

These instructions are to help you to use the Resource Centre sticker templates.

Contact the Resource Centre if you need the templates.

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Things to know before you start

The templates automatically lay out stickers—you just need to design one sticker, and it will lay out a whole page.

The template is square, not round. The sticker design sits in the centre of the square. The whole square should be the colour of your sticker background. This is because there will be slight movement in the printer when you print the stickers, and having a larger background area prevents your stickers from ending up with bits of white space around the edges.

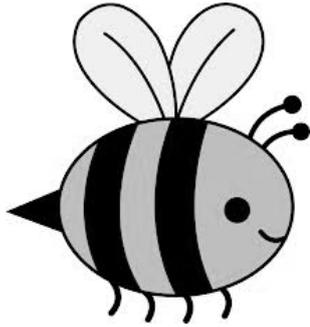


Designing your sticker

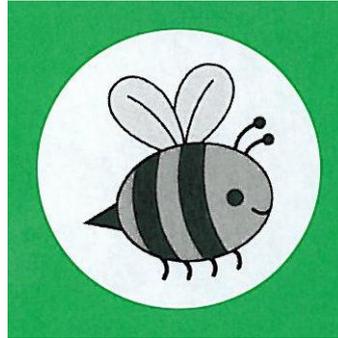
Your sticker will work best if the design is an image or text in the centre with a blank, coloured or patterned background. It is hard to make a circular design look good on a circular sticker. This is because there will always be a tiny bit of movement when you print the stickers, so it is very hard to make the design sit exactly in the centre of every sticker. If you have a round design, this really shows up.

Designs that work well

Design



Sticker



(White area indicates sticker)



Designs that don't work so well

Design



Sticker



(White area indicates sticker)

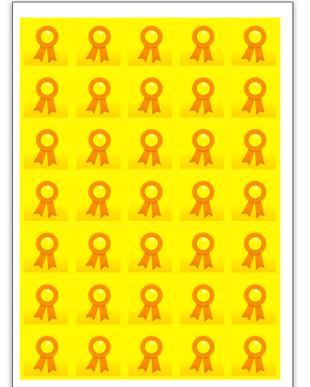
If you really want to use a round design, and are confident using Publisher, there are ways to make this work better. See page 4 for instructions on using round designs.

How to use the template—a step by step guide

You will need: Your sticker design, saved as an image (e.g. a JPEG, TIFF or EPS file); Microsoft Publisher; Resource Centre sticker template (either 25mm or 37mm).

1. Copy your image and paste it into the template.
2. Resize your image so that the main design is small enough to fit within the light grey circle.
 - ⇒ To resize your image, hold down shift, then drag a corner of the image in or out so that it gets smaller and bigger. You may also want to crop the edges if there are parts of the image you don't want to appear on your design. To crop, right click on the image, then click the crop icon, .
3. Pick up the image and move it to the centre of the grey circle. You will know its in the right place when two pink dotted lines appear, crossed over in the centre of the design. (The lines will only show up whilst you are moving the picture.)
4. Now make the background colour match your image. To do this:
 - ⇒ Click on the grey background to select it.
 - ⇒ In the menu along the top, choose "Drawing Tools Format". Click on "Shape Fill". Click on "Sample Fill Colour". Now you will have a cursor shaped like a pipette. Click on the background colour of your image. (Here it would be the yellow behind the rosette). The grey background will change colour to match your image.
 - ⇒ If you have a patterned background, the pattern needs to extend all the way to the edge of the dark grey square on the template. Using Sample Fill Colour will not work.
5. Now you are ready to print your stickers. Click File, then Print. You will get a preview of your page of stickers. Check it doesn't have white or grey space between the stickers.
6. Ask a Resource Centre worker to help you to print the stickers on our printer. This should be done from the Bypass tray, set to Plain paper.
7. Your stickers will look like this!



1. 
2. 
3. 
4. 
5. 

Using circular designs

It is best to try to avoid circular designs. If you really want to make stickers using a circular design, here's a method to make it work better. The idea is to make the background match the edge of your circular design. It will only work if your design has a clear edge that is all one colour.

To do this, your design **must** have a transparent background. When you paste it into publisher, you should be able to see the template behind it around the circular design. If there is a white rectangle around your design, **this will not work**.

1. Copy your image and paste it into the template. The smaller the sticker, the smaller the margin for error when printing, so round designs work better on 37mm stickers than 25mm stickers.
2. Resize your image so that the main design is small enough to fit within the light grey circle, and centre it over the light grey circle (see general instructions for how to do this.)
3. Click on your image to select it. Click on Picture Tools Format. Click Send Backward. The grey circle in the template should now be in front of your image (so your image looks like it has disappeared).
4. Click on the grey circle to select it. Press backspace to delete it.
5. Now make the background colour match your image.
 - ⇒ To do this, click on the grey background to select it. Take care not to select your image by mistake.
 - ⇒ In the menu along the top, choose "Drawing Tools Format". Click on "Shape Fill". Click on "Sample Fill Colour". Now you will have a cursor shaped like a dropper. Click on the edge colour of your image. (Here it would be the red outline). The grey background will change colour to match your image.
6. Now you are ready to print your stickers. Click File, then Print. You will get a preview of your page of stickers. Check it doesn't have white or grey space between the stickers.
7. Ask a Resource Centre worker to help you to print the stickers on our printer. This should be done from the Bypass tray, set to Plain paper.
8. Your stickers will look like this.

