUR PRINTER.

How to Correctly Print on Inserts

1. Draw an arrow on a standard blank piece of printer paper. Using the manual feed on your printer, place this paper with the arrow facing up in the tray and note the direction it is pointing. Print your document onto this blank paper and note the top and front in relation to the arrow. This will tell you how to load the insert sheet into your printer. Repeat this process until you are confident that you can predict where the text will print.

2. Lay one of your insert sheets on the test print with all edges aligned. Hold both sheets in front of a bright light to view the document through the insert sheet. Observe where the text will fall within each peel-off area. Make adjustments to your document as needed. Print a new test sheet and repeat the checking process until you are satisfied with where your text is printing. Allow a little space around the text on each insert because your printer may feed the insert sheet slightly differently than the paper.

3. Using the information about page feed and orientation gathered on the test print, place an insert sheet into the printer and print your document. We recommend printing only one sheet at a time to avoid print or feed errors.

4. If you ordered Mighty Badges™ without a logo, each back plate has a protective plastic film on the front that you must remove before assembly. Using the numbered tab, peel the insert off the liner. Then fold the tab on the perforation and separate it from the insert. Position the printed insert, face down, into a lenscover. Place one end of the metal back plate into the lenscover, then press down on the other end. The back plate will snap into place.

Care and Handling of Mighty Badges™

Mighty Badges™ require a protective plastic lenscover. When this lenscover is not in place, scratches and damage may occur. Therefore, avoid excessive handling of the unprotected inserts and metal backplates, and store with the lenscover in place.