

YouWho

Quick Reference Guide

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2016

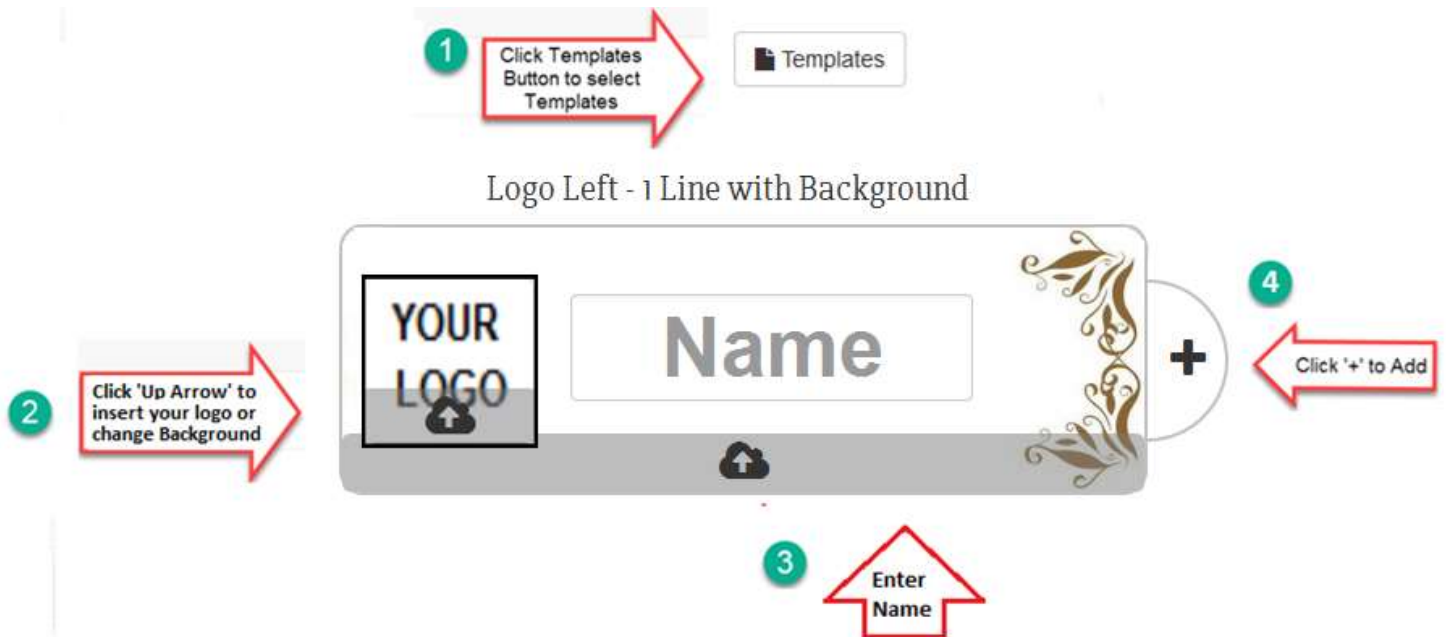
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1. Starting Out



2. Steps for creating a badge



3. Adding, editing and deleting badges

The interface shows a badge management screen. At the top, there are two buttons: "Templates" and "Delete All (8)". Below these is the text "Logo Left - 1 Line with Background". A large badge template is shown with a "YouWho" logo on the left, a text input field containing "Name", and a decorative floral graphic on the right. A red arrow points to the "+" sign next to the template with the text "Click '+' to Add". Another red arrow points to the "Delete All (8)" button with the text "Click Delete All to delete all badges in one time". Below the template is a grid of seven existing badges: "John", "Mary", "Allen", "Harry", "James", "Susan", "Alex", and "Sarah". A red arrow points to the "John" badge with the text "Select Badge to Edit or Delete".

Tip:

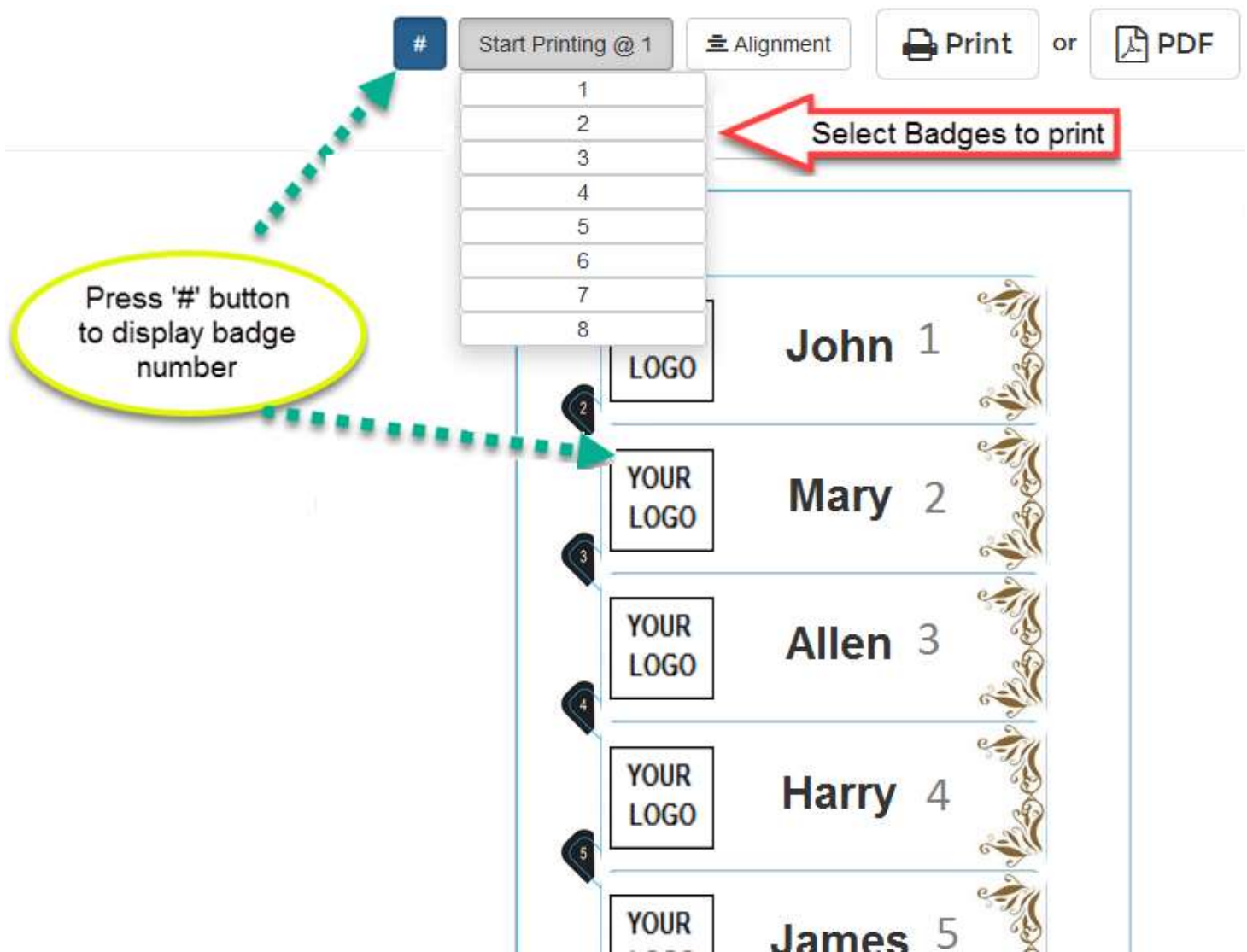
You can select a badge to edit and change the logo or background image. Any badges made after that will have the new logo or background image.

4. Steps for Printing

- a. Click on Print Button



- i. How to use the "Start Printing @ button" (if you are reusing an insert that has had one or multiple names already used)

A screenshot of the YouWho interface showing the printing process. At the top, there is a toolbar with a blue '#' button, a 'Start Printing @ 1' dropdown menu, an 'Alignment' button, a 'Print' button, and a 'PDF' button. A red arrow points to the 'Print' button with the text 'Select Badges to print'. Below the toolbar, a dropdown menu is open, showing a list of numbers from 1 to 8. A yellow oval on the left contains the text 'Press '#' button to display badge number', with a dashed green arrow pointing to the '#' button. Another dashed green arrow points from the oval to the number '2' in the dropdown menu. Below the dropdown menu, a preview of five badges is shown. Each badge has a 'YOUR LOGO' placeholder, a name, and a number. The names are John, Mary, Allen, Harry, and James, with numbers 1 through 5 respectively. The number '2' in the dropdown menu is highlighted, and a small '2' is visible next to the 'Mary' badge in the preview.

- ii. How to use the Alignment button (*In the occurrence that your badges are not printing with the alignment you desire, move the sliders to indicate where your badge printed on the insert sheet*)

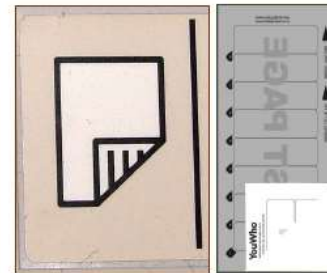
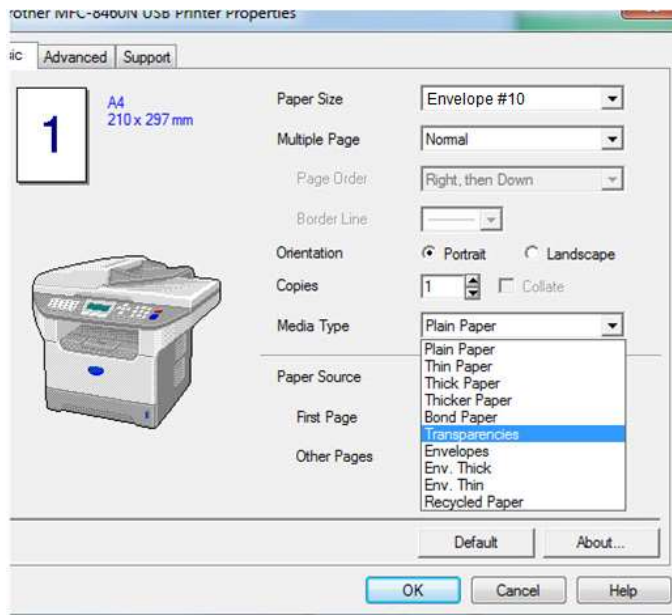
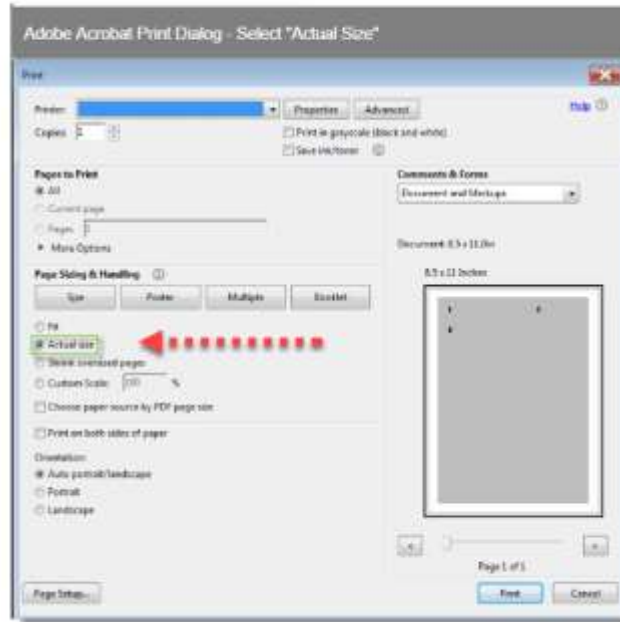


- b. Select Print to print badges or select PDF to save file (*Saving as PDF will allow you to print your badges at a later time or bring them with you to print at another location*)

The screenshot displays the YouWho interface. At the top, there is a menu bar with several buttons: a '#' button, 'Start Printing @ 1', 'Alignment', 'Print', and 'PDF'. The 'Print' button is highlighted with a red box and a green arrow pointing to it from a red box containing the text 'Click Print to print badges'. The 'PDF' button is also highlighted with a red box and a green arrow pointing to it from a red box containing the text 'Click PDF button to view/save in PDF format'. Below the menu bar, there is a list of four badges. Each badge is numbered (1, 2, 3, 4) and contains a 'YOUR LOGO' placeholder, a name (John, Mary, Allen, Harry), and a decorative floral border on the right side.

Badge Number	Name
1	John
2	Mary
3	Allen
4	Harry

c. Set Printer settings



Face down - the top of the sheet is toward you (arrow on the sheet pointing away)

1. Select "Envelope #10" (4.12 x 9.5) for the Paper Size
2. Select "Paper/Media Type" drop-down and choose "Transparencies" to optimize the printing results.

(Note: This screen is printer dependent)

Use the Manual Feed to place your Insert Sheet in the printer. Your printer will have an icon depicting how you should put the sheet in. You may also have to adjust the guides on the paper tray to properly fit the Insert Sheet in the tray.

Use the supplied Test Sheet to do a test run first.

5. Technical Support

Imprint Plus Tech Support
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