

ZigZag Table Tent Guidance

You may remember these colorful table tents from the 2008 conference. Two-sided and folded into a zigzag, the final piece shows a row of pictures on both sides along with Extension's updated logo.

Here is how to produce these pieces locally.

Download the PDF file to your hard drive. The file contains four pages. Each page can be used as one side of a table tent. Print the pages you would like to use for your table tent on 8.5" x 14" (legal size) paper using a color printer or color copier. If you use a color printer, you will need to photocopy the two pages on a color copier to create the table tent.

To print on your copier, you may need to experiment as different models vary. On the copier we used, we placed both originals face up in the document feeder BUT one was placed heads up and one was placed heads down. Some models take both heads up, and one model needed the second page face down. Experiment using black and white before moving to color to save toner or vendor costs.

Before copying, select the "original to copy" dialog box on the controls and chose "one-sided original" and "two-sided copy," but your photocopier may have different settings.

Once you are ready to make the final color copies, we suggest using cover or card stock. We used 67-pound uncoated card stock, but weights range from 40 pounds to 80 pounds and not all are uncoated. The heavier paper helps the final piece hold its shape and withstand the light breeze from folks sitting down and walking around. (Note – do NOT use these outside unless you plan to tape them into place!)

Once you have your copies printed, use the crop lines (those little black lines at the corners) as a guide to trim the white margins from the final product.