

HOW TO PRINT YOUR 2025 PLAY AWARD SHELF-TALKERS

Using Avery® 5392 Name Badge Insert Sheets



WHAT YOU NEED:

Avery® #5392 Name Badge Insert Refills

- 8.5" x 11" blank sheets, perforated into 3" x 4" cards
- Cardstock 6 inserts per sheet
- Compatible with most inkjet and laser printers
- Available at [Avery.com](https://www.avery.com) or major office supply stores

PRINTING INSTRUCTIONS

1. DOWNLOAD THE FILE

Open the PDF and choose which full label sheet(s) you'd like to print.

2. OPEN THE FILE IN ADOBE ACROBAT READER

You can download it free at get.adobe.com/reader.

Avoid printing from a browser or preview app, which may misalign the sheets.

3. LOAD AVERY 5392 NAME BADGE SHEETS INTO YOUR PRINTER

- Check your printer manual for label sheet orientation.

4. ADJUST YOUR PRINT SETTINGS

- Enter the page number(s) you want to print.
- Set Page Size to Actual Size or 100% scale (Do not "Fit to Page").
- Use Best or High Quality print settings.
- Select the appropriate paper type (e.g., Labels, Cardstock, Heavy Paper).

5. TEST FIRST (OPTIONAL BUT RECOMMENDED)

Print on plain paper and hold it behind a label sheet to check alignment.

6. PRINT AND LET DRY BEFORE PEELING



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