

How To Use RELYCO Templates

Looking to use one of RELYCO's templates? Follow this guide for printing success.

Are you looking to use our free templates to design a die-cut, ID card or form? All of our templates are located on the [Resources](#) section of our website or on the individual product pages of our [store](#). Once you download a file, you will find three versions of that template inside: a PDF, a Word document and a Publisher document. If you don't have a design team, contact us to learn more about RELYCO's custom design solutions to help you create stunning print files.

Always make sure the paper you are using is compatible with your printer. This is particularly important with synthetic paper, so if you're printing REVLAR die-cuts, use our [REVLAR Printing Guidelines](#) to make sure the printer you plan to use will work with the paper's gsm and melting point.

Using Adobe Illustrator

Step 1: Save the template

Click the template file on our website. The zipped file will automatically download and save to your computer.

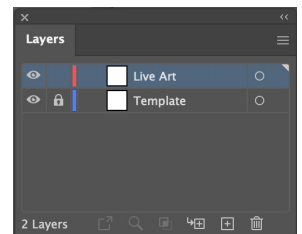
Step 2: Open Illustrator

Step 3: Open the template

From Illustrator, open the PDF template file by navigating to where you saved the template on your computer.

Step 4: Layers Panel

Locate your layers panel by going up to Window > layers. In the layers panel, make sure the live art layer is active (if there is no live art layer - you can create one now by clicking the plus icon). Next, check to make sure the template layer is locked. You will know it is locked when you see the padlock icon next to the eyeball icon. Because the template is live, you can always unlock to use the already created dielines to place graphics/images or get exact measurements. Just remember to remove the stroke around the dieline before printing.



Pro Tip: You don't want the template dieline to print, so always work on the live art layer, not the template layer. This will make it easier when you go to print.

Step 5: Design & Layout

Start designing your file by placing images, adding color and text.

Step 6: Printing

Now that you have your file designed, head back over to the layers panel and turn off the visibility (eyeball icon) so that the final print out won't have the outline of the template.

That is how simple it is to use our templates!



Using templates in Microsoft Word & Publisher

If you don't have access to the Adobe suite, you can use Microsoft Word or Publisher.

Step 1: Open the Word or Publisher template file

Margins should be turned off and the template should already be in the background.

Step 2: Designing

Start designing on top of it by using the tools on the insert tab (create text boxes, insert pictures, use shapes, etc).

Step 3: Preparing to print

You'll want to delete your background before you print.

- In Publisher: Navigate to the page design tab > background > more backgrounds > no fill.
- In Word: Navigate to the design tab > watermark > remove watermark.

Step 4: Print

We recommend doing a test print on a standard piece of paper to make sure everything looks right before you begin printing on any specialty paper. You can nudge the artwork around if things aren't lining up perfectly on your first print.