

Do You Need a Sign Insert For Your Space?

Do you need a new sign insert for one of the holders in your suite or building? It is now possible for you to order such an insert directly from the vendor and avoid the time and expense of submitting a TU Marketplace work requisition. It is even possible, depending on the type of insert needed, for you to make the insert yourself, saving even more time and money.

What Kind of Insert Do You Need?

There are two commonly used insert holders in use at the University:

1. **N2 Sign** (Temple's Standard room sign with insert holder)

This is a newer type of insert holder called an 'N2', which is the Temple Standard. It looks like this:



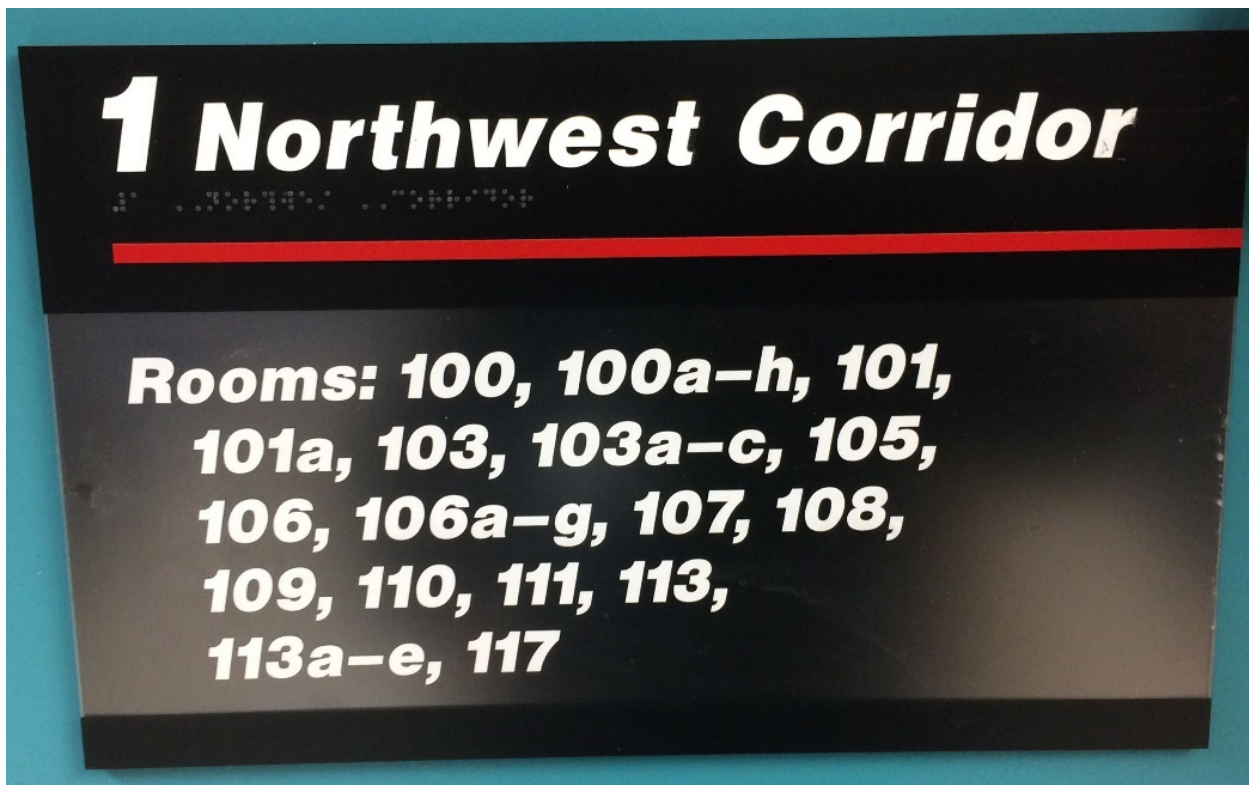
N2 SIGN - Insert: 2 ½" x 8 ½"

2. **Informational Signs** (older style sign type)

There is an older type known as an “Informational” sign. It comes in two versions, a ‘Small Informational’ (SI) and a ‘Large informational’ (LI) sign. They look like this:



SMALL INFORMATIONAL SIGN - Insert 2" x 10"



LARGE INFORMATIONAL SIGN - Insert: 6" x 16"

Creating Sign Inserts

Creating your own inserts for the N2 Signs and Informational Signs is actually quite simple. All you need is a computer with Microsoft Word and a printer connected to it.

Once you determine what type of sign you have, download the template for the correct sign insert from Temple's Campus Operations website:

<https://campusoperations.temple.edu/campus-development/design-construction/signage-inserts-your-space>

Sign insert templates and associated font types can be downloaded from Temple's Campus Operations website by copying and pasting the link above into your web browser.

Creating Inserts for the N2 Type Sign

To create an insert for the N2 Sign, you will need transparency film like the type that is used on an overhead projector. Boxes of this are available from our office supply vendor, Guy Brown, through TU Marketplace. The product is:



Once you have the film, all you need to do is download the Word File template, "Type N2 Signs", from Temple University's Campus Operations website. Change the wording to meet your needs, and then print it out on the transparency film. Trim off the excess film with scissors, and you are done. Removing an old insert can be tricky, but the best tool to push the old insert out of the holder is an ordinary business card.



If it DOES NOT look like the picture above, it is probably because you don't have the correct font on your computer. These inserts use the Futura ND font which can also be downloaded from Temple's Campus Operations website. Download the font and copy it into your Windows Font directory.

Creating Inserts for the Informational Type Signs

To create your own inserts for the Informational Signs, you will use standard, white printer paper. Download the Word file template(s), "SI Style Inserts" and/or "LI Style Inserts", from Temple's Campus Operations website to create the correct insert for your sign holder. You then edit the file to get the wording you want and send it to your printer. For the Informational Sign inserts, the background color is black and the text color is white. The results should look like this:



If it DOES NOT look like the image above, it is probably because you don't have the correct font on your computer. These inserts use the Futura XBLK BT font which can be downloaded from Temple's Campus Operations website. Download the font and copy it into your Windows Font directory.

Cut out the insert with a pair of scissors, trimming to the white outline. Then simply put the insert into the holder. An example of the printed insert in the Informational type sign holder is shown below.



Ordering a Sign Insert Through TU Marketplace (Available Soon!)

If you don't want to make your own sign inserts or you do not have access to a printer, you can order sign inserts directly through TU Marketplace. You will need to create a Word or Excel file with the wording you want for each insert. A link will be provided to TU Marketplace for this process when it is available.