**ARTWORK TEMPLATE FOR DESIGNER SERIES WINDOW CARDS**

**Use with SOAP DISPENSER WINDOW CARD 15 perforated card stock, available from PerforatedPaper.com. See ordering instructions below.**

**IMPORTANT!! *Read before beginning artwork for the
Designer Series Window Cards using Microsoft Word.***

**What you CAN DO:**

**The Window Cards for the Designer Series dispensers are an ideal way to promote your company/brand. The following is what can appear on the cards:**

1. **Company name and/or logo – can add your address, phone number, website if desired**
2. **Brand name and/or logo**
3. **Product identification –i.e: Luxury Hand Soap, Antibacterial Hand Soap, Hand Sanitizer, etc.**
4. **Item or reorder number**

**For best results, keep the graphics simple and centered in the card. Word will accept a logo that is in BMP, EPS, GIF, JPG or TIFF format. JPG is the most common. In Word, go to Insert…Picture - then choose the JPG image. Add additional text as needed. For assistance in placing images and text in a Word template, see next page, or go to** <https://support.office.com/en-us/article/Add-a-drawing-to-a-document-348a8390-c32e-43d0-942c-b20ad11dea6f>

**What you CANNOT DO:**

**There are many rules and regulations that Kutol abides by in the manufacturing and marketing of its products that must also be followed by private label customers. They include:**

1. **NO EFFICACY, KILL OR PERFORMANCE CLAIMS. Antibacterial/antimicrobial Hand Cleaners and Hand Sanitizers are OTC drug products and come under strict regulation of the FDA. No kill claims can be made regarding the efficacy of the product against a specific organism. Please contact Kutol if you have questions on what is and what is not allowed.**
2. **YOU MUST HAVE CERTIFICATION IN ORDER TO USE MARKS. Green Seal™ is an organization that requires certification to use their marks. While Kutol has Green Seal certification for some products, private brands must have their own certification. Likewise, Biopreferred®, Ecologo® and NSF® logos are trademarked and have their own set of rules, and cannot be used without certification. Please contact Kutol if you are interested in pursuing any certifications.**
3. **YOU CANNOT USE KUTOL LOGOS OR MARKS WITHOUT PERMISSION. Kutol has their own brand names and logos, many of which are trademarked. You cannot use Kutol’s brand names or any images associated with them without our permission. Please contact Kutol with any questions.**

**How to Order Perforated Card Stock:**

**The following page is the template to use with Item # SOAP DISPENSER WINDOW CARD 15 perforated card stock from PerforatedPaper.com. There are 3 ways to order card stock:**

**1) Call perforated paper.com, at their toll-free customer support number 1 -888-771-0809.
2) Email them at** **support@perforatedpaper.com**
**3) Go to perforatedpaper.com, under “Contact Us”, fill out fields (including Item # SOAP DISPENSER WINDOW CARD 15), click Send Email**

**This stock can be used on a Laser or Inkjet printer. There is no charge for the card stock, but you will be responsible for shipping charges.**

**HOW TO ADD IMAGES AND TEXT TO WINDOW CARDS IN
WORD 2007 AND WORD 2010**

**To add an Image and/or Text box to a window card, you will need to first insert a Drawing Canvas in the cell as follows:**

* Left click in the cell. You will see a blinking vertical line.
* Click Insert (tab at top)... select Shapes... scroll down and choose New Drawing Canvas.
* The Drawing Canvas (a dashed box) will appear in the cell. Pull the borders of the canvas out to fit the cell.

**With the cursor in the Drawing canvas, Insert…Picture and choose image you want. Insert… Text Box…go to bottom of drop-down list and choose Draw Text Box and draw the text box with your mouse. Type whatever words you want in the text box. Position the text box and image where you want.**

**Font and Text Box Options:**

The color/style/size of the font and text box can be changed.
For the font, highlight the text, go to the Home tab and choose one of the font, size & color options. **Shortcut: Left click inside the text box, then right click and choose from the options that pop up.**

For the text box, left click on the text box, go to Text Box Tools...Format...and choose from the Shape Fill and Shape Outline options. **Shortcut: right click inside the text box so that NO dotted line appears. Go to Borders and Shading on the pop up to bring up options.**

 **Drawing Canvas Options:**

The color of the Drawing Canvas background can also be changed. Click on the canvas, go to Drawing Tools…Format… and choose Shape, Color and Fill option. **Shortcut: right click n the drawing canvs, select Format Drawing Canvas and choose Color and Fill Effects.**

**Once the design for one cell is complete, left click on the Drawing Canvas, copy (Ctrl C) and paste canvas (Ctrl V) into each cell.**

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| If you cannot see the dotted blue lines bordering each cell of the table on this page, left click on middle of this page, go to Table Tools, the Layout tab, over to the left click on “View Gridlines”. These dotted lines are your layout guides for each window card, they will not print. |  |  |
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