# 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. 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"
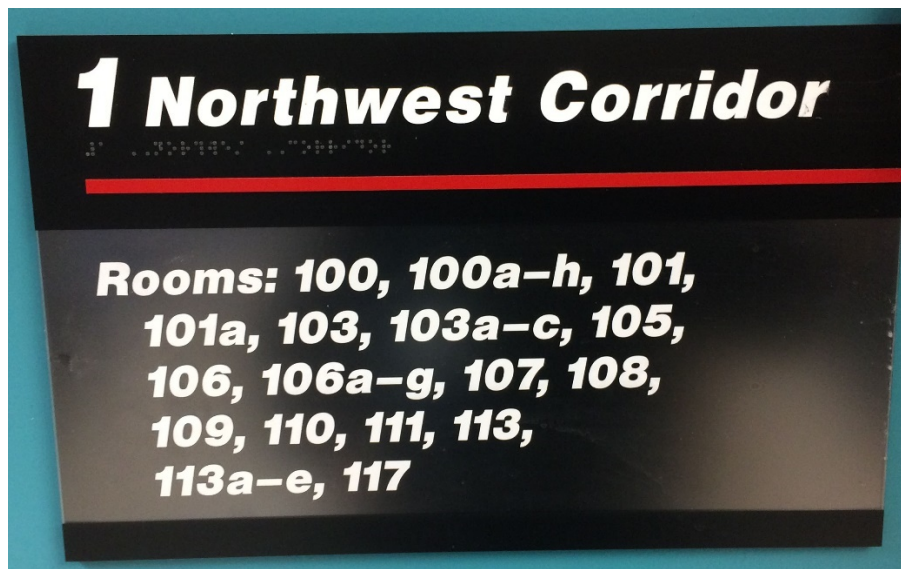
LARGE INFORMATIONAL SIGN Insert: 6" x 16"

There is also 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"

Creating Inserts for the Informational Type Signs

Creating your own inserts for the informational type signs is not difficult. All you need is a computer with Word and a printer connected to it. Download the Word file(s) that have the templates to create the inserts: SI Style Insert or LI Style Insert. You then edit the file to get the wording you want and send it to your printer. Note that with some printers you may have to change some of the settings to get it to print out the text in white with the background black. The results should look like this:
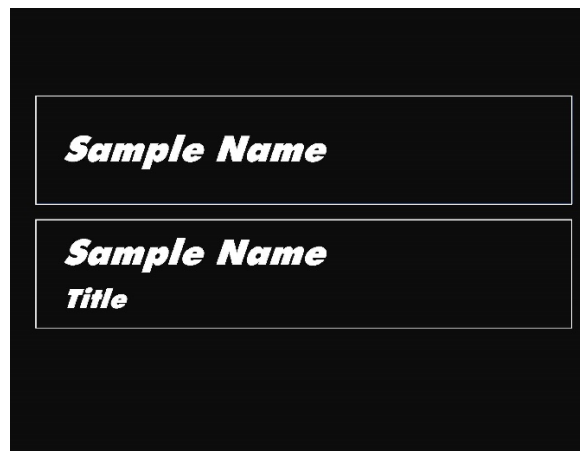
Cut out the insert with a pair of scissors, trimming to the white outline. Then, simply put the insert into the holder.

Creating Inserts for the N2 Type Sign

Creating your own inserts for the N2 Signs is actually quite simple. You will need transparency film like 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 which has the template to create your own inserts: Insert for Type N2 Signs. Change the wording to meet your needs, then print it out. Trim off the excess film with a scissors and you are done. Removing an old insert can be tricky, but the best tool to push the old insert out 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 be downloaded here or here. Download the font and copy it into you Windows Font directory.

Ordering a Sign Insert Through TU Marketplace

If you don't want to make your own sign inserts you can order them directly through TU Marketplace. You will need to create a Word or Excel file with the wording you want for each insert. Then follow this [link](#) to TU Marketplace and follow the instructions there.