

Sticker How-to

Creating your sticker

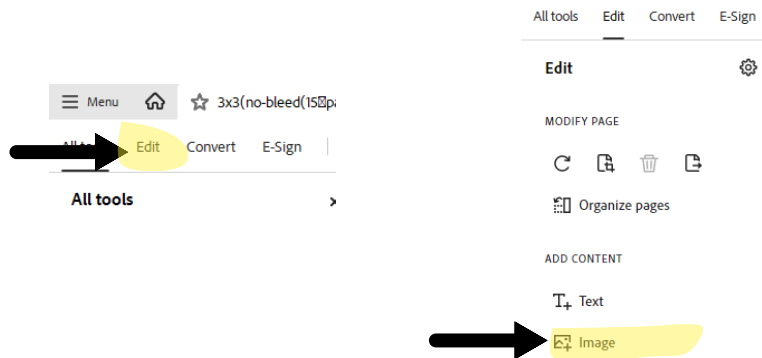
1. Make sure to bring your design ready to print. You can access templates for different sizes of stickers on the RSO PRC website under “**Prices, Printing & Templates**” > “**Templates**” > “**Sticker Templates**”. *Note: We provide both bleed and no bleed templates; however, **No bleed is preferred.***

2. **Add your graphic to the template by:**

a. Opening the template file in Acrobat. →



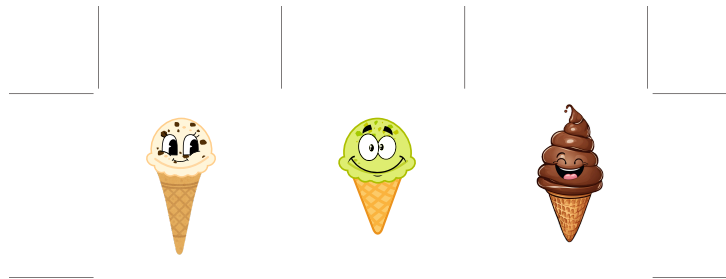
b. Select “Edit” Menu and select “Image” from the “Add Content” menu.



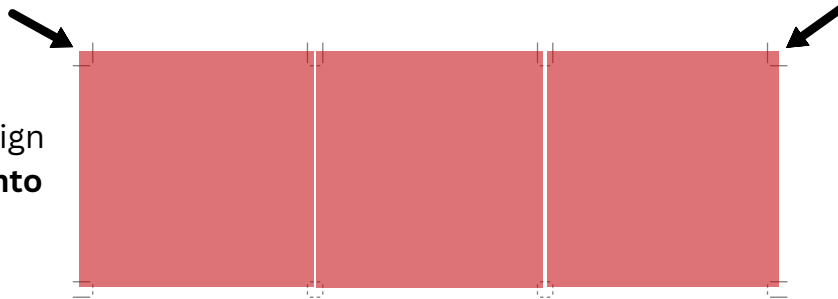
c. Select the image you want to add to the template.

d. Move the graphic and adjust it into position on the template. See below:

Here is an example of a sticker using the **No bleed** template! Here, the design is **within the trim marks**.



Here is an example of a sticker using the **bleed** template! Here, the design is **past the trim marks into the gutter**.



e. Repeat this step as many times as possible to get all your graphics into position on the template.

f. “Save” or “Print” the file to PDF so that the final file is 12"x18".

Note: If you are having trouble using Acrobat you can try using Canva to create the sticker template.



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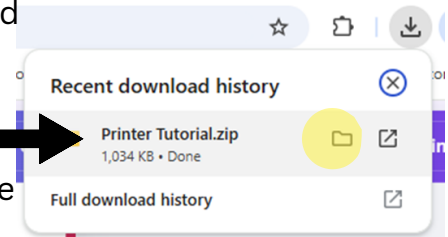
Before Printing Your Stickers

1. Purchase your sticker paper at the **SAC front desk** prior to printing. We offer White and Clear 12"x18" Sticker sheets.
2. Put the sticker paper in our Sundae printer in the "Large Capacity" drawer for 80# 12"x18" paper. ***IMPORTANT: Make sure to put the sticker paper with the printed side up (where the stickers will be printed) and the back side (the sticky side) side down, looking towards the floor. If you need additional support, please request assistance by pushing the button on the table or visit us during our office hours.***

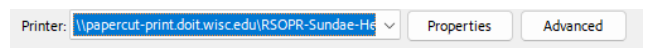


Printing your stickers

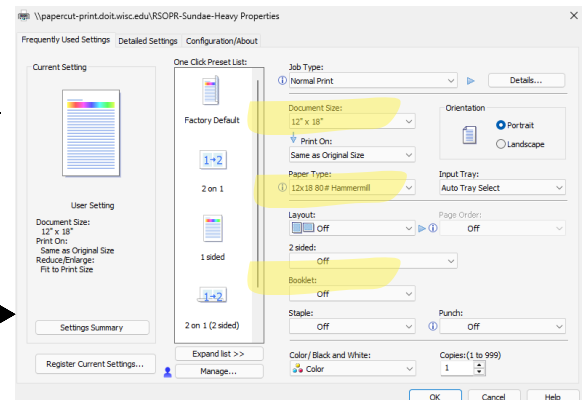
1. Login to the desktop at the Print Prep Station with your **NetID** and **Password**
2. Open the file you want to print
3. Download your file as a **PDF**
4. Access recent download history, and click the **file icon** next to the document you want to print.
5. Once in downloads, double-click the desired document to **open** with **"Adobe Acrobat"**
6. Once in Adobe, you will need to login with your NetID and Password
7. Click **"Menu"** in top left corner and then **"Print"**.



8. Select the printer name (**Sundae-heavy**) you want to print your file from.



9. To indicate your desired paper size, select **"Properties"**
 - a. Change the **document size** and **Paper Type** to match the size of the sticker paper. **This will be 12x18 80# Hammermill.** ***IMPORTANT: if these sizes do not match, the printer will charge you and the error light will flash. Please ask staff to assist you if this happens during staffed hours. If you need additional support, please request assistance by pushing the button on the table or visit us during our office hours.***

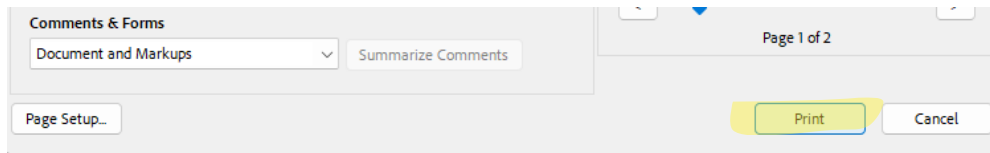


- b. Select document to be **1-sided**.

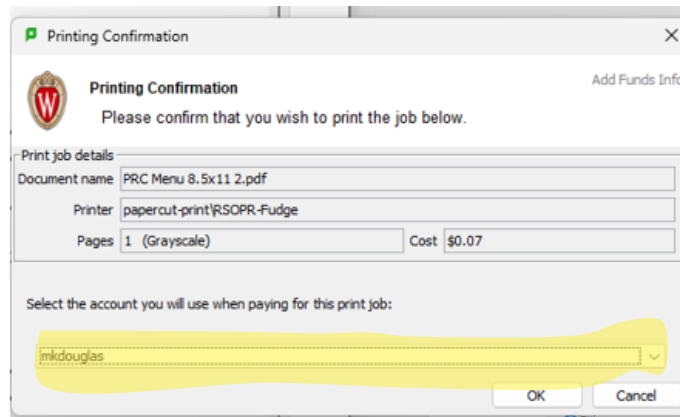


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10. Click **OK** when done with Properties dialog box (this will not print yet).
11. Once returned to the Main dialog box, note page sizing and heading in the main print page.
 - a. **Choose actual size** to print to exact document measurements. ***IMPORTANT: Templates need to be printed to Actual size so the template retains the designated size.***
12. Once everything is correct and you are ready to print, select **“Print”**.



13. A popup will appear to confirm your printing job.
To pay with print card if you are a part of a department or student organization, click on the dropdown at the bottom and select the department/organization account.
14. Select **OK** after you choose the correct account to ensure the print job gets sent.



Sign out of the computer and head to the Print Release Station.

Log in with your NetID & Password or Departmental Print Card and PIN# to release (print) your print job.

Cutting Your Stickers

1. You have several options for cutting your stickers:
 - o **Cut them yourself** using the scissors or hand cutter available at the table.
 - o **Drop them off** in the box next to the guillotine cutter, and we'll cut them for you! **Please include a note with your contact information, and we'll email you when your stickers are ready for pickup.**

