

blank-doorhangers.com

Guide to easy door hanger printing

1



Download one of our FREE templates at
http://blank-doorhangers.com/index_files/dk_downloads.htm

2



Design your door hanger
This example is using Microsoft® Word

3



Print your door hanger
We suggest using regular copy paper until everything is just right (don't forget to proof read)
Because of climate variations, we recommend allowing your door hangers to adjust to the temperature and humidity in your office for 48 hours before using
We recommend using a straight paper path if possible

4



If using a copier or Laser printer, the paper may curl due to the heat. Simply allow the paper time to regain the moisture it lost, usually within an hour
For this example, we are using the DK3-P
To separate your door hangers (if perforated)
Take 10—12 sheets and jog neatly
Start with the hole toward you (upside down)

5



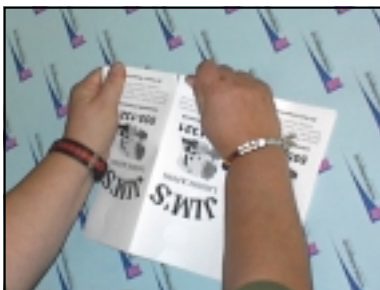
Fold the left hand side over the right along the Perforation and press down

6



Now fold the left hand side under and press down along the perforation

7



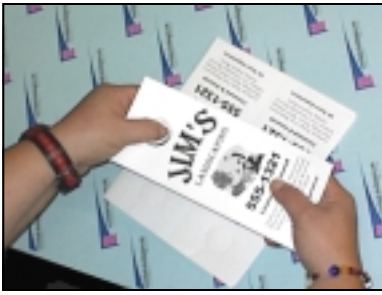
Grip firmly at the top and side and start to tear

8



Continue tearing until separated

9



To punch out the holes, push down with your thumb

10



Then push up with your fingers and pull them out

11



Again, Fold the left hand side over the right along the Perforation and press down

12



And fold the left hand side under and press down along the perforation

13



Grip firmly at the top and side and start to tear

14



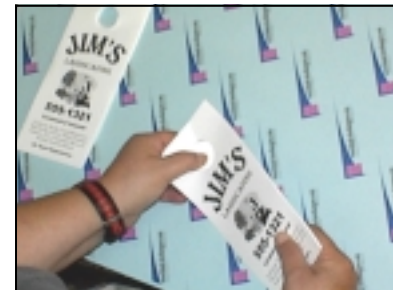
Continue tearing until separated

15



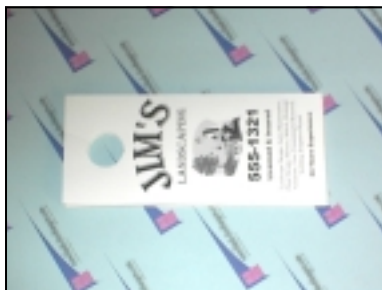
To remove the holes, Push in

16



And Pull out

17



Your door hangers are ready to hang

18



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