



S. N. A. P.

SIMPLY NEVER A PROBLEM[®]

INSTRUCTIONS AND HANDY SIGN DESIGN TIPS

SNAP[®] Signs are manufactured in the United States, in our factory in central New York State at 200 Prospect Ave., Walton, NY 13566, where we have operated for over fortyfive years.

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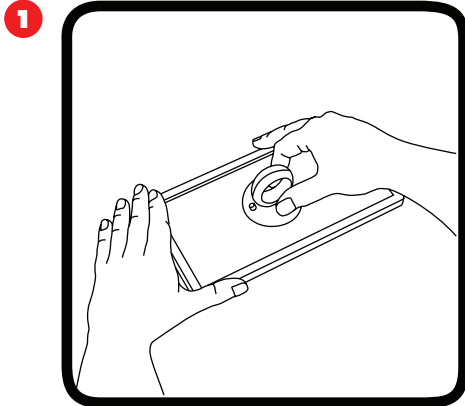
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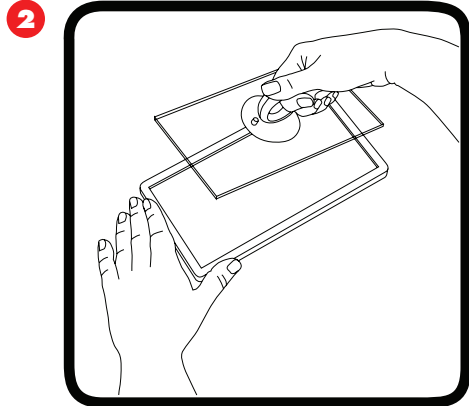
Instructions

Removing the shield

Use the suction cup with a ring for 4" high and larger shields;
use the other cup for 2" high shields.

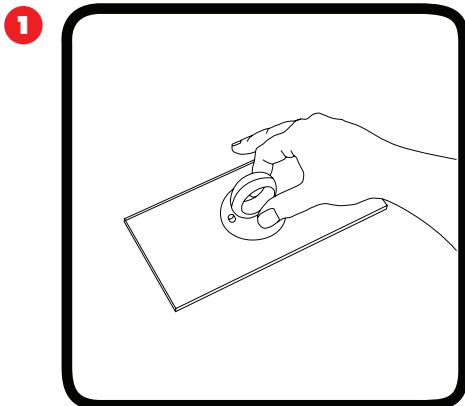


Press the suction cup onto the center of the shield.

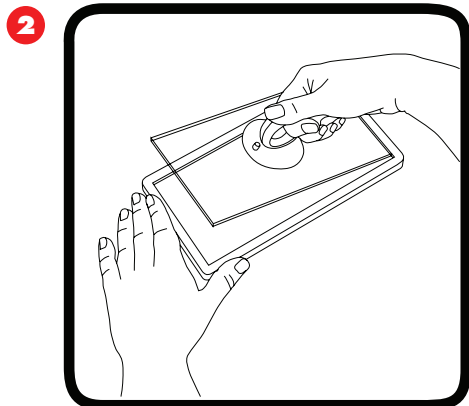


Briskly pull the shield straight out of the frame.

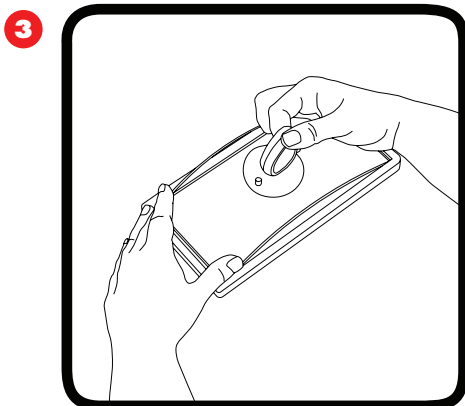
Installing the shield.



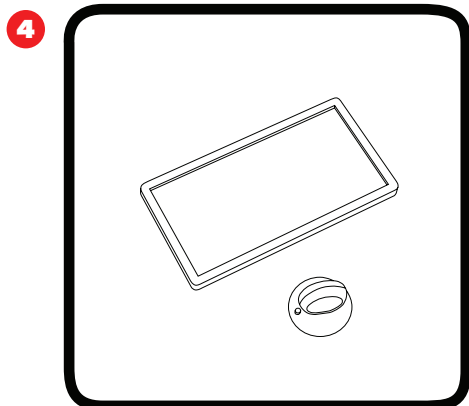
Press the suction cup onto the center of the shield.



Place the right edge of the shield in the groove.

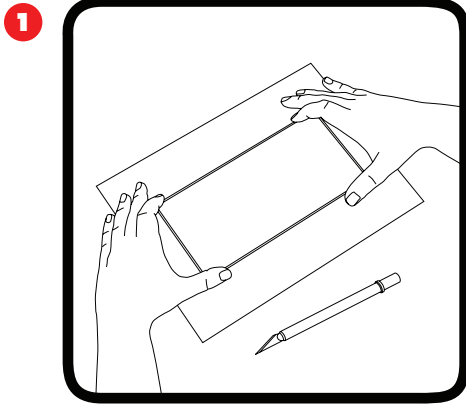


While lifting the suction cup with your right hand, press down the left side of the shield until it is against the paper insert—make the shield bow. Now let down the center of the bow. The left side of the shield will slide into the groove.

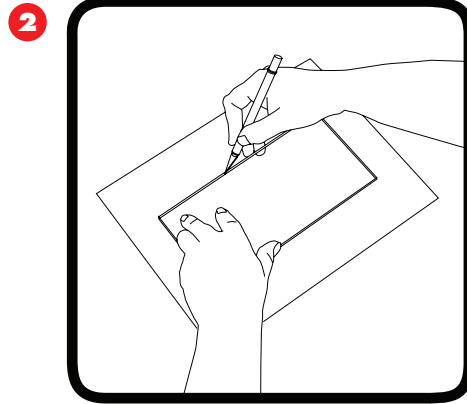


Remove the suction cup. To release the suction, lift the edge of the suction cup first, or press the small peg sideways on the cup with a ring.

Cutting your own, non-perforated paper to size

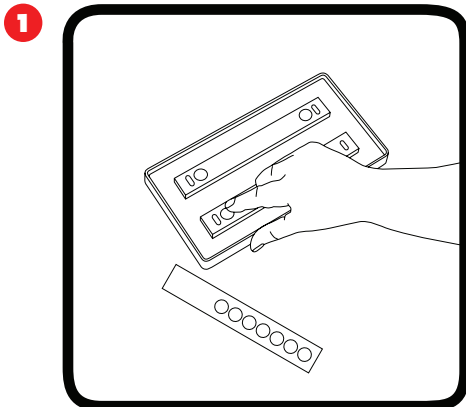


1 You can use your own heavyweight (65#) colored or white papers if you choose. Place the printed sheet on a cutting mat, and have sharp exacto knife handy. Place the shield over the printing, aligning the shield with the printing.

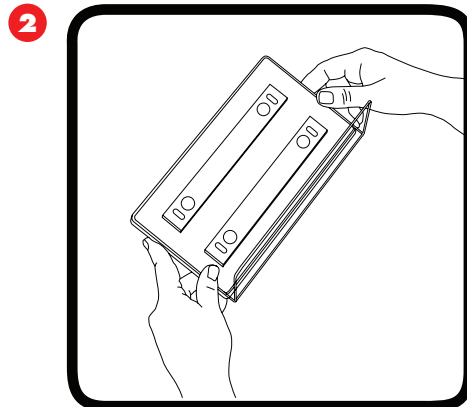


2 Cut around the shield with an exacto knife. Cut very close to the shield. The paper insert must be the same size as the shield, or a slightly smaller than the shield, or else the paper will wrinkle under the shield.

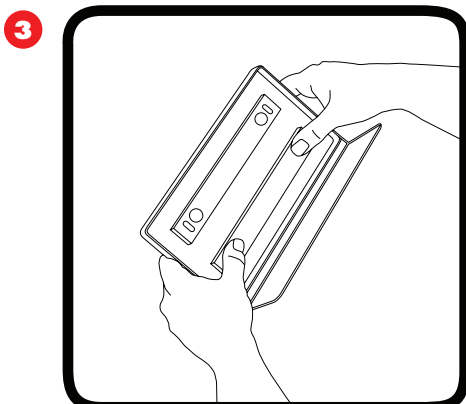
Attaching the frame to the stands



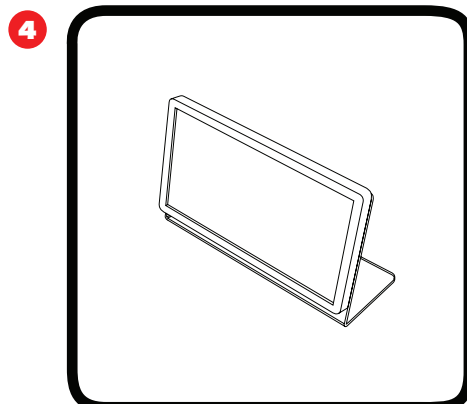
1 Place adhesive dots at the ends of the ribs on the back of the frame. Press down firmly on each dot with your finger.



2 Remove paper backing from the dots. Remove the blue protective film from the stand. Align the stand with the top and side edges of the frame.



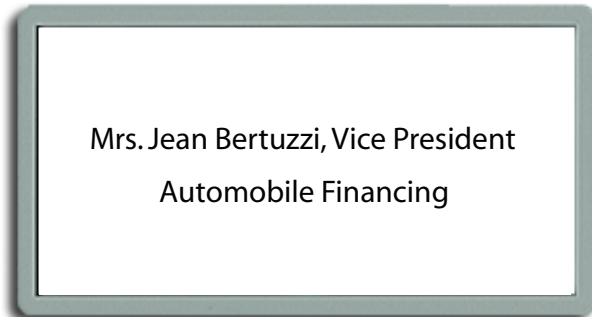
3 Press down against the dots. Press firmly on each dot. Each dot becomes clear as it "wets out."



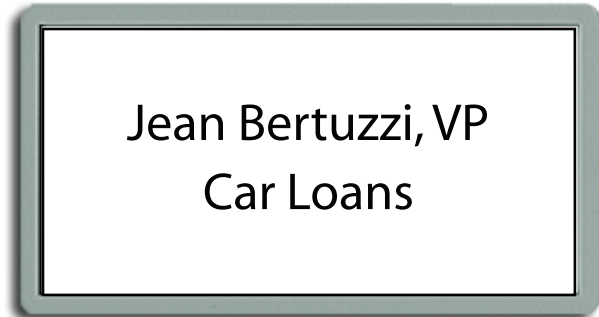
4 The strength of the adhesive dots will increase over several hours.

Basic Sign Design Tips

● WORDING

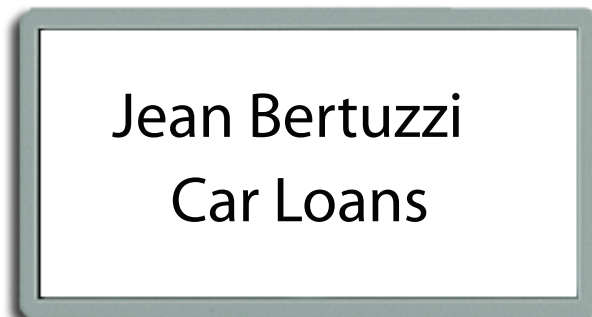


Avoid long titles and descriptions.

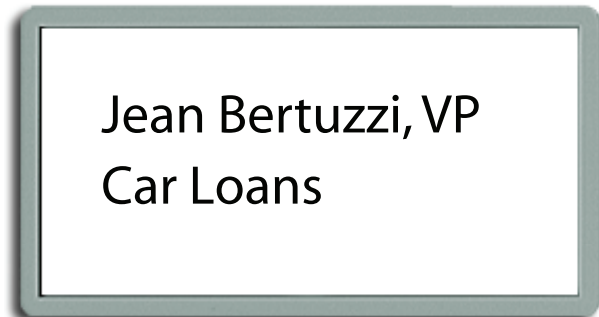


Use abbreviations and simple words.

● LAYOUT

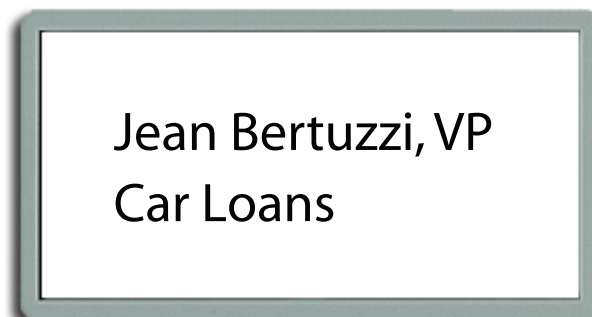


Centering takes more thought to read and more time to design.



Use the common left margin whenever possible.

● EMPHASIS



Your message gets lost with just one size of type.



Make your most important line the largest one.

Advanced Sign Design Tips

● IMAGES



Avoid photographs or illustrations with too much gray...Stay away from graduated shading.



The simpler the art, the better.

● TYPE

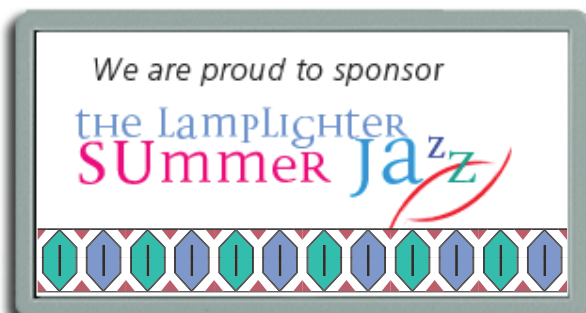


Don't crowd your type, change type families or use serif typefaces in small point sizes.



Indicate your most important information with larger type sizes or bolder typefaces...and economize those words.

● BORDERS



Thick, ornamental borders interfere with stylish S.N.A.P. frames and the lettering area.



Go ahead and take a chance with a fresh design -- some extra white space and a fine outline can make your designs pop.

Downloading and Unzipping Software

After you make a purchase, you will be e-mailed a link explaining how to download your SNAPsignDsign software and Word templates. This software has been “zipped” to make the download fast and simple. Place the downloaded SNAPsigns.exe in a new folder and double-click the file. It will “unzip” and create the new folder SNAPsigns.

Now open the new SNAPsigns folder. The first three folders contain Microsoft Word templates; the third contains our sign design software.

SNAP Badge Templates
SNAP Frame Templates
SNAP Name Tent Templates
SNAPsignDsign

● Using Word Templates

Folders 1, 2, and 3 contain .dot extension files which are templates for Microsoft Word and can be executed by simply double clicking them. Word will open and you will see a blank template that has been customized to the exact size of our perforated paper products and to fit perfectly in our SNAP Badges, Sign Frames, or Name Tents. You create your own design and name your file whatever you want for future use. You can use all of the features available within Word to produce exactly what you want. You can import graphics or logos using the Insert/Picture command, use all the clip art within Word, resize or select any windows fonts, or use any of the other graphic features within Microsoft Word. If you experience any problems, just click on the normal Help Menus available within Word for additional details.

Click inside any frame to begin, if you want to start in the center, click the Center Button at the top of the screen, and begin entering text. Always remember that you have to place your cursor to the left of your text and then left click and drag across your text to highlight the word or words to change the Font or Character sizes.

You can insert graphics inside a text box or simply enter text, and then easily move them around. You can create multiple text boxes within the same frame, and once a text box is created it can be easily edited by placing your cursor on the frame of the box until it turns into a move tool (looks like a + sign with arrows), and upon Right clicking you will get an Edit Text Box option. Generally, when you create a text box the frames will always print, to stop this follow the procedure in the prior sentence above and select the line color, and set to None.

You can make the template print for alignment purposes (see next paragraph), however, you should note that the template may expand to two pages if you invoke printing since the addition of printable lines expands the space needed for output. Just align the top of the printed output of your test sheet with the actual perforated paper, and then go in and turn off printing of the template lines using the procedure below.

● Aligning your finished output with the printed templates

First do a test print on regular paper. At the extreme top left of every template page there is a small symbol. If you place your mouse pointer directly over it until you get what resembles a small plus sign with arrows in

all four directions or otherwise called a Move Tool (explained above), you can left click and drag the entire template with designs to any place on your current template page. Printing the templates can be selected in the same manner except you would select Borders and Shading and then specify Box for a single box or All for multiple boxes or plates on the same page. This is helpful if you do a test print of your finished work, and your template output doesn't line up exactly with your perforated paper sheets at the printer. This will allow you to move everything on the page to match perfectly with your printer output. Don't forget to disable the printing of the template lines once you line it up and are ready to print on your perforated paper.

● Installing SNAPsignDsign Software

Open the folder SNAPsignDsign, double-click the file setup.exe and follow the installation procedures. You may receive a warning that you may need to contact your system administrator for installation under Windows 2000, if you click OK, it will install under your regular user desktop with no problem. All other Windows platforms have worked fine. Since the default is to install the software under Start\Programs\SNAP\SNAPsignDsign you can easily go there and either create a shortcut or drag a copy to your desktop for easy access to the SNAPsignDsign program. The installation program will not put an icon on your desktop. There is a very useful and informative Help Menu within the program to explain how to use the multitude of features available.

● Using SNAPsignDsign software

To get started, begin the program and select File\New. This will display the handy Template Gallery where eventually you will be able to create your own Templates and add them. For the moment try clicking on the various Tabs of the Template Gallery such as Badges, Frames, and Name Tents to see what is available.

Now click on the Demonstration Templates Tab and you will see a sample Template with text. Select it by Left clicking on it once and clicking OK, or by double clicking it. Practice with this, by double clicking the Name or Title Line, highlight the text by left clicking and dragging your cursor across the text until its highlighted, then enter your own text or try changing the Font by selecting the text and clicking on Text\Type Specs.

Practice clicking on a text box and moving it or inserting anew graphic element, and use the Help Menu. There is a handy replicate feature that can be used where you are setting up a page of duplicate name badges. In no time at all you will be creating your own Signs, Name Badges, or Name Tents.

Note: If you click on Blank Page at the Template Gallery Window, you can create whatever you want and print it, or you can create your own Templates and Add then to the Template Gallery at the Tab of your choice. If you create a blank page or use an existing template and click Save, your file will be saved as a .psf file under the name that you specify, if you create a template and save it using the Save As command your file will have a .pst extension if you select it to be Saved that way. Then you can Open the Template Gallery and Click the Add button, find your new Template File, and specify what Tab you want it listed under.

You can also create your own clip art gallery and add to it the same way. If you have any problems that aren't answered by the Help menu, please contact customer service for assistance.

Have fun designing your own signage and name badges!