



Laser printers use the **Plus-Film Pro** Insert Sheets which may be run through a printer multiple times, even after some of the inserts have been removed. **Plus-Film Pro (PFP)** Sheets are a clear plastic with a thin white paper adhered to the back.

CARE AND HANDLING OF YOUR MIGHTY BADGE

Mighty Badges are designed for use with the protective plastic lens cover in place on the front of the badge. When this lens cover is not in place, scratches and damage may occur to the logo or other imprinting on the badge. Avoid excessive handling of the unprotected metal backplates, and **STORE WITH LENS COVER IN PLACE TO AVOID RUBBING AND SCRATCHES.**

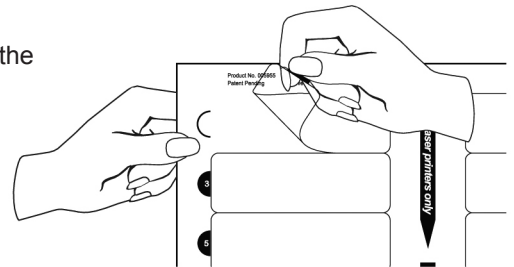
Each insert sheet has a specific side that should be printed on. Perform the following steps to ensure that your sheet and printer are properly configured to avoid wasting insert sheets. **IMPORTANT: USING INKJET SHEETS IN LASER PRINTERS OR LASER SHEETS IN INKJET PRINTERS WILL RESULT IN PRINTER DAMAGE.**

1 TEST PRINT Get a blank piece of standard printer paper. Draw an arrow on the paper; this will give you a reference point when you print a test page. For best results, use the manual paper feed option on your printer. As you feed the paper into your printer, take note of the facing (arrow face up or face down) and orientation (arrow pointed inward or outward) of the paper, as you will need to repeat this process to get the proper alignment. Print your text onto this sheet and note where the printing came out in relationship to where your arrow was drawn. This will tell you how to load the insert into your printer. You may choose to repeat this process as necessary, until you are confident that you can predict where the text will print on any sheet of paper used.

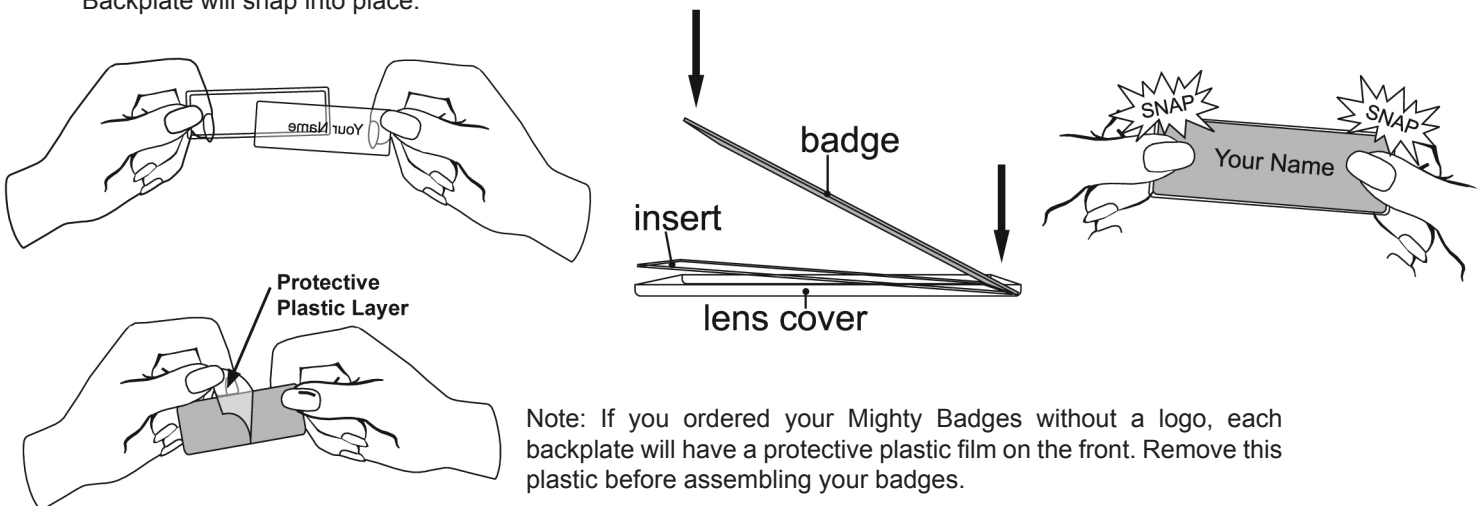
2 CHECK Once you are confident that you understand how your sheets will print, take an insert sheet and lay it on top of a test print with all edges aligned. Hold both sheets in front of a strong light to view the text through the insert sheet. Look at where the text will fall within each perforated area. Make adjustments to your document as needed, print a new test, and repeat the checking process until you are satisfied with where your text is printing. Please note - due to the difference in material, your printer may feed the insert sheet slightly differently than the paper. *Please allow yourself a little extra room in case of shifting.*

3 PRINT Now that your text is aligned properly, place an insert into the printer and print your text onto it. We recommend you print only one sheet at a time, to avoid print or feed errors. Check each sheet to ensure that there are no partially separated inserts attached.

4 SEPARATE Lift the numbered tab and peel the insert off the liner. Then fold the tab on the perforation and separate from the insert.



5 ASSEMBLE Place a printed insert into a lens cover. Place one end of the metal backplate into the lens cover, then press down on the other end. Backplate will snap into place.



Note: If you ordered your Mighty Badges without a logo, each backplate will have a protective plastic film on the front. Remove this plastic before assembling your badges.

Inkjet printers use the **Print and Tear Insert Sheets** which require a bit of pre-planning in order to use up the majority of the inserts on the sheet. **Print and Tear (PAT) Sheets** are a clear plastic with perforations down the length in the center.

CARE AND HANDLING OF YOUR MIGHTY BADGE

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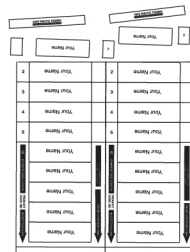
Each insert sheet has a specific side that should be printed on. Perform the following steps to ensure that your sheet and printer are properly configured to avoid wasting insert sheets. **IMPORTANT: USING INKJET SHEETS IN LASER PRINTERS OR LASER SHEETS IN INKJET PRINTERS WILL RESULT IN PRINTER DAMAGE.**

1 TEST PRINT Determine if you will be printing a full sheet or a partial sheet. For partial sheets, determine if you want to do column printing (envelope feed) or horizontal printing. Get a blank piece of standard printer paper. If you will be printing on a partial sheet, cut the paper down to the size you will be printing on. Draw an arrow on the paper; this will give you a reference point when you print a test page. For best results, use the manual paper feed option on your printer. As you feed the paper into your printer, take note of the facing (arrow face up or face down) and orientation (arrow pointed inward or outward) of the paper, as you will need to repeat this process to get the proper alignment. Print your text onto this sheet and note where the printing came out in relationship to where your arrow was drawn. This will tell you how to load the insert into your printer. You may choose to repeat this process as necessary, until you are confident that you can predict where the text will print on any sheet of paper used.

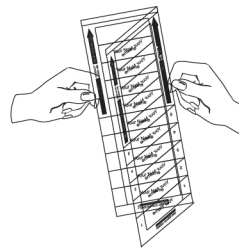
2 CHECK Once you are confident that you understand how your sheets will print, take an insert sheet and lay it on top of a test print with all edges aligned. Look at where the text will fall within each perforated area. Make adjustments to your document as needed, print a new test, and repeat the checking process until you are satisfied with where your text is printing. Please note - due to the difference in material, your printer may feed the insert sheet slightly differently than the paper. *Please allow yourself a little extra room in case of shifting.*

3 PRINT Now that your text is aligned properly, place an insert into the printer and print your text onto it. We recommend you print only one sheet at a time, to avoid print or feed errors.

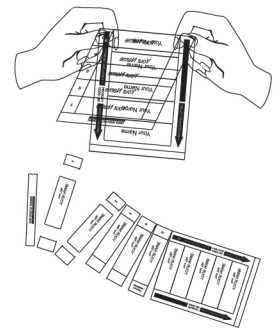
4 SEPARATE Fold the insert sheet back and forth along the perforations until sections break apart. If you'd like to be able to use un-printed inserts as a partial sheet in the future, take care to only fold along perforations that you will be separating, to preserve the largest possible area of un-broken insert sheet.



Separating only the top

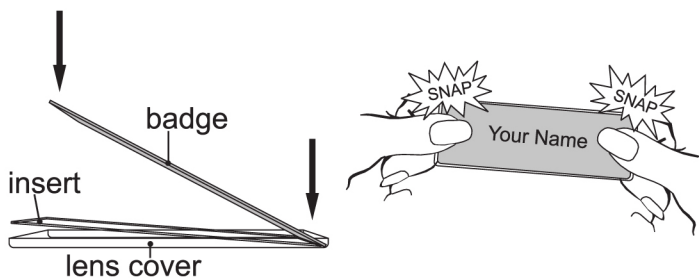


Separating the full sheet



Separating envelope feed

5 ASSEMBLE Place a printed insert into a lens cover. Place one end of the metal backplate into the lens cover, then press down on the other end. Backplate will snap into place.



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